

Kanata Theatre Board Meeting June 22, 2015

Present: Barbara Kobolak, Gord Walls, Jim Clarke, Trina Malcolmson, Gordon Marwood, Susan Sinchak, Alain Chamsi, Jenny McCracken

Regrets: Jim Holmes, Margrit Cattell, Ron Gardner

Additions: Allison Houston, serving as acting secretary

CALL TO ORDER: The meeting was called to order at 7:40pm

SECRETARY'S REPORT:

- Minutes of May 25. 2015.
 - * **MOTION:** A motion was made, seconded, and unanimously accepted that the Minutes from May 25 be accepted as amended.
 - ***NOTE:** Previously noted amendments will be entered into the written minutes, and sent out upon Margrit's return in early July.

BUSINESS ARISING FROM THE MINUTES:

- KT 50th Anniversary
 - * There are several names from last year's survey of people who were willing to help organize the OEDL Festival.
 - ACTION: Barbara** will contact all the people who said they would be willing to help with the EODL, and see if they are willing to be on an organizing committee for the KT 50th Anniversary Committee.
 - ACTION: Barbara** will put an article in the next Greasepaint about the Anniversary, asking for interested volunteers.
- 400th Anniversary of Death of Shakespeare (2016)
 - *We are looking to perhaps do either a Shakespeare, or Shakespeare related play in the 2016-2017 season.
- Mary Mauger Awards
 - * **ACTION: Jenny** will look into increasing the communication with and participation of the six school drama programs who receive the Mauger awards.
 - * **MOTION:** A motion was made, seconded and unanimously accepted that we will publish the names of the Mary Mauger recipients in some fashion, within the theatre, and in the Greasepaint every year.

* **ACTION:** Jim please send the names of this year's winners to the Greasepaint editor.

- Landscaping

*weeders/mulchers are needed for landscaping. People who do this regularly need help.

* **ACTION:** Jenny will look into asking for student volunteers for this, in return for receiving volunteer hours.

- Sound Equipment within the Playhouse

* a quote has been received for updating the Hearing Assist equipment. A quote has also been obtained for upgrading sound equipment for production. Next step: Decisions need to be made whether to proceed with these quotes, or to obtain additional quotes.

ACTION: Barbara will email Ron and clarify status of these projects.

- Archives

* Wendy Wagner has volunteered to look at the archival material to get a rough draft/idea of what material is worth keeping and digitizing. She has also offered to chair a committee to deal with all the issues that arise from archival issues.

***MOTION:** A motion was made, seconded, and unanimously accepted that Wendy Wagner be asked to form an archives committee, whose scope is to be determined once the committee is set up.

REPORTS

- Past President – Barbara read Jim's report.
- Vice President - Gord is busy getting familiar with his position, especially the Financial & Box Office info.
- Treasurer – **MOTION:** A motion was made, seconded, and unanimously accepted that a by-law amendment to be brought forward at the Sept 2015 General Meeting to change the term of office of Directors to run from July 1 – June 30. This is to align with CRA reporting.
- Membership & Training – Trina is looking for intelligence to help set up both make up and set construction trainings for this coming year.
- Publicity – Susan discussed highlights of her written report.

* **ACTION:** Gord is going to look into info about the whole 'getting a liquor licence for opening night' issue, including the possibility of partnering with Darcy McGee's.

* **ACTION:** Ron please clarify the status of the marquee lights. Did new ones arrive? If so, where are they? What is the plan for replacement?

* **ACTION:** Susan will look into upgrading the outdoor sign on Terry Fox to include graphics.

* **MOTION:** a motion was made, seconded and unanimously carried that the new full-colour format of program be used moving forward.

* **ACTION:** Susan will ask Allison, allisonhouston@rogers.com for the contact info for Joel Haslam of CTV's Regional Contact.

- Box Office – Gord discussed highlights of his written report.

***ACTION:** Alain will talk to Sonja about the possibility of adding a seventh Mary Poppins show.

- Student Member

***ACTION:** Jenny will liaise with Jackie Kormylo before Jackie leaves for University, so she gets the history of youth member activities and responsibilities.

