

**PEACE RIVER ZONE
FESTIVAL MEETING MINUTES**

Date: Thursday, February 22, 2018 @ 7:30pm

Location: Pam's dining room

Attendees: Pam Laventure, Teela Gould, Bronwyn Hall & Stevi Eby

1. Call to order: 07:41pm
2. Reviewed and approved agenda
3. Reviewed and approved minutes of January 9, 2018
4. Business Arising from the minutes:
 - a. NDIT Grant – Stevi to check with Sue
 - b. FSJ Arts Council Grant – has been submitted
 - c. Regional Arts Council Grant – ongoing
5. New Business:
 - a. Theme
 - Queue the Lights
 - b. Theatre BC (TBC) update
 - In discussions with insurance company to get a good group rate for any group within TBC
 - If they can get us good rates, this would be something to attract small groups
 - Oliver still asking to have our Sunday (May 27, 2018), so Central School can move in their play
 - Winning play workshop doesn't have to be in the Theatre, we only have to provide a space
 - TBC still looking for a host for Mainstage 2019
 - c. Treasurer's Report
 - One sponsorship came in at \$500
 - 2 more grants to apply for
 - d. Sponsorship
 - We need to follow up with letters – ongoing
 - e. Adjudicator
 - Lauren Brotman from Prince George
 - She is willing to drive
 - Bronwyn will fill out the contract and send it out
 - Lauren is willing to do a workshop, but she needs more info on what and when
 - We would like to have an acting workshop on Wednesday night
 - Bronwyn will check on getting free accommodation – no update
 - f. NPCC
 - Contract still needs to be signed – no update
 - Multipurpose room would be better for coffee critiques
 - Teela will bring this up with Oliver when she checks on contract – no update
 - g. Communication to Entrants
 - Two entrants from Stage North
 - One entrant from NPSS
 - h. Scheduling
 - One play per day starting on Thursday night
 - Tentatively would like to have NPSS on Thursday night

- Start coffee critiques at 10am
- i. Awards
 - We need them cheap!
 - “Plaques are dumb”
 - Stevi suggested a crystal pyramid paperweight thing with the bottom engraved so you can see through from the top
 - Stevi will find out more info about the paperweight things
- j. Decorations
 - Tabled
- k. Coffee Critiques
 - Tabled
- l. Greenroom/backstage
 - Bronwyn will ask Blair Scott if he’d be willing to be Stage Manager for Festival
 - Have Stage Manager do checks before and after groups load out
 - Need volunteers for front of house and decorating
 - Need to see if concession will be open for the plays
 - We will provide crew volunteers to all plays if we can find some
- m. To Do List
 - Table until next meeting
 - Review list Bronwyn shared on Google Drive
- 6. Next Meeting: Thursday, March 15, 2018 (Stevi to bring booze & snacks)
- 7. Meeting adjourned at 9:19pm

ACTION ITEMS:

- NDIT Grant – Stevi to check with Sue
- We need to follow up with letters – ongoing
- Bronwyn will fill out the contract and send it out
- Bronwyn will ask Blair Scott if he’d be willing to be Stage Manager for Festival
- Bronwyn will check on getting free accommodation for adjudicator
- Teela will bring up using the multipurpose room when she checks on contract at NPCC
- Bronwyn will follow up with Fort Nelson and Tumbler Ridge about entering Festival
- All members to review To Do List on Google Drive

