

Kanata Theatre board meeting
Sept 10 2009

In attendance:

Paul Gardner, Wendy , Theresa Williams, Jenny Haynes, Carol Hussey, Rob Fairbairn, Jim Holmes, Chris Story, Melissa McCallum
Eufron Williams joined later.

The meeting was called to order: 7:01 PM

1. Past Business

Jenny welcomed everyone back

Wendy Wagner indicated the minutes of AGM shows June 1 2008 while the date should be May 31 2009. The date was corrected in the released minutes

Jim Holmes moved minutes be accepted, Jenny seconded, all in favour, motion was passed

2. Director Reports

Vice President - Wendy Wagner

Nothing to report, though had some questions regarding AGM on Sunday. Wondered how much is ordinarily spent on refreshments? What sort of beverages and refreshments are to be provided?

Jenny had bought carton of red and white wine, usually gets grapes, cheese, chips and dip, as well as soft drinks. Ballpark cost about 70 dollars.

Past President - Rob Fairbairn

Nothing to report

Secretary - Chris Story

Nothing to report

Treasurer - Theresa Williams

Theresa provided the financial statement which will be presented at AGM on Sunday.

Earl McLaughlin as treasurer compiled the budget, but can't audit as he is not an accountant. Earl needs someone on the board to nominate him to perform the same task for one more year.

Jim Holmes indicated the financial statement is presented to the board in a draft form, and approved by the board. At AGM it will be moved to receive the statement as approved by the board.

Budget notes:

- We added 47,000 to net worth. Overall ticket sales include Theatre Ontario sales, so sales look higher. No grants, but increased members, ball and KT kids increased revenue.
- *Misc numbers*: often due to discrepancies in box office numbers.
- *Production expenses*: Were 47,500 up from year before, but royalty costs doubled. Some lighting, props and Christmas production all increased in cost.
- *Box office*: Expenses higher due to purchase of tickets and envelopes.
- *Membership and training*: Expenses increased due to increased training, but were often offset due to increased revenue.
- *Administration*: Costs increased due to increase in awards.
- *Operation*: Utilities increased 5600 last year. Maintenance on HVAC cost several thousand, painting fixing locks, cost close to 5000. Theresa indicated this needs to be watched, perhaps due to age of building.
- Rental income was up.
- Change in cash - overall increase in cash of 77,000.

Question:

Jim Holmes asked whether it might be unwise to have all assets in ING? Could we be protected if something happens to ING? It might be worth taking steps to protect money, do something to come in under the 100,000 cap.

To do:

Action for Jim Holmes. Investigate 100,000 limit for deposit insurance.

Further Discussion:

Jenny: It's been a good investment, but ING did experience some sort of problem last year.

Jim: Perhaps an incremental shift of money to other institutions

Wendy: Perhaps inquire membership whether financial planner qualified to offer advice?

Jim: Can do some preliminary investigation on CDIC, and will get back to board at next meeting.

Theresa - moved to accept financial statement, Jim second, for presentation to the membership. All in favour, motion passed

Publicity - Melissa McCallum

We had some good free articles in the Citizen. We had the header and a big picture in the Citizen. Patrick Langston gave a good write-up of the upcoming season.

Membership and Training - Carol Hussey

There had been some discussion over the summer regarding ideas of things to re-introduce, ways to get the members engaged. Carol Hussey, Wendy Wagner and Anne-Marie Smith will meet this Saturday to discuss ideas.

There are some questions of what to do this year, what to do in coming years.

Possible projects:

- Talking to Scott Florence - Company of Fools - to come in to do a workshop on comedic timing.
- Some ideas - member's night, doors open night, DYOT night.
- What to do to engage members that we already have? Nearly 300 members, and not all are engaged. What to do to get members involved?

Carol hoped to have plan in place by next meeting.

Question:

With regards to festivals, etc. Should we participate as a group? If so, need to have structure in place for applications, people, etc.

Discussion:

Jenny - in the past there have been nights of one-act plays, gave people an opportunity to participate. Confusion as to how things happened.

Wendy - last time one-act plays were performed, went through director of play reading, but not entire committee. Recalls three people came forward with three plays, director of play reading looked at them, pursued royalties, and went forward with night of one-act.

Jim - never had a problem with such a night not being over-subscribed. This came under responsibility of membership and training.

Carol has set up sub-committee, and can build towards some activities.

Jim Holmes - Play Reading

Had three meetings during course of the summer.

Receiving applications from directors. Great horse-trading of who is available to direct what, and when.

Meeting weekly over the next few weeks. Sent board list of plays currently being considered.

Should have recommendations sometime around end of year, as Jan 31 is absolute end-date for next season.

Will also be bringing in proposed schedule.

Paul Gardner: Operations

Couple of items. Would like to thank those who jumped in and looked after grounds (Anne Marwood and Mary Holmes), End of June, Karl Wagner and a couple others jumped in to look after flooding in the front rows after rainstorm. Over summer, new props mistress, Tracy Gardner, has assembled a team of people to sort and catalogued props. Much was sorted, inventoried, and photographed. May need to put another set of shelving across the back wall along the bulkheads.

