

**Kanata Theatre Board of Directors
Meeting - October 13, 2009
Held at Ron Maslin Playhouse**

Minutes Taken by Chris Story

In attendance Wendy Wagner, Paul Gardner, Jim Holmes, Jenny Haynes, Melissa McCallum, Rob Fairbairn, Theresa Williams, Carol Hussey

Absent: Eufron Williams, Saxon Lively

Meeting called to order: 7:31

Corrections/revisions to minutes:

Jenny moves to accept meetings, Jim second, all in favor. Minutes accepted.

Reports:

Wendy - VP

The refreshments went well at the AGM. All leftovers went to Kitchen Witches.

- Archives. Greasepaint has a list of shows we're looking for video, etc. All are encouraged to contact Wendy if anyone has old video. Right now, not capable of transferring Beta. Total of 52 disks done by Ron Evans. Most are duplicates. Do we want to have two copies of DVD of every play? Or happy with having one copy of the DVD with electronic backup?

Currently burned 52 DVDs, KT owes him currently 520 dollars (\$10 per DVD).

Request to Theresa for a check for \$520.00

Photos/negatives/slides - Currently has everything taken by Lawrence Thornton and Wendy will be transferring them to digital format at some time, as well as hundreds of negatives from past shows.

- Documentation - Karl has entered old version of KT member's manual to a wiki, eventually it will be hosted on the KT website - Karl Wagner and Dewi Williams to coordinate.

- Idea is to allow the directors to capture their responsibilities and tasks on the wiki. Will be updated by directors, and revised by one or two people, and eventually presented to the board for a final revision. Ultimately posted to KT website for accessibility to all members. Member handbook, standards and practices, additions to rental agreements.

Carol: revisions to the document will not continue indefinitely?

Wendy: Eventually, the revisions will reach a critical mass, and the document will be what it is.

Wendy: Link will be known, and people can access the appropriate sections and revise as necessary.

Rob: Will require individual logins for each reviser?

Wendy: Yes. All board members or committee members will have access.

Paul: The jobs keep getting bigger, year after year, so there is a bit of evolution involved.

Wendy: Currently Karl has put together the Wiki, Wendy has done one revision.

Rob Fairbairn: Past President

Has been approached by a company out of BC - Medisoft Systems. Did some research, and found it is an IT consulting company. Offers software solutions to clients, with money back guarantee.

Selling their 'big database'. Selling access to database of donors. Rob hasn't spoken with them so far. Would be curious to see if other members at the OCTA meeting have been approached.

Jim: Given we have 300K in the bank, why are we looking at this?

Jenny: Recently, we saw a possibility of an infrastructure grant. This re-kindled the interest for opportunities for infrastructure grants which we could apply for to do the expansion of the playhouse.

Jim: Canada Council maintains a directory of major sources of funding.

Jenny: perhaps concentrate of any infrastructure grants coming up which we could apply for.

Jenny: Would be interesting to ask other members of the group if they've been approached, but probably not for us.

Jim: Some deficiencies in the building which could be corrected, and could be corrected through an expansion. We should, however have architectural programs in place to decide what the expansion would include.

Paul: Has had two or three responses of people who'd like to get involved.

Jenny: Rob should keep his ear to the ground to see if there are any possibilities around.

Chris - Secretary

Nothing to report

Theresa Williams - treasurer

Things are just ramping up, nothing back from the first production.

Melissa McCallum - Publicity

Met with the new reporter for the Kanata Standard. Wants to revamp the arts section. Doing another preview of the KT season, with some photos and facts about the theatre. Has a lot of different hooks for the upcoming play and every play after that.

Jim: Any story on the Citizen?

Melissa: Haven't heard back from Patrick Langston, but apparently won't be doing all community theatre shows.

Carol: Membership and training.

- Did some research on scholarships and bursaries. Two: Theresa May and Pat Beharial scholarships. Both small amounts of money (100 and 200). Criteria is similar, one for strictly technical pursuits and one for technical and performance. Deadline for submission is June 3 and in August for the other one. Both through EODL.

Jenny: How would we nominate students?

Melissa: Put a note in Greasepaint and call for submissions?

Carol: We would decide who we were putting forward for the award.

Wendy: Often don't receive a lot of nominations for either one. Question for EODL to make the final decision.

Carol: Students could apply directly. Nothing specifying a student must be a member of an EODL member group.

Jenny: Must remember to bring this up in February or March.

Carol: A couple of initiatives wanted to move forward. New Member's night - either Friday nights or Sunday afternoon. Essentially 7-10 Friday or 2-5 Sunday, provide wine, coffee and nibbles. New members, board members, producers, department heads - give people a tour, and have some mingling and Q&A time.

Jenny: Wondering if mention of age? Membership starts at age 15.

Suggested Dates: Oct 23, Oct 3, Nov 6, Nov 1, and Nov 22.

Carol: will send an email with the proposed dates.

