

KANATA THEATRE BOARD

Monday, May 25, 2015

Present: Jim Holmes, Paul Behncke, Margrit Cattell, Alain Chamsi, Jim Clarke, Barbara Kobolak, Jackie Kormylo, Trina Malcolmson, Gordon Marwood, Wendy Wagner

Regrets: Ron Gardner

Minutes of the Board Meeting on April 13, 2015

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

Past President

- * Wendy's report is attached
- * A binder containing rental agreements has gone missing.
The rental binder was started by Gwen Knight when we first began offering the facility to outside clients. Therefore, it had in excess of **15 years** of rental history. Some of that history can be found in Wendy's laptop but the majority is now lost. The missing info should not be a problem unless the auditors want to see it for some reason.
- * Re the scanning of scrapbooks - a larger than average flatbed is needed to accommodate the copying of scrapbook pages. Barbara will look into finding someone who would let us use such a machine. Other ways of overcoming this problem were discussed.

Vice President

- * Barbara's report is attached
- * Served revenue for the 2013-14 season\$3,741.11(including cloakroom)
2014-15 season.....\$4,235.71 “

Treasurer

- * Jim's report is attached and was discussed.

Membership

- * Some members are not receiving Greasepaint. In some cases this is due to annual fees not having been paid yet. Trina will check.
- * It was suggested that the membership list be updated every 6 months.

Publicity

- * Paul's report is attached and was discussed.

Box Office

- * Gordon's report is attached and was discussed.
- * Gordon thanked Jackie Kormylo for her excellent organization of the handing out of subscriptions.

Student Member

- * Shrek is coming along well
- * Jackie had a lot of help with handing out subscriptions

Plays

- * Alain reported that there are now nine members of the playreading committee.
- * It was suggested that plays scheduled for the following season should be used for the summer playreading. People like to attend readings with a view to participating in the productions.

Playhouse

- * Ron's report is attached
- * Re the folding chairs - it was felt that other options should be explored before making a decision.
- * There is a “panic button” in the box office. It is not known what exactly it does. Dorothy Beak or Gwen Knight probably know. Gordon will investigate.

New Business

- * The landscaping around the playhouse has deteriorated due to the cold winter. Ann Williams has estimated a cost of \$2000 to fix it. Jim H. will ask her to obtain a detailed quote.
- * The Hearing Assist system needs overhauling. Rob Fairbairn will present a report to the next executive. Alain will find out whether a company like Robillard would sponsor a new system.
- * Jim Holmes suggested that all board members should submit interesting items to Greasepaint, not just the president.
- * Would a book in which audience members could write down their impressions of the productions be a good idea? There was little enthusiasm for this.
- * Andrew William's tireless work on behalf of the Youth Group was mentioned. He is doing an amazing job in producing excellent shows and encouraging young people to become interested in the theatre.
- * A vote of thanks goes to outgoing board members Jim Holmes (he will be back as Past President), Wendy Wagner, Paul Behncke and Jackie Kormylo. We are most grateful for all their hard work towards the smooth running of Kanata Theatre.....three cheers :)

Next meetings

- * Spring General Meeting on Sunday, June 7 at 7:30
- * AGM on Sunday, September 27 at 7:30
- * Date of the next Board meeting was tentatively fixed for Monday, June 8 subject to confirmation of availability by the incoming members of the board

The meeting was adjourned at 21:20

Past President

Elections

- With respect to Board positions, nothing has changed since the article in Greasepaint. Currently acclaimed are:
 - Susan Sinchak – Director, Publicity
 - Jenny McCracken – Student Member at Large
 - Barbara Kobolak – President
- Jim Holmes becomes the de facto Past President.
- A voting ballot will be created for the position of Vice President with an option for either PAUL GARDNER **or** GORDON WALLS.
- I will ask Trina to send out a final notice for nominations on June 1st and another notice late in the evening of Friday June 5th once nominations have closed.
- I have had to replace two members of the Nominating Committee:
 - Julie Clayton will not be able to help at the meeting due to her husband's heart attack.
 - Kathryn Clarke has agreed to replace her.
 - Kathleen Walsh will not be able to help at the meeting because she is travelling to Winnipeg.
 - Emily Walsh has agreed to replace her.