Jim: Look at getting another set of shelving on bulkheads in back corner?

Paul: Might be worth installing a couple of sections to replace flimsy shelving beside the table on the lighting side. Room for a couple of panels of heavy duty shelving.

Paul Behnke and Sean have agreed to do the marquee for all shows this season. Gord and Heather Walt looked after this one, but subsequent plays will be Paul Behnke. Sue Phillips and Gerry Thompson will coordinate FOH. They will get FOH managers for subsequent plays.

As far as long list of items there are a couple of things actually done, and a few things that will likely never be done. Likely can't debate this ad-hoc. These need to be investigated. If anyone is prepared to recommend items that should either be dropped or moved to the top.

Jenny: As things become a priority, could cross them off the list.

Paul: Should make a serious effort to see where we want to be in several years, instead of doing this ad-hoc, should put a plan together spanning several years.

Wendy: Recommend that regular wear and tear aspects be taken care of as they happen.

Eufon: Front of theatre is looking pretty bad - siding needs to be painted, and the entrance needs cleaning up. City of Ottawa should be approached, as it's their building and they should be involved in the exterior and upkeep.

Jim: Mary used to mop the front of the theatre. Need to get a contractor to do the job properly. City may not have budget, and may take a long time to get to it.

Jim: Agrees that long term plans should be considered, and should strike a long term committee to look at forming a plan.

Paul: Will ask someone to bring it up at the AGM.

Paul: Would like to move that accept the fact that the TVs are bought for the production, should replace them Jim seconds. All in favour, notion passed.

Jenny: Message from directors of Kitchen Witches want to thank Paul and board for their help in getting things resolved quickly.

Paul: Successful last night. Had TVs hung, station logo displayed on all TVs so know it all works.

Saxon: Student Member

Nothing to report.

Carol: Would like to invite Saxon to participate in membership in training committee.

Eufon Williams: Box office.

Retrofitted the box office. Set up another computer for training. Will be working towards doing tickets on demand. Started training box office personnel.

Moneris credit card system is last big problem in the box office. Contacted Moneris to see which way they can go. Could go wireless, and have only one terminal, or have two. Wireless is about 50 dollars a month, or have two terminals at about 60 dollars a month. About 120 dollar setup fee, since we already have one terminal. Eufon suggests having two terminals.

Carol: Could we have one wired and one wireless?

Eufon: Yes, but we couldn't get the pricing deal.

Carol: A lot of people have a chip card, so they often need to be at the machine.

Eufron: Put one by the wicket, and one long enough to go out to the counter.

Jim: Does the terminal that we already have not count?

Eufron: If we discard the old one and add two new ones the costs are as indicated.

Paul: Is it possible to have multiple plugs? Could move wired terminals around if multiple outlets available.

Eufron: Received a check from a member of KT for 50 dollars, for memorial of Mary Mauger. What to do with it?

Jenny: It's a charitable donation - issue tax receipt. They should get a letter of thanks and a notice to Ted Mauger.

Iris Winston - received two sets of season tickets, and has offered to bring two people who normally wouldn't come to the theatre.

Jenny Haynes: President

Old videotapes

Approached by Gwendy Tolley, a lot of old videotapes recorded by Ben Tolley.

Paul: Should speak to Ron Evans and have them transferred to DVD.

Jenny: will contact Gwendy, to bring them on Sunday, Ron will be at the theatre on Monday shooting Kitchen Witches. If the tapes are here Sunday, they can be passed along.

Community Theatre Meeting

KT Hosting Sat 17 Oct. at 10:30 to 1:30. Robin Riddaugh has invited manager of CentrepoinTE and Shenkman. Can we provide lunch? Budget to go to Sobey's to get food?

Flowers and cards

Spent close to 1000 dollars on flowers. Perhaps should change the policy?

Eufron: Difficult, as those who have been with KT for years expect the flowers.

Wendy: Is there a lower tier that could be considered?

Jenny: Used a bit of judgment... for members (eg Jim Keneford, Mary Mauger, a bigger assortment ... for those who were only in hospital, send a smaller assortment).

Jenny: Suggests flowers if a member dies, and a card for other occasions. Decision made.

Infrastructure grant application

OLT received 46,000 for training. Should we be looking out for those sort of things for the expansion of the playhouse?

Jenny: Would Rob be able to find out about what sort of planning was done regarding the Trillium grants, and city infrastructure grants? Will send Gwen Knight's email regarding the planning already done.

Jim: Gov't grants often not available for capital projects.

Rob: Often requires construction ready.

Jenny: Knows a good local architect who could be brought in.

Eufon: Ties into Paul's long-term plan.

Mary Mauger Memorial Ideas

Jenny had Ted Mauger over to her house. Talked to him about ideas of how KT could recognize Mary.

- Ted would like to establish a bursary which would be continuing indefinitely. Proposing 500 dollars per year. To go to a young person who's pursuing theatre. Would like it to be known as the Mary Mauger scholarship.
- We could name the auditorium the Mary Mauger Auditorium. If approved, he'd pay for the name to be installed, where it was installed, what it looked like.
- In springtime could we have a cheese and wine celebration of Mary's life with KT members, and family members Ted thought it was a great idea. Thought it was important to have her remembered.