Jim: Play reading

Ideally want to put more people on stage, balance men and women, and provide roles for young people.

Interim thinking includes:

52 people, 29 men, 25 women, up to 11 young people.

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| - Having Hope at Home | - Alain Chamsi |
| - Taming of Shrew | - Rob Johnstone |
| - Jenny's House of Joy | - Jon Isserlin |
| - Cash on Delivery / Cat's Cradle | - Rosie Keneford/Bev Brooks |
| - A Few Good Men | - Sheilagh Mills |

Meeting again on Thursday. Things may change.

Jim: Wanted to give a preliminary look at the dates for next season.

Raises a couple of issues. If we observe the same pattern, first play would open Sept 14 to Sept 25.

Slot 5 in next season - Last year we moved the opening to accommodate the festival. Was moved back this year one week, and closes on the May long weekend. Wants to revert to traditional dates, affects one booking. West Carleton School of Performing Arts may have to take a later date.

Wendy: Also moved dates to accommodate end of season production for the KT kids.

Jim: Paul immediately responded - 100K insurance can be used more than once, by using different forms of deposit. ING is a convenient account to deal with. ING was in the news at one point as being a bit uncertain.

Theresa: Purpose is not to make more money, but to spread out the funds. Trying to keep 100K safe in each deposit.

Jim: Might be able to have two accounts in the same institution - e.g. GIC and regular savings, could each be covered individually? Worth looking into.

Jim would be willing to go with Theresa to RBC to seek advice on how best to protect KT's finances.

Jim: Will come back to the board with a plan.

Jim : From Mary - got an email from someone who had helped herself to some costumes. Was told that this was okay as long as signed out and brought back. Mary told that this was not the policy of KT. Replied the lady in front had signed out a dozen costumes.

Thought the board should be aware of the policy:

We don't lend for personal use. Have lent to schools, churches, other theatre groups, by Appointment.

Paul Gardner: Operations

Concept of people wanting to borrow items. One of the problems is that people don't know the rules. We have a big building, lots of stuff.

Standard Practice Manual - spent some time looking through it. It is something we should have. Should be printed and available in the workshop. Same thing for costumes, makeup, etc. Same thing for tech equipment. Currently manuals on use of lighting and sound boards.

Paul: Anyone knows of any small things which need to go to hazardous waste day, Paul will take a van on Saturday to dispose of hazardous waste.

Paul: will try to install the two TVs prior to the next show. Please offer suggestions to where lobby TV should go.

Paul: Have picked up two gun cabinets to secure swords, guns and other weapons kept with props.

Box Office - Eufron Williams

Report read by Jenny

- See attached report.

- Rush Seats: Would like to encourage people by selling rush seats on the day of the performance. Suggested price \$5. Available after 5:00 PM on the day of performance. Must show student IDs to receive discount.

- Melissa will pass this along to Kanata Kourier for publication.

Jenny Haynes: President

- Saturday, at 11:00 we have an official community theatre lunch. Charles McFarlane is not coming until 12:30.

- Rob Johnstone will be directing a one-act play at Brookstreet Hotel on 7 Dec on behalf of KT. A fundraiser for a youth centre in Kanata. Headed by Marianne Wilkinson. Hopefully will be using the KT youth.

- Would like to congratulate Rosie (Bus Stop), Dale (Kiss the Moon, Kiss the Sun) and Venetia (The Countess) for nomination for capital critics circle awards. Awards on 23 Nov at OLT at 7 PM.

Other

Jim: Question regarding putting photo and bio in the program for set designer.

Where to draw the line regarding whose photo/bio to put in the program. Line seem to be drawn at the designer. SM, Set, Costume, Makeup, Sound.

Jenny: Perhaps do something similar to OLT - publish bios for crew, but keep photos for director and cast.

Jenny: Make the exception to publish Jim Fritz's photo and bio in the program for the Underpants. If anyone else wishes the same, we can revisit the issue at the time.

Decision: Let's do it.

Jenny: Mary Mauger

Need to suggest to Ted when to have the memorial.

Wendy: Suggest KT match Ted Mauger's contribution to make the Mary Mauger award 1000.

Wendy: Need to have a special meeting to decide criteria for the award.

Jim: If the auditorium is to be renamed. Needs to be named 'The Mary Mauger Auditorium'.

Jenny: will take responsibility for picking a date, will email the board and take the suggestion to Ted Mauger.

Ideally target April, just after fourth production.

All current signage done by Plastics of Ottawa - standard font, on burgundy plastic.

Paul will get a sample and size for the signage.

Paul: May require two signs, one on each side of the auditorium.

To be tabled: Special meeting to decide the criteria and process for awarding the Mary Mauger award.

Jenny will be away on vacation from 1 November to 26 November. Wendy will be acting on her behalf in Jenny's absence.

Move to adjourn, Jenny, Paul seconds, all in favour

Meeting adjourned 10:05 PM.

Next meeting: Tuesday Dec 1, 7:00 PM, Lobby of RMP