Rentals/Bookings

- I placed a notice in the last Greasepaint. KT Members are (mostly) following procedure as far as booking space/time within the playhouse.
- A number of rental requests have come in but cannot be accommodated for a variety of reasons (competing drama program, ongoing rental etc).
- West Carleton School of Performing Arts is in the playhouse this weekend (Fri @8am -Sun @6pm).
- KBS Dance has their rental on June 9 – 13
- Frederick Banting High School has their graduation on June 23rd.
- We are allowing a one day rental to Jini Majur for a cultural Indian youth dance recital on June 20th. Karl will be the attending technician. She has already paid the deposit and received the contract. I am awaiting receipt of the signed document.

Scanning of Scrapbooks

- I have made a few test scans of items in one of the scrapbooks. (Images provided at meeting)
- It is very difficult and time-consuming to actually scan everything due to the fact that my flatbed scanner can only handle 8.5” x 12” and the scrapbook pages are roughly 18” x 25”.
- We might wish to find a professional alternative if we want to pursue a digital archive of these photos and articles.

Year-end Slide Show

- Andrew Williams usually creates the year-end slide show for the general meeting but due to the extra performance of ***Shrek*** on the Sunday afternoon, he has declined the opportunity. Therefore, Rob Fairbairn will be creating the slide show. He has been given a selection of images from all shows except ***Shrek*** which still need to be taken next week.

.

- Wendy Wagner**

Vice President

SERVERY REPORT:

The Black Bonspiel: Servery revenue: \$1,213.85

Servery expenditures for this production: \$411.98 + \$11.94 HST = \$423.92

Resulting Servery profit: \$789.93

Note: Cloakroom revenue for *The Black Bonspiel*: \$29.75

Total Servery Take for 2014-15	\$5,566.30 (not including cloakroom)	Profit.....\$3,454.65
“ “ “	2013-14.....\$5,539.56	“ \$3,261.10

Barbara Kobolak

Treasurer

- As discussed at last meeting, \$500,000 has been invested in GIC's at RBC. \$400,000 for two years and \$100,000 for one year. The \$100,000 GIC is redeemable should we have a cash requirement before its initial due date.
- Still waiting for the Business credit card from RBC. No explanation why it is taking so long. Until it arrives, I will continue to use the personal credit card for KT business.
- Just received the production report for Lion in Winter. Including items charged directly to their account (scripts, FOH, furnishings) it appears to be approximately \$4,300 ish, which is well within the \$5,500 budget.
- Production manager for Black Bonspiel advises their production will likely be under \$3,500.
- So far, only two requests for Mary Mauger Awards have come in and had cheques issued (Earl of March and Sacred Heart)
- Our current balance in our 3 RBC accounts (as of 1045am) is **\$201,346.75**, of which the majority is subscription sales for the next season (ie unearned revenue, which is a liability until next fiscal year) [As per Director BoxOffice's report: 1,565 seats at \$75 each = \$117,375]
- A reminder that the Treasurer does not provide a financial update /report at the June general meeting, as that is the prime item for the September AGM.
- Regarding budget planning for 2015-2016, I have had some discussions with Director Operations – if anyone else has any new items for next year, please let me know.

Jim Clarke

Publicity

Apparently we had a good turnout of local curlers for the Black Bonspiel as a result of promotion of the show on curling websites, emails and posters in the local clubs

- Onstage Ottawa – Theatre Talk, Episode 1. An okay experience with a whopping 75 views. Does this qualify as viral?

