

KANATA THEATRE BOARD
Monday, August 17, 2015

Present: Barbara Kobolak, Margrit Cattell, Alain Chamsi, Jim Clarke, Ron Gardner, Jenny McCracken, Gordon Marwood, Susan Sinchak, Gordon Walls

Regrets: Jim Holmes, Trina Malcolmson

Minutes of the Board Meeting on June 22, 2015

A motion to accept the minutes as previously distributed was seconded and unanimously **carried**

Business Arising

- * Mary Mauger Awards Plaque - Susan is organizing this.
- * Landscaping - Barbara will check with Ann Williams.
- * There is nothing new on the Hearing Assist program. Ron Gardner will check back with Rob Fairburn on this.
- * Archives Committee - Wendy Wagner has established an Archives Committee which will meet Aug 31.

Reports

Vice President

- * Gord's report is attached
- * There was some discussion re obtaining a liquor license
- * The KT website needs to be modernized. This is a time consuming job which neither Katie Betts nor Gord W. are able to take on. At the AGM in September Gord will ask for a volunteer to do this necessary updating. Gord will also contact Rural Root Theatre about its website setup.

Treasurer

- * Jim's report is attached

Membership

- * Trina's report is attached
- * Sadly one of our active members, Sudarsan (Suds) Narasimhan, died recently. A card of condolence will be sent on behalf of KT.

Publicity

- * Susan's report is attached

Box Office

- * Gordon M's report is attached
- * Mary Poppins - the possibility of adding a 7th performance was discussed. This would have to take place either on Dec.28 at 19:00 or Dec.31 at 14:00. It was decided to postpone a decision until the play is cast, then, if ticket sales warrant it, suggest an extra performance on Dec.31 to the cast and crew.
- * Gordon's chart was discussed. G. feels that we should push the 3 & 4 play subscriptions during the periods a) after 4000 Miles, and, b) as Christmas gifts (in the case of the 3 play package).

Plays

- * There has been no response to the call for people to host the summer playreadings. Alain suggested that in future this summer activity could take place in the theatre.
- * The Playreading Committee has 4 new members - many new plays have been read. There is a dearth of directors - maybe members should be encouraged to be assistant directors in order to learn what is involved.
- * Alain will talk to the play committee re placing popular plays in slots 1 and 3, since these are the least attended times of the season.
- * To attract new subscriptions Alain suggested a referral program whereby subscribers who bring new subscribers into the fold would receive a 10% discount.

Student Member

- * Barbara will get in touch with the previous Student Member, Jackie Kormylo, in order for Jackie to fill Jenny in with regards to contacts at the secondary schools, and recruiting KT student members to help out with subscriptions, front-of-house, or servery, during the production runs.

Playhouse

- * Ron's report is attached
- * Thanks to all who helped with the numerous leaks after the big rainstorm.
- * The roofing work is now complete.
- * **Motion:** that the purchase of replacement couches for the Green Room up to \$2,000 plus HST be approved.
Proposed by Ron Gardner, seconded by Alain Chamsi, unanimously **carried**

New Business

- * Director-at-Large - Barbara explained that the Playhouse Operations portfolio is too demanding for one person to manage. A director-at-large would be responsible for either the building itself or for all other operations connected with the playhouse. There should be a clear division between the two. Creating an additional director must be approved by the membership at the AGM in September.
Motion: that the role of the director of Playhouse Operations be split into two new roles, Director of Building Operations and Director of Theatrical Operations.
Proposed by Alain Chamsi, seconded by Gordon Walls, unanimously **carried**
Barbara will draft a notice to be sent out to the Membership before the September AGM, informing them that the Board will be seeking a confirmation of its amendment of the by-laws at the September 27th meeting.
- * Strategic Planning - the Board was asked to think about this topic in terms of short, medium or long term goals for KT. Jim C is willing to receive and organize ideas.

Next meetings

- * Board meeting on September 21 at 7:30 in the Green Room
- * AGM on September 27 at 7:30 in the Rehearsal Room
- * Board meeting on October 19 at 8:00 in the Green Room

Deadline for submission to the September Greasepaint is Friday September 11.

The meeting was adjourned at 9:35

REPORTS

Vice President

Overview

Progress on all actions has been good despite being out of the city for the majority of the time since the last meeting.