**PEACE RIVER ZONE
FESTIVAL MEETING MINUTES**

Date: Wednesday, May 16, 2018 @ 18:00pm

Location: Pam's dining room

Attendees: Pam Laventure, Teela Gould & Bronwyn Hall

1. Call to order: 18:03
2. Reviewed and approved agenda
3. Reviewed and approved minutes of April 29, 2018
4. Business Arising from the minutes:
 - NDIT Grant (Northern Development Initiative Trust) – did not get because they had already given out all the money
 - Regional Arts Council Grant – did not get it because application wasn't in on time
 - RBC corporate Grant – no update
5. New Business:
 - Theatre BC (TBC) update
 - Richard has asked if we would like to sponsor a greenroom
 - We will not be doing this as we haven't gotten much for sponsorship
 - Treasurer's Report
 - No update
 - Stevi will send bank statements and year end report to TBC
 - Sponsorship
 - Stevi sending full list of sponsors and how much they donated to Teela
 - Teela will check if her Mom will make up the sponsor poster
 - Theme
 - Pam picked up posters and Teela put them up
 - Sue is making the program and has emailed for requirements
 - Bronwyn will send adjudicator bio to Sue
 - Stevi will send list of sponsors to Sue
 - Stevi will check with Blair Scott about whether he wants to be acknowledged in the program for *Mary's Wedding*
 - Adjudicator (Lauren Brotman)
 - Will arrive on Thursday
 - Bronwyn will reserve seats for Ms. Brotman
 - Pam will put out an email about gift ideas
 - Bronwyn will email Teela's info to Ms. Brotman
 - NPCC
 - After Party costs will be: \$112 + GST room rental, \$100 + GST bartender
 - Teela will inform Oliver we want just the room until midnight
 - We will not have a bartender
 - Event Liability Insurance
 - We will provide food for After Party
 - NPCC/café has liquor license
 - Café will be open and selling liquor before shows and on Saturday evening after show
 - Dates for 2020 booking
 - May 25th to 31st

- May 4th to 9th
- Communication to Entrants
 - Bronwyn is sending out final email tomorrow
 - Invite to reception
 - Invite to After Party and mention no alcohol
 - When to meet Blair at loading dock
 - TBC membership
 - MC introducing shows
 - NPCC etiquette
 - Link to Adjudicator's role
 - Pam will get together the entrant package (registration is 3pm on Thursday, May 24th)
 - Passes/badge
 - Schedule
 - Program
- Scheduling
 - COMPLETED
- Advertising
 - Deanna set up Facebook event advertising
 - Stevi will start tagging people who are in the shows
 - Bronwyn will contact radio stations to have them advertise (they will post on Energetic City)
 - Teela will put an ad on Town Wall
- Awards
 - Awards are done and they are beautiful!
 - Stevi will bring the awards on Saturday
 - Pam will make and print award certificates
 - Stevi will email Pam the list of award sponsors
- Decorations
 - Teela and Stevi have this under control
 - Stevi will bring a red tablecloth for the registration table and we'll use it for the award table
 - Twinkle lights will go on award table after (so we don't need flowers)
 - We will use the boxes the awards came in for the award table
 - Stevi has commissioned someone to make a backboard for photo opportunities
 - Lights at the space are not useable
 - Decorating will take place on Thursday
- 50/50 Ticket Raffle
 - Pam will still investigate this
 - Stevi will bring the float to Pam
 - Stevi will let Pam know if she has tickets
- Volunteers
 - Pam will make up pass/badges
 - Corine Fraser (Volunteer)
 - Chelsey Farquhar (Volunteer)
 - Brenda Zohren (Volunteer & MC)
 - Blair Scott (Festival Stage Manager)
 - PRZ board
- Coffee Critiques/Reception/After Party
 - Teela is bringing coffee & stuff for the coffee critiques