Discussion

Jim: Who decides who receives the bursary?

Wendy: Perhaps form a panel of people who are at arm's length and have no involvement with the nominees

Jenny: In OLT's program, they offer a number of awards, one for playwriting.

Jim: KT already offers five awards of 200 dollars.

Jenny: Will call it the Mary Mauger award, and targeted to a student in our group.

Jenny: What should the plaque read for the naming of the auditorium? Accept the idea of naming the auditorium after Mary. Come up with some ideas and present them for next meeting.

Jenny: Mary Mauger award will be awarded sometime in the spring, at the end of the season.

One-Act Plays - Juliet's Garden

Theresa - summer play readings, some people don't know how to ask questions of the board, get involved, etc. Would like to ensure there are social activities included as well as training for the membership.

Carol - find the balance between social events and training events. Need to be mindful that this could become more than a group of people can pull off.

Jenny - once meeting has happened, Carol could put ideas in Greasepaint and solicit ideas.

Melissa - one-act a good way to get people interested who want to direct, produce, etc.

Jim - Can conceive the thing as a setless, costumeless acting exercise, but often doesn't wind up that way. Production side could balloon if a certain limitation and discipline is enforced. Can use this as an acting/ directing exercise, but it must be defined in advance.

Eufron: We have a membership of 300 people and we could use them to produce full plays

Paul: Can't do the technical without the actors. Need to address the training of new technical people, could be done through one-act night.

Carol: EODL one act play festival. Have a conversation, perhaps for next board meeting, whether or not KT wants to enter EODL one act festival.

Jenny: KT has entered EODL festival once. Consensus was that it was great, but didn't want to do it again for several years.

Wendy: Entering and hosting are two separate issues. If we choose to enter we don't host, and vice-versa.

Jenny: Carol and committee can decide, and present to the board whether they wish to go forward.

Eufron: Group decision made way back to not enter any competition. This decision should be taken to the membership.

Jim: Had a debate about it, and a poll was issued. Tom Kobolak wrote the pro side, Jim wrote the con side. Poll conducted, but a preponderance indicated the membership wanted to do it. Over the River and Through the Woods was entered.

Wendy: Juliet's Garden was being considered as an entry in the one-act play festival for EODL. If it's something that members would like to put together.

Melissa - if members have ideas that they would like to put forward, need to find a way to let members feel like they're heard. How to let people know that their voice would be heard.

Wendy: Any member should be able to contact any board member regarding ideas.

Melissa: Could any member be able to come to a meeting and present to the board.

Melissa: Should be able to say that person needs to have certain items in place prior to coming to the board.

Carol: Be careful what you ask for... do have to contain the ideas somewhat within the mandate of the theatre.

Scholarships

Carol: Sent Jenny an email, came through Dorothy Shaw - EODL scholarships directed towards students who have made a contribution to the theatre, and who are pursuing theatre as study. Timeframes attached to submissions for this. Wondered whether we were aware of this.

Carol: Should be aware, as a board, of the timeframes for the applications and candidates for nominating.

Wendy: Scholarship goes to two youth pursuing dramatic studies at University. Because we are members of EODL, our members have access to the scholarships. Need someone to nominate. Gets very few nominations each year, EODL reviews applications and decides who is worthy. Applicants must be members of KT.

Melissa: Maybe we can nominate more than two members? Prevents the possibility of having to adjudicate membership prior to submission.

Carol: If the board is going to do this, we need to start it earlier to provide time to submit the application.

Jim: Need to know which criteria are used to decide which members would get the nod for the nomination.

Sources of Publicity for Kanata Theatre

Jenny: Would like to know how people are finding out about KT. Have young people in the foyer asking questions, one of which would be 'How did you find out about KT'? Perhaps on opening night.

Eufon: Have been asking at the box office, and about 90% is word of mouth.

3. Miscellaneous Business

Rehearsal hall bookings on opening night

(raised by Jim Holmes)

Opening night is when the champagne celebration runs. Growing tradition for another production to be rehearsing that night. Jim doesn't rehearse on opening night, feels that other groups shouldn't.

Jenny: Make the announcement in the AGM? Starting in the New Year no rehearsals in the rehearsal hall on member's night and on opening night.

Eufon: Perhaps talk to Kareen and Andrew to see if it's possible to not hold a rehearsal on opening night.

Jenny: Maybe Julie Clayton should be aware of the preference of the board.

Carol: If we make sure that people have enough options with regard to schedule, and don't have the holiday play rehearsing in September, then there are options for scheduling around opening night and member's night. Reminder may be appropriate, those who are reasonable will hopefully do everything possible to respect the wishes.

Paul: Will talk to Julie Clayton to ensure no bookings on opening night for next season and discourage bookings on preview night.

Green Room Expenses

(Raised by Theresa Williams)

Green room expenses are escalating. Bills for parties had been presented for reimbursement.

Jenny: Next meeting Oct 13 at 7:00 PM.
Adjourned at: 9:48 PM.