Actions

1. Identified the mystery volunteer from the Black Bonspiel (Mike Giovinazzo) and passed this info to Membership.
2. Contacted OLT and requested information on their storage facilities and costs. Response is below:

In answer to your questions about storage, OLT purchased two warehouse condos several years ago and opened them into one space. The warehouse is approximately 2,500 square feet (55,000 cubic feet), and we have build two levels in it. OLT owns the warehouse outright, but condo fees/upkeep, taxes, hydro, water etc. cost us an about \$21,000/year or \$1,755 month. This is equivalent to \$8.40/square foot. Because of the size of the space, this annual operations cost is substantially less than renting a comparable space commercially. We checked this last year while we were doing an operations review – commercial rates ran from \$19-\$23/square foot, or more than double our current costs for a similar sized space in a storage facility. Owning a good sized warehouse allows us to keep all of our off-site storage in one place (set, large props and costumes as well as archives and files from past years which have to be held for seven years for the CRA). The warehouse also provides a home for our truck as the condos include free parking spaces. However, we did invest the capital in buying the space in order to get to this status. It keeps our operations cost lower than other forms of storage and is an asset on our balance sheet.

3. Started looking into a Liquor License for KT in order to resume Opening Night Champagne. Decided for now to apply for a Special Occasion Permit (SOP) for 4000 Miles. This process requires a 30-day advance so I submitted the application on Aug. 14/2015. Still looking at a permanent license but am doubtful. The SOP process seems very straightforward and costs \$75 per licensed day. We'll see if the Alcohol and Gaming Commission of Ontario accepts the application (or if I am contacted for more information).

Other Business

1. Participated in the curtain cleaning and fire proofing discussion and voting ... remotely.
2. I was contacted by OLT. They want to setup a database relating plays to people and were impressed but our member's web pages. They were looking for technical consulting and perhaps software/schema/format sharing. I inquired about how our web pages worked and determined that we are not using a database to generated pages – instead all the information is contained directly in static web pages. This lead to further actions on my part:
 - I replied to OLT with the information I could give them. They thanked us for the information and help.
 - I expressed my concern about our web system requiring modernization. I have been having discussions with our Web Mistress but I am not convinced that the effort required for modernization is worth it at this time.

Treasurer

Currently still waiting for the initial feedback from the Auditors. Until that time, while I am still paying bills and taking in money, I'm not able to start the new fiscal year in the accounting software, so I'm building up a pile of paperwork that I will have to catch up on once they give the green light. (If I suddenly stop answering emails for a week or so this is the likely reason)

After they send me the draft report, I review it and their required adjustments (which I may argue, but that just delayed me a couple of weeks last year, so unless they are significant I will likely accept them as given) [if I don't then their financial statement doesn't change but my books will be out of balance which will be an audit observation next year]

The next step is for me to tell them we are happy with the draft report; I will send out the draft report electronically to the board for perusal. The data and the format are not things that can be changed. (unless somehow we find a typo or some other error) This is not the point at which we discuss what the numbers mean – they are what they are; assuming no glaring errors, I then go back to the auditors to say they can go final; they put it in final, send us copies, plus their covering letter.

We need a Board Meeting at that point to officially approve the financial statements. This is pro-forma, as we cannot change the financial statements unless we go back to the auditors and they agree to make changes. The President and I each sign the copy as evidence that it has been approved by the Board of Directors. That signed version is the one we copy for the AGM post on the bulletin board.

Current combined bank balance in our savings and chequing accounts as at 12:23pm today:

\$204,098.02

Previously I had advised that I required the full name and S.I.N. for all new directors for the annual Charity Information Report to CRA – actually it is **not** the SIN but the complete **date of birth** I require.

“Annual income twenty pounds, annual expenditure nineteen six, result happiness. Annual income twenty pounds, annual expenditure twenty pound ought and six, result misery.”

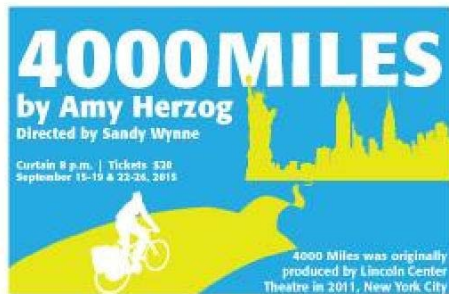
— [Charles Dickens](#), [David Copperfield](#)

Jim\$



Publicity

- 0□ The Algonquin student, Max Southwood, is working out great. He has finished 4000 Miles and Radium Girls. He is now working on Cat's Cradle and Mary Poppins. The posters for the lobby for both plays are done.