**PEACE RIVER ZONE
FESTIVAL MEETING MINUTES**

Date: Sunday, June 10, 2018 @ 13:00pm

Location: North Peace Cultural Centre

Attendees: Pam Laventure, Teela Gould, Bronwyn Hall, Stevi Eby, Sue Popesku

1. Call to order: 13:15
2. Reviewed and approved agenda
3. Reviewed and approved minutes of May 16, 2018
4. Business Arising from the minutes:
 - RBC corporate Grant – received \$1500 to Theatre BC, who will be sending us a cheque
5. New Business:
 - Theatre BC (TBC) update
 - Nothing to report
 - Meetings coming up on July 5th, 6th and 7th in Vernon at Mainstage
 - Yearly zone report is due today; Teela has it written and is just waiting until after this meeting to send it in
 - Teela & Stevi have sent in requests to Theatre BC for travel funding (\$1300 total) for *Blackbird* and *Mary's Wedding*
 - Treasurer's Report
 - We have enough money to give the winning play \$2000, but they can't cash the cheque until we have the \$1500 RBC Grant from Theatre BC
 - See attached for report
 - Change to report: have received money from Pamela Laventure
 - Adjudicator (Lauren Brotman)
 - Cheque has been written and mailed
 - Festival Summary
 - Less glitches than last year; we improved
 - Did not seem well attended (in general)
 - Number of tickets purchased per night: 32, 23, 35 (includes 4 Festival passes)
 - Approximately 40 – 45 participants in the Festival (this includes PRZ board and volunteers)
 - Sponsorship was done a little too late
 - Adjudicator seemed happy
 - As usual, we need more volunteers and board members
 - Decorations were great fun
 - Awards were awesome, and it was great that they were cheaper
 - Discussion: What is the point of Festival?
 - Building community togetherness
 - Building community theatre
 - Offering another outlet to people (theatre literally saves some people from harmful pursuits)
 - We are constantly pushing and pulling to get volunteers, as well as plays to enter
 - Did we achieve our mandate/goals?
 - If we were supposed to build, then we didn't (currently we are just existing)
 - What are our suggestions for next year?
 - We need more volunteers if we are to **build** community theatre

- Festival Chair needs a team of at least three people (separate from the board)
- Treasurer needs an assistant
- Have a fundraising team
- Maybe next year we just focus on having theatre workshops instead of a Festival
- Have a dedicated social media volunteer/board director
- How do we get more volunteers?
 - 1:1 – only give 1 person 1 job to do
 - Every volunteer needs to be nurtured and mentored and constantly communicated to
 - Go to Stage North audition days to find people who might be willing to join the PRZ
 - Volunteer management (courtesy of Sue):
 - Clear communication, setting up expectations and following up
 - Don't ask someone to do something you wouldn't be willing to step in and do
 - If we no longer need someone's assistance, thank them and explain we are going in a different direction/made another plan/restructured
- NPCC
 - Thank you to Teela for attending the NPCC booking meeting for PRZ
 - Dates for 2019:
 - May 21st – 26th
 - Dates for 2020 booking:
 - We got our dates the weekend after the Stage North spring play in May
 - May 19th – 25th
- Awards
 - Best Production: *Blackbird*
 - Runner-up Best Production: *Mary's Wedding*
 - Best Director: Rob Laventure (*Blackbird*)
 - Best Staging: Monica Maika
 - Best Ensemble: *Stop Saying Nothing: A Bullying Collective*
 - Best Actor: Cody MacGillivray (*Mary's Wedding*)
 - Best Supporting Actor: Tyler Pauls (*Stop Saying Nothing: A Bullying Collective*)
 - Honourable Mention, Best Supporting Actor: Dennis Szalai (*Blackbird*)
 - Best Actress: Bronwyn Hall (*Blackbird*)
 - Best Supporting Actress: Emry Mika (*Mary's Wedding*)
 - Honourable Mention, Best Supporting Actress: Elysia Cruz, Dani Paynton, Chandra Mahon (*Stop Saying Nothing: A Bullying Collective*)
 - Best Set: *Blackbird*
 - Best Costumes: *Stop Saying Nothing: A Bullying Collective*
 - Best Technical: *Mary's Wedding*
- 50/50 Ticket Raffle
 - We made \$175 over 3 days
- Mainstage
 - Since we don't have enough money in the bank to cover the cheque for the winning play, we are going to ask Stage North use their funds until we get the RBC Grant money from Theatre BC
 - Funds for workshop play
 - We don't have enough money

End