- Plays – Alain discussed highlights of his written report.
- Operations – Please refer to Ron's written report.
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NEW BUSINESS

- Attracting new members

* Discussion ensued about how to better welcome people who are interested in joining us and learning new skills.

***ACTION:** Trina Put an announcement in Greasepaint to find people willing to be Ambassadors to help new people feel welcome. (Ambassador = be paired up with for a time)

* **ACTION:** Gord will email Dorothy Shaw to find out the name of the fellow who came to Wullie and wanted to get involved in set construction/design.

- Approval of 2015-2016 Budget

* **MOTION:** A motion was made, seconded and unanimously passed that the budget, with the discussed amendments of: an additional \$1,000 for signage, and an additional \$5,000 for ticket service fees, for a paper deficit of -32,175 be accepted.

* **ACTION:** Gord will find out what OLT uses for storage, and what they pay.

NEXT MEETING: Monday, August 17, 2015

TERMINATION: The meeting was terminated at: 10:43pm

Box Office Report

22 June 2015

1. Subscriptions

The 25 May report indicated that, at the time, 669 2015-2016 subscriptions had been processed for a total of 1565 seats. This number has now increased to 799/1888 subscriptions/seats. The numbers for this time last year were 856/2043 subscriptions/seats. The final numbers for 2014/2015 were 981/2330. All the same seat renewals have been processed and 2/3 of the existing subscriber seating changes. A start is expected to be made on the new subscription by the end of June.

2. Ticket Sales - The 2014-2015 Season in Review

I am intending to provide a sales review of the complete 2014-2015 season. This will be presented to the Board at the next meeting.

3. Ticket Sales - *Mary Poppins*

To date, 485 tickets (23%) have been sold for *Mary Poppins*. This compares with 300 at the time of the 25 May report.

4. Internet

The problems encountered with the Internet connection continue. The external IP address is changing and, when this happens, there is a pause in the connection. This is very intermittent; sometimes being stable for a couple of days and, at other times changing several times in an hour. Exchanging all of the equipment involved has made no difference. Bell insists that there is nothing wrong with the phone line. This problem doesn't cause major difficulties for the Box Office but it is something that needs to be corrected. Remote access to the HVAC has been temporarily suspended while various tests have been carried out. Bell has now been called in because of noise on the voice line. It's possible that this also affects the Internet connection. Testing is continuing.
Gordon J. Marwood

Past Preseident report - Jim Holmes

June 22, 2015

I reported to Ann Williams that the board did not want to do a complete replacement. She agreed since the slow recovery of the potentilla in the front may have been a combination of the hard winter plus the drought we were then experiencing. She then secured an estimate of \$450 for the replacement of the the dead material at the back of the Playhouse (plus the cost of the plant material). I told her to go ahead. The work has now been done.

Since that meeting we have had warmer temperatures and abundant rainfall and the planting at the front may have recovered somewhat. I haven't been over to look at it, but in any event nothing ought to be done until the fall. The other matter is more help on the landscaping front. This should be regarded as a department of Operations, like workshop, server, props, wardrobe etc. Ann has taken the lead for several years now, assisted largely by Anne and Gordon Marwood and Mary Holmes. I think she would like her role to be reduced. These people need help. GREASEPAINT?

Director of Playhouse Operations Report
June 22th 2015

- **Maintenance and Upgrades**

- **Roof Replacement Project: On going**

- No News -**

- Roof upgrade

- Contacts regarding anything to do with the Roof:

- Don Bell don.b.bell@gmail.com

- Phone 613 795-1239

- Ronald Gardner ron.gardner.stc@gmail.com

- Phone 613 878-7712

- Construction starts on July 2nd

- On Schedule for Completion Aug 14th

- No AC will be available in the Auditorium or green room or costume room.

- Inspections were done on all HVAC roof units before any roof work is to be done to ensure that all units will be in top working condition before, then after the roof is done and everything hooked up again.

Note: Air can be circulated with Fans and opening up lobby doors and connecting doors to the Rehearsal hall.

Action: Will pickup 4 - 6 Fans for use during this time.

- **Network Issues**

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

We are having problems with Bells service..

- **Rental of Space / Borrowing Equipment**

- **Maintenance of DGbox software**

- **DHC work on automation - Jason**

We are 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 – We have burned out 3 boxes, it may be something with our flow of electricity - 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.

