Kanata Theatre Board Meeting   January 9, 2013

1)Welcome
Present: Wendy Wagner, Karl Wagner, Don Bell, Gordon Marwood, Jenefer Haynes, Jim Holmes, Jim Clarke, Peter Williams, Rachel Davies, Allison Houston
Absent: Susan Phillips

2) Approval of Board Meeting Minutes - November 21, 2012 and December 17, 2012

- November minutes. Approved as amended.   Amendment being the addition of the motion by Jim C: <u>Motion: by Jim C:</u> "that, as part of the adoption of the new CICA NPO Accounting Standards, K.T. exercises its one-time election to revalue the long term-prepaid lease to a current fair value, consistent with, and based upon, the use of straight-line depreciation."
- December 17th minutes.   Approved

3) Action Items from previous minutes: updated

4) Tabled items from previous minutes
4a. Subsidies for training elsewhere

- <u>Motion: by Peter:</u> Create a committee to look into furthering this.   Moved
- **ACTION: Karl:** Create a committee to look into creating guidelines for subsidizing members attending training outside of KT

4b. Lifetime membership.   Tabled until next meeting
4c. Accounting practices and new auditor

- Accounting practices taken care of. New auditor: Jim C. has received quotes.   Jim C's recommendation is that we get a proper audit now, so we are up to date, then move into review audits from there.   There is consensus is to proceed.

4d. Strategic business plan

- **ACTION: Jim C & Jim H:** Look for our previous strategic plan

4e. Facebook page

- We now have one.   Now we need to let folks know we've got it
- **ACTION:** KARL: Write something for the Greasepaint about the Facebook page
- **ACTION:** RACHEL: Figure out how to archive the Kanata Theatre *group* on Facebook

4f. Org Revision Chart.   Tabled
4g.Signage on rear exterior of building.   Item deleted.

5) Director Reports

- Student Member – no report
- Secretary – I have sent Dewi a Get Well card
- Past President – no report
- Vice President – no report
- Training: Evening seminar series is starting this month
- Operations
  - The lighting and sprinklers, ie. the safety issues are the first priority. Don will be moving forward with those things after returning from holiday. <u>Please see the</u>

report attached in the minute book.

- Treasurer. Please see the report attached in the minute book.

- Plays
    - Peter has license information for the first three shows of 2013-2014. Work on the other two shows is in progress, but things for next season are well under way.
- Box Office. Please see the attached report.
- Publicity.
    - **ACTION: Susan:** Go ahead and do your proposal of dropping the advertising in the 55+ publication
    - **ACTION: Susan and Wendy:** draft a survey to have ready to implement during the run of 'Rabbit Hole'
- President
    - Motion: That the Board nominate Robin Riddihough for the Michael Spence award. Motion carried.
    - **ACTION: Jim Holmes:** Fill in the EODL nomination of Robin Riddihough for an award for sustained contribution.

6) New Business

- Online Ticketing. Please see the attached report
    - **Motion:** That the Board accept the recommendation of using Tixhub as our on-line ticket provider, as per the details found in Table 3 of the report of the Director of Box Office. Motion carried.
    - **ACTION: Gordon:** Initiate implementing the Tixhub system.
- Asset List. Jim C has created it and sent it out the initial working draft
    - **ACTION: Jim C, Jim H, Karl:** To review the asset list and further refine the draft document.
- KT Credit Card
    - Jim C. informed the Board of his intention to obtain a credit card to be used solely for KT purchases.
- Seventh performance for Holiday play.
    - Next year's Holiday play will not be able to have a seventh show.
- Cloak Room Re-fit.
    - We did a road trip to the cloak room. The issue will be discussed at a future meeting.

7) Next Meeting: Monday Feb 18, 7pm