<http://www.onstageottawa.com/episode1/>

- Bonspiel lawn signs – effective? I think so.
- Strong support for D'Arcy McGee VIP cards – hopefully this helps with season subscription retention and new sales.
- Opportunity for OLT to promote Kanata Theatre:

Because of the frequent requests for pro-bono promotion we receive from our smaller cousins in the theatre community, Ottawa Little Theatre will begin publishing a list of local theatre productions in its

(sort-of) monthly production programs. If you'd like to have your show included please e-mail evan@ottawalittletheatre.com with:

1. The name of the show
2. The playwright
3. Run dates
4. Company name, location
5. A 50-75 word synopsis
6. A url for more info/tickets

This is completely free to anyone producing theatre in the region in any language. I'd like to encourage you to be proactive in sending me your shows because there's simply too much going on at any time for me to seek it all out. This is a great opportunity to get your show in front of 5,000-6,000 interested theatre-going folks every month so please take advantage.

Looking forward to hearing from all of you.

- Change road sign from block letter style to full colour graphics with Curbex.com
- Kanata Coupons mobile app.

Free advertising available to KT since we're a non-profit organization

A mind-blowing 5 downloads of this app so far.

- Stittsville Arts in the Park –June 7, 2015.

I will pass out some season brochures/bookmarks at this event.

Paul Behncke

Box Office

1. Subscriptions

To date, 669 2015-2016 subscriptions have been processed for a total of 1565 seats. This compares with 715 subscriptions for a total of 1,684 seats for the 2014-2015 season, at the same point in the renewal process. This difference may not be significant as, prior to this week, 2014-2015 and 2015-2016 sales have been virtually identical for the same date in the year. There is some backlog as a result of Box Office commitments to *Black Bonspiel*.

Once again, the Box Office was thankful for the work of the KT teens for distributing the subscription tickets at *Black Bonspiel*. Jackie Kormylo did a great job organizing the team. Any remaining tickets will be mailed.

2. Ticket Sales - *Black Bonspiel*

The following table summarizes the final ticket sales for *Black Bonspiel*:

Ticket Sales - Black Bonspiel				
Performance		Black Bonspiel Final		
Tue	12-May	215	60.73%	
Wed	13-May	278	78.53%	
Thu	14-May	307	86.72%	
Fri	15-May	320	90.40%	
Sat	16-May	334	94.35%	
Tue	19-May	266	75.14%	
Wed	20-May	306	86.44%	
Thu	21-May	333	94.07%	
Fri	22-May	333	94.07%	
Sat	23-May	331	93.50%	
Total		3023	85.40%	

This result places *Black Bonspiel* among the best selling productions of the season (*Dining Room*, 2685; *Jekyll and Hyde*, 3029; *Night Sky*, 2669; *Lion in Winter*, 2957).

3. Ticket Sales - *Shrek the Musical Jr*

To date, 1092 tickets (77%) have been sold for *Shrek the Musical Jr*. This up from 503 (36%) at the time of the 13 April Box Office report. 477 tickets have been sold on-line.

4. Ticket Sales - *Mary Poppins*

To date, 300 tickets have been sold for *Mary Poppins*. This compares with 66 at the time of the 13 April report.

5. On-line sales growth

6. Out of curiosity, I did a bit of analysis of the balance between on-line and Box Office sales dollars. Note that the on-line figures include the service fee of \$1 per ticket/subscription ticket set. This is the result over the past 16 months:

Month	Year	MC On-line	VI on-line	Total on-line	Box Office	On-line %	Box Off %	Total
January	2014	\$1,239.00	\$1,932.00	\$3,171.00	\$2,436.00	56.55%	43.45%	\$5,607.00
February	2014	\$1,386.00	\$3,276.00	\$4,662.00	\$3,457.00	57.42%	42.58%	\$8,119.00
March	2014	\$1,848.00	\$2,962.00	\$4,810.00	\$5,159.00	48.25%	51.75%	\$9,969.00
April	2014	\$4,919.00	\$11,497.50	\$16,416.50	\$69,872.00	19.03%	80.97%	\$86,288.50
May	2014	\$5,731.00	\$11,209.00	\$16,940.00	\$59,912.50	22.04%	77.96%	\$76,852.50
June	2014	\$264.00	\$773.00	\$1,037.00	\$26,155.50	3.81%	96.19%	\$27,192.50
July	2014	\$294.00	\$152.00	\$446.00	\$5,318.50	7.74%	92.26%	\$5,764.50
August	2014	\$1,183.00	\$1,162.00	\$2,345.00	\$2,593.50	47.48%	52.52%	\$4,938.50
September	2014	\$2,072.00	\$4,792.50	\$6,864.50	\$6,784.50	50.29%	49.71%	\$13,649.00
October	2014	\$1,925.00	\$1,779.00	\$3,704.00	\$1,470.50	71.58%	28.42%	\$5,174.50
November	2014	\$4,047.00	\$6,432.00	\$10,479.00	\$6,067.00	63.33%	36.67%	\$16,546.00
December	2014	\$3,924.00	\$4,024.00	\$7,948.00	\$4,536.50	63.66%	36.34%	\$12,484.50
January	2015	\$627.00	\$2,301.00	\$2,928.00	\$729.00	80.07%	19.93%	\$3,657.00
February	2015	\$1,413.00	\$1,764.00	\$3,177.00	\$2,383.50	57.14%	42.86%	\$5,560.50
March	2015	\$2,712.00	\$4,803.00	\$7,515.00	\$4,245.00	63.90%	36.10%	\$11,760.00
April	2015	\$8,578.50	\$10,557.50	\$19,136.00	\$55,390.00	25.68%	74.32%	\$74,526.00

The low on-line percentages are when most of the activity was subscriptions and very few people were purchasing/renewing subscriptions in this way. More people seem to be renewing subscriptions on-line

this year.

Perhaps even of greater interest is that sales in the first four months of 2014 were \$109,983.50, whereas for the first four months of 2015 they have been \$95,503.50. This shouldn't be a surprise as some of the plays this year have not attracted very large audiences.

7. Entry door ticket scanning

A Bluetooth barcode scanner has been acquired for testing purposes. Evaluation will take place over the summer for possible implementation next season.

8. Internet

There have been problems with the theatre Internet connection (for the technical, the external IP address has been changing several times a day). This has caused short "pauses" in ticket and payment processing, and external access to the HVAC control system been required to use of these changing addresses. None of this has been critical and the backup Internet hasn't needed to be used. Now that *Black Bonspiel* is over, a new modem is being fitted, which may solve the problem.

Gordon J. Marwood

Playhouse

•Maintenance and Upgrades

•Roof Replacement Project: On going

•No News -

Roof upgrade

•Kickoff meeting June 2nd at RMP

Discussion with the contractors on what their plan is and schedule

•Construction starts on July 2nd

Still on Schedule for Completion Aug 14th

•Lighting Efficiency Project (Finalized)

•Check Received for Lighting project

•Mark Pasini - Paid

•Network Issues

We are still having issues with Bell, on going investigation into Static IP address solutions

New modem as per Gordon's report

- Rental of Space / Borrowing Equipment**

- Maintenance of DGbox software**

- Meeting with Jason from DHC work on automation**

We were having some issues with the box.

Jason installed temporary DBbox and is in the process of resetting up the GUI interfaces. We have a new DGbox replacement on its way – still in process.

- 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.

- Hvac Issues**

- Lobby Lennox unit

- The Control board Failed in the unit. Not responding to DGBox and not allowing access from the roof. Call was made to Lennox and new Board Sent.

- Repairs are being done under warranty by Comfort air

- Stage Eng Air Unit

- Routine Bearing replacements in Fan will be done After Lion in Winter is over.

- 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.

- Working very well, people are passing requests to buildings operation to get access, this will be more of an issue July forward when we get new codes...