- 0□ Number of likes on the Kanata Theatre Facebook page are now up to 890 by promoting to local Facebook groups like: Ladies who Lunch, Stittsville Moms, Kanata Moms, The Best of Ottawa-West...
- 0□ "Boost Post" Advertising feature on Facebook was tried and was a success. 100 new likes first attempt and 65 new likes 2nd attempt. Total cost \$30
- 0□ Will be giving away 4 tickets to Mary Poppins on Facebook. Goal is to get more interest in Kanata Theatre with the younger Facebook crowd. Rob Fairbairn's slide show will be used in the promo.
- 0□ The letters for the rooftop marquis sign are getting very worn and should be replaced if we plan to continue to use the rooftop signage. Visibility of the sign is getting worse with the new HVAC system height and fuller trees near Terry Fox Drive that block visibility to the sign.
- 0□ Lawn signs have been made for 4000 Miles and Radium Girls. Will also be made for Calendar Girls. They will be put up around Kanata and Stittsville 2 weeks before start of play.
- 0□ The Curbex roadside sign is ready to go up on Aug. 27th for 4000 Miles.



- 0□ Season ticket subscriptions are now available to purchase online. This has been advertised on the Kanata Theatre Facebook page, Twitter and on the Kanata Theatre Website.
- 0□ Files have been updated for the two monitors in the lobby. They include 4000 Miles and Radium Girls.
- 0□ “Invite your Neighbor” email campaign. Gordon will be sending it out to all current season subscribers.
- 0□ 4000 Miles has been submitted to online free event calendars like: Ottawa Citizen Our Town, On Stage Ottawa, Theatre Ontario, Ottawa Focus, Ottawa Start, Couch Assassin, Ottawa Community News, Stittsville and Kanata Community News, Service Ottawa Spotlight, OLT Program.
- 0□ Mobile App called Kanata Coupons. Met with the app developer. They will be releasing the app to the general public in the fall. Our website and facebook page is featured on the app. I would like to advertise each play on this app. I’ll speak to the developer in the fall.
- 0□ Paid ads for 4000 Miles and Radium girls will be going into the Sept/October Capital Events Poster.
- 0□ CTV Morning Live. We submitted a clip advertising Night Sky and it was aired on Opening Night morning between 6 and 7 am. We can do this for all plays. Their preference is to have the video clip all-inclusive between 30-45 seconds long. What they are looking for is the actors (in costume) explaining who/what/where/when etc. about the play. This would require the filing of this short clip a few days before opening night. I will get someone to do a clip for 4000 Miles to be submitted for Sept. 14th or 15th.
- 0□ I’m looking into getting the plaque made for the Mary Mauger awards.

Future activities

- 0□ Looking into having Kanata Theatre on a CTV Regional Contact segment. Patrick Kay has shown an interest in helping out with publicity and he has a lot of contacts in the TV industry.

Extra items from Paul

- 0□ We should consider offering blocks of tickets to certain groups (e.g. seniors’ residences, other charitable organizations) for the opening night performance to entice people to come see our theatre and productions with the hopes they will buy tickets in the future.
- 0□ Radio: CFRA radio announces upcoming local theatre productions on their Friday morning show. We can also approach CBC radio.
- 0□ Television: Rogers Daytime TV. Is this something we could pursue? I expect we need an angle before they would allow us on their show. I’ve met Derick Fage and a close friend of mine knows him well so we could investigate this option in the future.
- 0□ I’ve noticed some community theatre posters and brochures at GCTC, Gladstone and even the NAC. KT could also leave some bookmarks/season brochures at the NAC and regularly place posters at GCTC and The Gladstone next season.

Box Office

1. Subscriptions

The number of 2015-2016 subscriptions sold by 16 August was 904 for a total of 2150 seats. The 22 June 2015 Board Box Office report indicated 799/1888 subscriptions/seats. The numbers for this time last year were 910/2180 subscriptions/seats. The final numbers for 2014/2015 were 981/2330. At least 40 of these subscriptions have been for new subscribers (this doesn't include subscriptions for patrons who already had a Kanata Theatre Box Office account, as a result of purchasing past individual play tickets). Subscriptions are now available for purchase on-line.

