Kanata Theatre Board Meeting - Monday, August 16, 2010

In Attendance: Jenefer Haynes, Jim Holmes, Dwayne Aylward, Wendy Wagner, Karl Wagner, Theresa Williams, Andrew Williams, Gerry Thompson, Rob Fairbairn, Eufron Williams, Ashley Ritchie

Meeting called to order at 7:30 PM.

Motion to accept amended minutes of June 14th as read.

Discussion of IATSE issue. Kanata Theatre has an exclusive agreement with the City of Ottawa until 2046. Some concerns about possible future issues if we were to expand the theatre and needed to renegotiate.

Accountant/Audit issue. Corporation Act specifies that there is an "auditor", but fail to dictate the specifics of the requirements. We have had two individuals Jim Ritchie and Earl McLaughlin have been "auditing" or "compiling" our books on a yearly basis over the years. Andrew mentioned that there is some additional requirements imposed by the Accounting societies to those who wish to perform auditor.

Jim mentioned that there are changes to the Ontario Accounting acts to relieve the necessity of using Chartered Accountants for audit.

Discussion about the Collins Barrow offer. Concern about their statement that they want to be called our "accountant" and not "auditor". On the surface that sounds like we would still need to find an auditor.

Our current compilations are prepared by the treasurer and reviewed by our "auditor", for the purpose of satisfying the membership that our money is being spent properly.

Once the new accounting rules come into place for Non-Profit organizations (in Second Reading), we need to make an application to switch to the new rules. We would need to have a full audit at that time.

Eufron knows someone that might be willing to be our auditor.

May be necessary to hold the printing of the outer programme jacket, but can only delay for one week.

Jim Holmes had to depart at this point.

Further discussion about appointing of "auditor" for the September General Meeting. Some question about whether we should only print 1/5 of the covers.

Discussion about whether having a logo for the accounting firm in the program is setting a dangerous precedent.

Andrew suggests that we just reprint the covers, if that should prove necessary, since around $2500 to $3000 isn't a hugh expense given our financial situation.

Karl moves that we increase the budget for capital expenditure by $120,000. Seconded by Gerry.

There is a new person to run the servery, Jason Spatola. Some discussion about transition issues.

AGM discussion about play on stage at the same time. Options are to move the AGM into the rehearsal room (which excludes members of the production) or make it earlier. Decision is to hold it in the rehearsal hall, possibly at 7:00 PM.

Note: When we set dates during a meeting, would the Secretary make the booking with Julie Clayton.

Wendy had nothing to report.

Rob had nothing to report.

Dwayne had a publicity report (attached).

Discussion about EMC footage for current production.

Andrew had a report for Membership and Training (attached).

There was some complaints about lack of curb service during the nights the KYOS kids were doing Front of House.

Gerry had a report. There were four summer playreadings so far, all well attended. There have been two Play Committee meetings so far, with spotty attendance.

Karl had a report. Some discussion about Art Gallery signage, 8.5 x 11" generally considered too large. Renovations on HVAC in rehearsal hall is largely complete. Electrical work is done in rehearsal hall, but not on stage yet (for speaker circuits). Karl is lining up someone to look at acoustic treatment for the rehearsal hall. The red curtain was falling apart when they took it down. Storage of "crap" needs to be addressed at some point.

Andrew has not set up any workshops and wasn't planning to schedule anything until after the rehearsal hall is complete.

Ashley had no report.

Dewi got a request for a Charity Information Session, which conflicted with the first production.

Eufron had a Box Office report (attached). She had an amusing anecdote about the process to return an old Bell telephone, involving supervisors, multiple departments and a "kit" to courier the phone back.

Jenny discussed the matter of a request from a high school to use our facility for a week in November.

Next board meeting is proposed for Monday, September 27th at 7:30 PM.

Andrew motioned to terminate meeting, seconded by Karl. All in agreement. Meeting ended at 9:25 PM.