Still waiting for new DGBOX

- **Hvac Issues**

- Lobby Lennox unit
 - Repairs were done under warranty by Comfort air
- Stage Eng Air Unit
 - Blower Fan ceased in stage HVAC unit causing unit to Fail during the KBS show. Blower fan be replaced over the summer.
- **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 July 2nd
 - 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.**
- Small leak under pantry sink – **Monitoring**
- **Updating of Exterior locks**

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

- **Health & Safety concerns at KT**

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

- **Mobile storage Char 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**

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- **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.
- Others??

Ronald Gardner

Treasurer’s Report 22 June 2015

Our financial year ends on 30 June – please confirm you have submitted any expenses and/or invoices from suppliers requiring payment.

With any luck, all expenditures relating to this year will be in my hands by the last week of June (utilities are billed in arrears, bank statements are ready about mid-month, and the online ticketing invoice is usually 3-4 weeks after month’s end)

Financial information should be ready to send to the auditors in early July. There will be a normal amount of to-ing and fro-ing between them and me and then we should see their report in early August.

The president and I sign off on the cover page on behalf of the corporation, the audited report will be presented for board info at the next meeting and then it will be presented for member's info at the September AGM. (note there are no votes on the audited report – it is what it is)

Once the report is received from the auditor, I can then start the PST/GST Rebate application and also the annual report to CRA (Registered Charity Information Return) which includes financial information as well as information on all Directors:

- Reminder – I still require the full name and SIN number from Alain Chaimsi and Trina Malcolmson for the 14-15 return. I will require the same information from Gord Walls and Susan Sinchak to start the file for next year.

It would be extremely more convenient if KT was to have the terms of office of all directors commence as of 1 July – i.e. the same date as the financial & operating year. I'd like to recommend this be an amendment to our Bylaws.

After many months, I finally received the KT Business Credit Card (VISA) this past weekend. I will be commencing switching all the recurring credit card bills over to this card.

Now that the card has been received, based on the forms with all the previous signors, I'll advise the bank we recently had election and now have a new VP and Pres, which will mean everyone gets to sign forms again.

All six \$500 Cheques for the KT Mary Mauger have been issued to the schools, school board or recipients, as applicable.