2. Individual Play Ticket Sales

Individual tickets for *4,000 Miles* are now available for purchase (from the Box Office and on-line). Individual tickets for the remaining main season plays will be available, beginning 5 October, after *4,000 Miles* individual ticket customers have had the opportunity to convert to a full season subscription. 3-play and 4-play subscriptions will also be available at this time.

3. Ticket Sales - *Mary Poppins*

As of 16 August, 602 tickets (28%) have been sold for *Mary Poppins*. This compares with 485 at the time of the 22 June Board report. Some of the performances are now quite full: the opening performance is at 64% of capacity, with little availability in the front half of the auditorium, and the performance at 2pm on Monday 28 December is at 40% of capacity. Historically, a lot of the tickets are purchased close to the show dates. The current "Early-Bird Special" price (\$7.50) for *Mary Poppins* tickets ends on 4 October, when the prices changes to \$10 per ticket.

4. Ticket Sales - The 2014-2015 Sales Year in Review

Please see chart below.

5. Internet

The problems encountered with the Bell Internet connection have continued. Since the 22 June Board meeting, Bell technicians have been called in twice. On the first occasion, substantially nothing was done, except to say that the line was operating to specification. On the second occasion, the technician was persuaded to replace the physical phone line (something that Bell had been resisting). Since the line replacement, the Internet connection has been working, without disconnection, for more than 3 days. Although this is not proof that the problem has been solved, it looks promising (for the technical, the signal-to-noise ratio of the new line is significantly better than that of the old line). If the connection stays "up" for a week, the problem has probably been solved. The very intermittent nature of the outages has made it difficult for Bell to diagnose the problem; the connection has often been "up" for 3-4 days and then fails several times in one day. Sometimes this has resulted in a total "crash" of the Bell modem, which connects the theatre to the Internet, requiring it to be power-cycled to operate again.

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6. Publicity

As noted by the Publicity Director, an e-mail campaign to encourage subscribers to invite their neighbours and friends to become subscribers has started. About 400 subscribers will be e-mailed.

7. Membership and Training

Discussions have taken place with the Director, Membership and Training, to determine whether the TixHub ticketing system can be used to host the membership database and provide automatic e-mail renewal reminders. This is looking promising, though this use of TixHub still has to be confirmed.

Gordon J. Marwood

2014-2015 SALES YEAR SUMMARY									
		Dining Room	Jekyll & Hyde	Night Sky	Lion in Winter	Black Bonspiel	Fairy Tale Ending	Shrek	TOTALS
Paid subscription seats - 5-Play		2282	2277	2270	2284	2283			11396
	Value	\$34,230.00	\$34,155.00	\$34,050.00	\$34,260.00	\$34,245.00			\$170,940.00
	% of used seats	84.99%	75.17%	84.99%	77.24%	75.52%			
	% of value	82.39%	71.47%	83.64%	74.23%	71.53%			
Paid subscription seats - 4-Play		0	15	13	13	11			52
	Value	0.00	\$223.75	\$193.75	\$193.75	\$163.75			\$775.00
	% of used seats	0.00%	0.50%	0.49%	0.44%	0.36%			
	% of value	0.00%	0.47%	0.48%	0.42%	0.34%			
Paid subscriptions - 3-Play		0	0	29	32	29			90
	Value	0	0	\$478.50	\$528.00	\$478.50			\$1,485.00
	% of used seats	0.00%	0.00%	1.09%	1.08%	0.96%			
	% of value	0.00%	0.00%	1.18%	1.14%	1.00%			
Comp subscriptions		2	2	2	2	2			10
	% of used seats	0.07%	0.07%	0.07%	0.07%	0.07%			
Paid Individual play tickets		330	666	295	523	631	1948	1405	5788
	Value	\$6,600.00	\$13,120.00	\$5,900.00	\$10,460.00	\$12,620.00	\$18,267.50	\$7,025.00	\$73,992.50
	% of used seats	12.29%	21.66%	11.04%	17.69%	20.87%	98.78%	99.65%	
	% of value	15.89%	27.45%	14.49%	22.66%	26.36%	100.00%	100.00%	
Comp individual seats		18	33	44	35	35	24	5	194
	% of used seats	0.67%	1.09%	1.65%	1.16%	1.16%	1.22%	0.35%	
Paid Individual Group 10+ play tickets		45	4	0	37	21			107
	Value	\$675.00	\$60.00	0	\$555.00	\$315.00			\$1,605.00
	% of used seats	1.68%	0.13%	0.00%	1.25%	0.69%			
	% of value	1.62%	0.13%	0.00%	1.20%	0.66%			
Paid military individual play tickets		0	2	0	0	0			2
	Value	\$0.00	\$30.00	\$0.00	\$0.00	\$0.00			\$30.00
	% of used seats	0.00%	0.07%	0.00%	0.00%	0.00%			
	% of value	0.00%	0.06%	0.00%	0.00%	0.00%			
Paid individual play Rush tickets		8	40	18	31	11			108
	Value	\$40.00	\$200.00	\$90.00	\$155.00	\$55.00			\$540.00
	% of used seats	0.30%	1.32%	0.67%	1.05%	0.36%			
	% of value	0.10%	0.42%	0.22%	0.34%	0.11%			
Total seats used		2685	3029	2671	2957	3023	1972	1410	17747
% of capacity sold		75.85%	85.56%	75.45%	83.53%	85.40%	92.84%	99.58%	
Total value		\$41,545.00	\$47,788.75	\$40,712.25	\$46,151.75	\$47,877.25	\$18,267.50	\$7,025.00	\$249,367.50

