



DRMC Board of Directors

Minutes of Meeting

Date:	January 7, 2013
Time:	7:00 PM
Location:	Kingstec Campus, Student Services Boardroom
Present:	Peter Mowat (Co-chair), Joel Stoddart, Jennifer Weisner (Recording Secretary), Don Regan, Leslie Dixon, Jim Retallack, Susan Paddock
Regrets:	Colby Clarke

1.0 APPROVAL OF AGENDA

Item 4c should read Planned Events for This Year. Approval of Agenda with amendments – **Motion Carried** (*moved by Jim, seconded by Peter*)

2.0 APPROVAL OF DECEMBER 3RD MINUTES

Approval of Minutes – **Motion Carried** (*moved by Joel, seconded by Jim*)

3.0 BUSINESS ARISING FROM DECEMBER 3RD MINUTES

- Shape of the Festival Document – The Shape of the Festival document makes recommendations for the next festival. It is suggested that the focus be on Festival Theatre instead of U-Hall.

ACTION: Peter will get the revised Shape of the Festival document and send it to the Board for approval at the next Board meeting.

- Standing Items for Specific Months – Leslie noted that there should be a list of items compiled that need to be carried out in certain months. Leslie suggested that Jennifer compile a list based on the last 2 years minutes from Board meetings. Joel suggested that the document be cloud based for everyone to access.

ACTION: Peter will send a list of standing items to Jim. Leslie will send a financial list of standing items to Jim and Jennifer will review the past 2 years minutes and compile a list of standing items. Jim will compile the whole list for the next Board meeting.

- Process for Recruiting/Accepting New Board Members – Trish, who was working on this task, submitted her resignation as a Board member. Trish had been working on a document, but it wasn't circulated.

ACTION: Jennifer will ask Trish to send the document to the Board.

Peter reviewed parts of the by-laws in regards to nominating board members at the Annual General Meeting. It is suggested that the Board review the by-laws.

ACTION: Jim will review the by-laws and note any changes that may be required.

4.0 GALA EVENT (Susan Paddock)

Susan has volunteered to organize a Gala Event, but she is unsure of a budget and or purpose/goal for the event. Two other people have been working with Susan on this event (Angela Baxter and Elizabeth MacArthur). Susan's suggestions for the event include:

- An evening event in March (before the Blossom Blues event) which would be an introductory event to Deep Roots' 10th anniversary.
- Potential location would be the New Minas Civic Centre (no rental fee for the location and full service kitchen available). A bar is there and is operated by the Lions Club. Tentative dates would be March 16th and March 22nd.
- Music – who can we get to play? Who will coordinate this piece?
- There are 3 suggestions for food. Kingstec's Food Services Department, local chefs (such as April Flavours and or vendors from the market) or food services that are provided much like the Festival. She suggested providing sweet and savory finger foods.
- Potentially hold a silent auction (musical themed items) and/or a high end raffle.

Peter suggested that this could be a kick off event to the 10th year anniversary. The Board suggested that Susan investigate further and put together finances for such an event.

ACTION: Peter will put together a report with the board's decision in regards to budget, entertainment/programming, confirming location/date and food and send to Susan

Susan exits the meeting at 9:01pm.

5.0 TREASURER'S REPORT (Leslie Dixon)

Leslie noted the following:

- SOCAN fees are still missing from the financials.
- Leslie wrote a letter to CRA in November to request that Deep Roots have the \$5,000 garnishment refunded.
- Leslie noted, that based on the financials presented, we can afford to put up to \$5,000 towards a Gala event.

ACTION: Leslie will revise the Year End Financials and circulate to the Board for approval via e-mail prior to the AGM.

6.0 OPERATIONS UPDATE

Final Festival Update (Peter Mowat): Peter will get the revised Shape of the Festival document and send it to the Board for approval at the next Board meeting.

Annual General Meeting:

- Booked for January 27th at 2pm at the Wolfville Farmers Market.
- AGM, Potluck and Jam Session followed.
- Peter suggested we budget some money for some food and/or beverages (\$100). Jim moved that the Board provide \$100 to the AGM.

Planned Events for Next Year:

Promotion and Production: Don suggested that the Board be involved in promotion and production throughout the entire year. Don and Jim will work on this and bring it back to the Board at the next meeting.

Discussion about Gala Event: The Board discussed particulars for the Gala Event. The Board decided that March 22nd would be the date for the Gala Event (with a storm date negotiated with the New Minas Civic Centre). The New Minas Civic Centre will be the location and the Gala Event will be given a budget of up to \$5,000, in the hopes of clearing \$5,000. The Board decided that the ticket price, food and entertainment could be determined by Susan.

7.0 FUNDRAISING UPDATE (Joel Stoddart): TABLED

8.0 OTHER BUSINESS

8.1 POTENTIAL BOARD MEMBERS: TABLED

9.0 NEXT MEETING

February 4th, 2013
Kingstec Campus
7:00 PM

10.0 ADJOURNMENT

Motion to adjourn at 9:49 PM – **Motion Carried** (moved by Trish)