- New Codes

- Will be changed July 2nd

- To have Access

Update contact information will have to be sent to Director of Operations. 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

- 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.**
- Small leak under pantry sink – **Monitoring**
- Updating of Exterior locks**

Due to the issue with the fire department not having an external working key. And because it was recommended that the tumblers be changed. The All External Locks have been changed to the playhouse, Still main access will be though back entrance.

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

•RMP elves

- Make Up Coordinator -**New** Beverley Brooks
- Furnishings - Helen and Martin Weeden
- Properties - Carol Hussey
- Costumes - Marilyn Valiquette
- Scripts - Wendy Wagner
- Workshop Supervisor - Dean Flockton
- Serving - Barbara Kobolak
- Rental/Booking Manager – **NEW** Wendy Wagner
- House Manager - Don Lillico
- Lighting Advisor - Karl Wagner
- Sound Advisor - Robert Fairbairn

Everyone but one has accepted to continue on this season.

Dave Anderson will step down from Rental / Booking Manager

Wendy Wagner has offered to step in and replace him.

•Health & Safety concerns at KT

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

•Mobile storage Chair Racks for Rehearsal hall

We have had issues about storage in the rehearsal hall, in an attempt to make the space for useable we would like to propose purchasing the following chair cart. Attached below.

H4787 if we purchased one of these would take care of chairs and tables or

H2789 would be a great solution would be able to put all the chairs on one.

Feedback?

I would need the specification if anyone wants to give me the desired restrictions and guidelines in determining an adequate solution, I could go ahead with more research.

Action: Feedback to Director of Operations.

•**Box office Safety**

Door locks have been fixed. **While the working in the box office the inner doors should be locked as a new ongoing procedure.**

*** There is what appears to be a panic button under the counter in the Box Office. I have no idea what this does. Does anyone know what this does or if it was ever setup?

•**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 will be installed in the Summer 2015

•**Going Forward 2014-2015**

•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.
- Ronald Gardner**



4" Casters

CHAIR DOLLIES

Speed setup and takedown of banquets, meetings and seminars.

- Easy to maneuver in tight spaces.
- Rugged powder-coated steel.
- H-2523 – 4" casters: 2 swivel, 2 rigid.
- H-2524 – 4" casters: 3 swivel, 2 rigid.
- H-2789 – 4" casters: 4 swivel.

MODEL NO.	DESCRIPTION	DIMENSIONS L x W x H	CHAIR CAPACITY	WEIGHT (LBS.)	PRICE EACH		ADD TO CART
					1	2+	
H-2523	Platform	76 x 19 x 39"	35	55	\$297	\$285	1 ADD
H-2524		105 x 19 x 39"	50	66	348	336	1 ADD
H-2789	Two Tier	67 x 33 1/4 x 70"	84	105	530	505	1 ADD

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Chair and Table Combo Dolly



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Holy smokes! Store up to 12 tables and 42 chairs.

- Rugged powder-coated steel frame.
- Padded base protects table edges from damage.
- Tie-down straps included.
- 4" swivel casters.

MODEL NO.	DESCRIPTION	DIMENSIONS L x W x H	CAPACITY		WEIGHT (LBS.)	PRICE EACH		ADD TO CART
			CHAIR	TABLE		1	2+	
H-4787	Two Tier	65 x 33 x 70"	42	12	73	\$402	\$380	1 ADD

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COMPATIBILITY:

- Not compatible with 48 x 24" and 60 x 30" tables.

CAPACITY:

- Steel Folding Chairs: 42
- Plastic Folding Chairs: 24
- Economy Folding Table: 12
- Deluxe/Laminate Folding Tables: 10
- Plastic Seminar Tables: 12
- Laminate Seminar Table: 10

CASTERS:

- Width: 1 1/4"
- Material: Non-marking TPR (Thermoplastic rubber)
- Capacity: 220 lbs

Ships Via Motor Freight

Availability: **In Stock**
Unit Weight: 83 lbs./38 kg

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