Playhouse Operations

Maintenance and Upgrades

●Roof Replacement Project: In Progress

Evaluating Deficiencies.

Waiting for final word that all work is done.

From COO, Kevin Voelker,

The deficiencies are completed with the exception of some minor ductwork insulation.

2. There are no “no go” zones on the roof. Warranty will be maintained as long as no new roof penetrations are made without consent of the manufacture.

3. Your mechanical contract can confirm HVAC equipment any time. The roofing contractor’s sub does not need to be present.

- Inspections to be done on all HVAC roof units now that roof work is done, Will Arrange to have Comfort to Re inspect installation.

Action: Comfort has been called Awaiting their report

- Issues with the Roof Installation.

- Water leaks on stage, some water got on Borders

Roofer will cover cost of cleaning up to the cost of \$1833

- Water leak in shop, more Water damage in shop

Roofer will cover cost of Replacement wood for Radial Arm saw

- Water leak above tech booth

We had someone cut into wall to make sure there is no damage internally, wall has been patched and painted.

- Roof fire

- The roofers started a fire inside the wall, calling the fire department.
Damage to outside siding, discoloration, bends and dings.

- Curtain Fire Proofing.

I would like to thank everyone for their quick input and helping moving this forward.

Will be completed by 5:00 pm Oct 2nd Cost: 7876.00 + hst

- New fire proof Boarders replaced by Scapin 8684 + Hst
- To be hung at the same time as the cleaning.
- Sofa in Green room needs to be replaces, broken beyond repair.

Action: Board approve purchase of replacement couch. (or set) \$700

•Network Issues

- We are still having issues with Bell, ongoing investigation into Static IP address solutions

We are still pursuing other possibilities regarding the network issue. Unfortunately, obtaining a static IP address will not necessarily solve the problem. It will, of course, allow us to retain the same IP address but, if there is a disconnect, there will be a pause of, potentially, some tens of seconds during which time the Internet won't work. This is not satisfactory to the Box Office. We need to get to the root of the problem, We will continue to pursue.

We currently have a single computer connected to the Bell modem and the IP address has remained stable since Saturday morning. I am planning to make some adjustments to the router and put it back. If this fails, We are going to change the operating mode of the modem so that it "dials-up" to make the connection, rather than the router doing this. So there are still a number of things to try. We will also continuing to check the quality of the voice connection, to see whether there are any intermittent noise problems, which may be reflecting on the Internet connection.

In researching this disconnection issue, We have found many references to the problem that we are experiencing. Our router is one of many that sometimes have difficulty.

•Maintenance of DGbox software

•DHC work on automation - Jason

The company that produces dgBox has not been responding to Jason, we are not past the warranty period and possibly not be able to get new boxes.

