

Theatre Quadra Steering Committee Meeting September 14, 2015

Meeting called to order at 4:35pm. Previous minutes accepted by all members of the committee.

In attendance: Linda Lolacher, Darcy Mitchell, John Nursall, Doni Laird, Allen Perkins, Trudi Richter

Absent: Naomi Terry (missed the ferry)

Guests for first part of meeting: Heidi Ridgeway, Lori

Rocky Horror update Heidi & Lori Rehearsals going well. Some issue regarding differing scripts from YouTube samples.

- Sound is an issue. At this point the production crew does not have a committed sound person. Hoping to get Jim Thieven on board but he has a conflict for the Saturday show.
- Costumes mostly have already, well below budget.
- Need help with producing. Monday 26th need bodies to help with setup 5:00 -6:30.
- Heidi requests direct contact with QCC—committee approved.
- Temporary storage resolved by John Nursall offering his garage space
- Need person to handle ticket sales at the door. Committee needed to handle. Doni agreed to handle front of house for the production Gloria Rolfsen possible volunteer to assist Doni.
- Concession. Heidi will offer to Chris for the Feral Cat group and let committee know.

Rocky Horror publicity plan John

- Discussion re ticket sales. Have posters/tickets out by October 2nd. Include mention that it will be adult themes. John will put a plan together.
- Coordinate with HBI re guests coming to see the show. Michael Lynch—B&B chair. Talk to Tsa Kwa Luten.
- Advertising budget is \$450.00 to cover , newspaper and radio ads, Posters ticket printing, etc.

- Heidi to pass on to John the ad schedule she got from River City for publicity. Radio interview was discussed. Give tickets for Sunday matinee to listeners in order to get interviews free.

-

Program sleeve advertising sales Doni

- Doni-discussed make-up of the program. Concept is to create a program sleeve for both the Rocky production and the Take Ten spring productions. There will be color ads on the cover along with the production artwork and back will have color ads. The inside ads will be black and white. The production programs will be printed in black and white and inserted into the sleeve. This is where Thank-you to businesses that supported the production can be added. Lara to create. It was agreed that there will be no free ads on the program sleeve. Revenue from program sleeve ad sales will cover all costs to produce for each production and 50% of net proceeds will be applied to the Rocky revenue and 50% to the Take Ten revenue.

Sound System Linda

- Linda Spoke with Jim Thieven regarding possibilities for Rocky sound technician. Linda is expecting to hear back from him next week, there is a chance he will take on the sound for a price. Waiting from him to provide a quote.
- Send letter to QCC to let them know that we require a sound system and trained personnel for all shows. Linda will go to QCC monthly board meeting to represent TQ regarding sound.

October meeting date revision John

- Decision to email best dates and come to consensus

Logo Selection John/All

- Chosen unanimously

TQ Website maintenance costs John

- Current programmer now requires payment for updates and maintenance. John will investigate learning how to do it.

Fall play selection- Steering team member submission and voting Allen

- Tabled for further discussion next meeting

7:10 Move to adjourn meeting: Doni Seconded: John.

Next meeting Wednesday, October 7, 2015

4:00 – 6:00 QCC boardroom

Agenda Items tabled to next meeting

1. Set Storage facilities, recent move and future planning Linda 15 minutes
2. 2016 Take Ten update Darcy & Doni 15 minutes
3. Fall play selection- Steering team member submission and voting Allen 15 minutes