Combined bank balances, as at 12:30pm today: \$228,062.97

Jim Clarke

Publicity Report, June 22/15

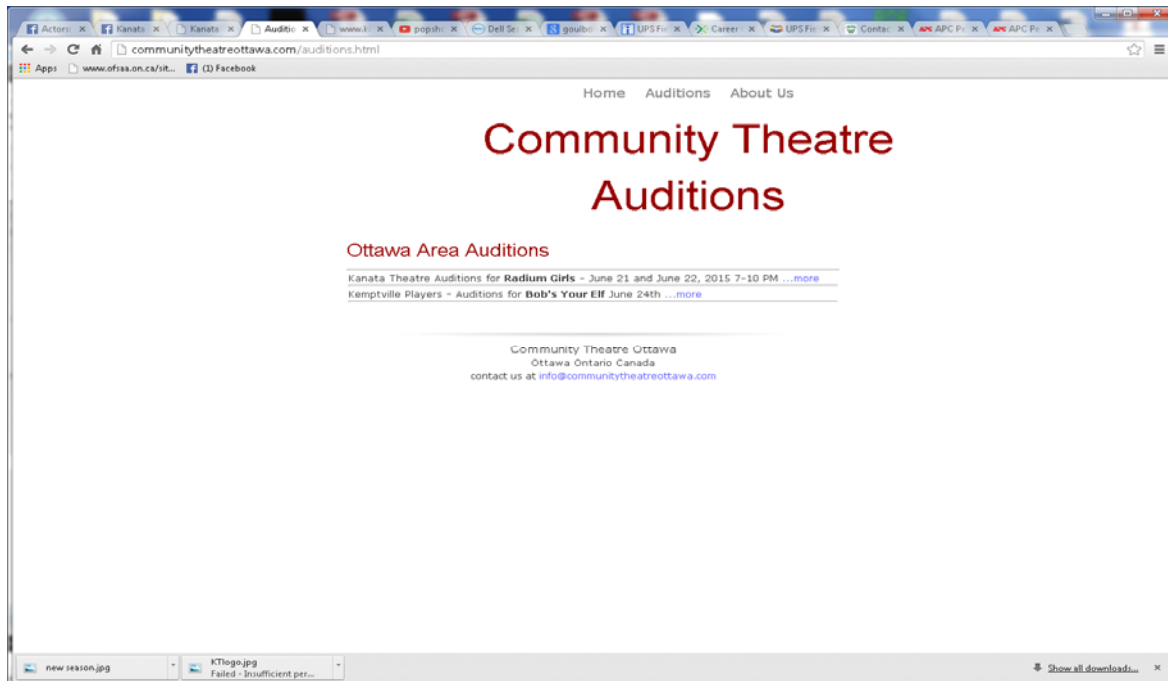
Recent activities

- The new season brochure is done.
- 2500 bookmarks are done
- Meg Duncan will no longer be doing our graphics work. I have found an Algonquin student in the Graphics Design program to do the play graphics. He is currently working on Radium Girls and 4000 Miles. I would also like him to work on the other 4 during the summer as soon as I get ideas in from the directors. There will be a cost of \$150 per play.
- Increased the number of likes on the Kanata Theatre Facebook page from 315 to 453 since June 8th by promoting to local Facebook groups like: Ladies who Lunch, Stittsville Moms, Kanata Moms, The Best of Ottawa-West...
- 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.

- 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.
- Lawn signs will be made for 4000 Miles, Radium Girls and Calendar Girls
- One World Film Festival: Gave them a gift certificate for 2 seats for any play this season in exchange for being featured on their website and in their festival program.
- Curbex Sign for front of Theatre during plays. Fully digital billboard-type sign for in front of the theatre during each play. Price is \$281.75/month compared to \$150/month for the old-style letter type. Will attract more attention and be more appealing. Each play graphic will be displayed.



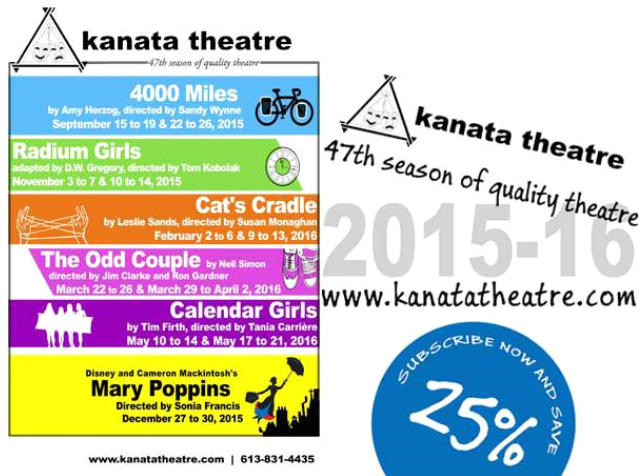
- We have login credentials for communitytheatreottawa.com. We can post our auditions and play announcements on this website. We have posted auditions for 4000 Miles and Radium Girls.



- Play programs: Do we stay with the new format (i.e. specific play graphics on the cover) or go back to the old format (i.e. generic cover) now that Wendy Wagner is taking over programs again. The old format is her preference in order to save her time but she understands the drawbacks.

Future activities

- 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.
- Open House to attract new people.
- 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.
- Mobile App called Kanata Coupons: Free advertising on this app for the Kanata Theatre. I will be meeting with the app developer this Wednesday.
- Looking into the “Boost Post” Advertising feature on Facebook. \$6/day and claims to reach 850 to 2,200 people.
- Odyssey Theatre advertising for their summer play series. \$350 for a 1-page b/w ad or \$260 for a ½ page b/w ad that will reach 4,500 people. I suggest we use this graphic:



Extra items from Paul

- Regular email blasts – need to find a volunteer to take on this initiative. This is not a trivial activity and we don't have enough bandwidth to complete with the existing pub team
- 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.
- Radio: CFRA radio announces upcoming local theatre productions on their Friday morning show. We can also approach CBC radio.
- 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.
- 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.