Jason will be installing new Johnson Conrol unit. Cost of \$1100 and re-setup all menus.

- New users will have to be created**

I will setup user accounts to access and be able to change the heating and cooling setting. It is my intention that the Rental / Booking Manager will be able to set the schedule in the future.

- Karl wants to get create a script that can update the scheduler automatically, once we get a stable system he can proceed.

- Access to RMP**

- All request for access should come through the Director of Operations

- Access codes will only be given to those who need Access.

- New Codes

- Will be changed soon. Was waiting for work to be finished on roof.

- To have Access

Update contact information will have to be sent to Director of Operations. @
operations@kanatatheatre.com

Grease paint notification has been sent out.

Full Name:

Email Address:

Phone number(s) preferable a Cell so we can contact you in the playhouse.

- Gene Lift**

- Lift training workshop:**

We are putting together a training program for anyone working on lighting. This special training will be available over the next few months.

Heading this will be Karl Wagner, TBD

****For now we are sending those in need of the lift on training. Cost Approx**

\$200 each

●**Other issues Around playhouse:**

- Looking into an automatic locking system and external in use light for handicap washroom. Right now anyone can walk in on someone in a wheel chair.
- We have contacted DHC to spec and price a digital timer for the external lights. This should help on the electric costs as well. **Waiting TBD**
- Men's room urinal leaking – Fixed March 18 – Cesar plumbing
- Breaker for counter was tripped and seemed to not reset. Ok for now - **Monitoring.**
- Updating of Exterior locks**

All External Locks have been changed to the playhouse, Still main access **Action: A Key box will be setup in a secure location. TBD**

●**Playhouse project committee..**

- I am trying to arrange a meeting of those who do maintenance around RMP to setup some projects and teams to take care of issues

Action: Still to setup a time to meet with this group

●**Health & Safety concerns at KT**

Action: Need to setup a group to discuss this in the playhouse.

●**Mobile storage Chair Racks for Rehearsal hall**

Looking for more options in this

Action: Continue investigation on Requirements and options.

●**Box office Safety**

While the working in the box office the inner doors should be locked as a new ongoing procedure.

●**Sound project**

Members: Rob Fairbairn, Justin Ladelpha, Karl Wagner

- They are discussing the issues needed to upgrade the system and what equipment would be the best. Report to follow **TBD**

- Fire Panel upgrade project**

- Replace the existing Edwards 6616 Control panel at the Ron Maslin Playhouse. The new panel is compatible with the existing devices and can support future expansion in the future. I have attached Panel spec sheets and pictures of the panel in our front entrance.**

- Upgrading of this system was installed July 27th 2015
- There are a few difficiencies we will still need to address,
 - Trim around box,
 - Control issue with door in workshop.
 - Access to lighting board for lights on when fire alarm goes on during shows.

- Going Forward 2015-2016**

- Repair and Repainting area needed
- Inspection of Auditorium seats and repair - Cost estimate on recovering Seats in Auditorium
- Inspection of Carpeting area front lobby
- Tech booth in Rehearsal hall
- Move down TV over Cloak Room
- Clean up Rehearsal hall Grid project
- Clean up the “curtain room” in rehearsal hall – Need coordinator
- Investigate moldy smell in hallway leading up to costume room.
- The flame proofing tags on the stage drapes need to be checked.
- We’re overdue for a rigging inspection.

- Refurbish the Ion console in the booth. It's much cheaper than replacing (\$1530 USD + shipping) and should buy us another 10 years. The monitors will need to be replaced following the upgrade (\$600 to \$2000) depending on resolution and/or touch capability.

- Others??

See RMP Project sheets

Ronald Gardner

Membership

1. The membership list has been updated on the website. This will be done quarterly going forward.

2. I have contacted two make-up artists about putting on a workshop in September and am awaiting quotes. (It's taken a while due to vacation schedules but hope to have these by the end of the week)

3. I have briefly discussed with Gordon about the membership module of the Online Ticket system and whether or not it will be possible to use as a membership database. Still more work to be done here. Also contacted an external company that makes databases for companies to see if there is something that can be designed for us. Not sure I will use an external company but want to hear their design ideas. This way the database could be updated daily with any and all changes and would always have current info.

Trina Malcolmson