

Kanata Theatre Board Meeting
Monday, March 30th, 2009
7:30pm

Board Members:

Present: Rob Fairbairn, Melissa McCallum, Chrissy Hollands, Jenny Haynes, Mary Holmes, Theresa Williams, Paul Gardner, Sandra Quirt, Saxon Lively.

Absent: Carol Hussey, Dewi Williams

Proceedings:

Meeting called to order at 7:35 pm by Rob Fairbairn

Minutes of the January 5th, 2009 Board Meeting

It was moved that a letter to the Board of Directors written by Marguerite Evans be amended to read as instructed by Marguarite Evans.

Minutes of the February 16th, 2009 Board Meeting

Other than a correction of date, it was moved that the minutes from the Board Meeting be approved. The MOTION was seconded and accepted as read.

Business Arising from Previous Minutes

None.

Finding a New House Manager

The board agreed to submit an article in Greasepaint soliciting volunteers for a Front of House manager. Paul agreed to write the proposal for submission to co-ordinate the managers for both the regular season and children's play.

Discuss Front of House Chairs

The Board's position is to defer to the Front of House Manager the decision to arrange the chairs in the foyer as they see fit.

Discuss How to Handle Late Arrivals

Current late arrivals must be fit in at the back of the auditorium. The Board agreed to maintain our current tradition to the discretion of the House Manager.

Discuss Budget for Publicity

Melissa needed more money in her budget to cover the costs of copy write requirement ad sizes and therefore more money was spent. The MOTION to increase the publicity budget to an additional \$5000 for this year was seconded and passed.

Discuss Patron's Request for a Scent Free Policy

Although this policy cannot be enforced, the Board agreed to include a written note reminding patrons within our programs, our website and in a letter issued with the season's tickets. Rob will also respond to the letter written by the patron.

Discuss Kanata South Youth Volunteer Expo

There was agreement to participate in the Expo. Saxon agreed to gather other students to man the table with theatre leaflets, bookmarks and festival t-shirts on April 18th.

Discuss Commercial-Grade Projector for Large Venues

Many productions have had problems with the existing equipment. A new projector would cost \$7200 (including an extra lens) and \$10000 to include extra strip lines. We will be renting the projector for the next production ("*Scotland Road*"). The Board agreed to hold off on the purchase at this point and readdress the acquisition next year.

Discuss Lighting for the Rehearsal Hall

Paul will be installing 12 lights that we have in our possession with a dimming system for the festival. A new rack will be required for installation. Paul's next report will elaborate. As it stands, material will be scavenged for this project and any needed cable will be purchased under the festival expenses.

Discuss Rental of Storage Space

A locker was acquired for storage for \$190 a month on a month to month basis. Much of the furniture in the rehearsal hall will be moved into the facility.

Directors Reports**Vice-Presidents Report**

Jenny reported that the t-shirt sales for the festival are going well.

Student Member

Saxon had nothing to report

Director of Box Office's Report

Total Subscriptions as of Saturday March 28th - 443

Attendance last play – 2864

Tickets sold - 3232

Total attendance -11,499

The new printer has arrived

Theatre Ontario - 142 Subscriptions

Treasurer's Report

See attached

Director of Publicity's Report

A new photo was taken of the playhouse for the programs. Melissa circulated the new season's bookmarks. She explored the possibility of color changes which the board agreed would lie with her discretion.

Past President

Mary announced the nominees for the new positions coming up at the end of the season;

Jim Holmes – Play Reading
Brooke Keneford – Vice President
Eufron Williams – Box Office
Chris Story - Secretary

Director of Operations

Paul had nothing else to report

President's Report

Rob had nothing to report

Schedule for Next Meeting

The next Board meeting was scheduled for May 4th, 7:30 PM.

Meeting Adjourned at 9:30 PM.