

KANATA THEATRE BOARD
Monday, November 16, 2015

Present: Barbara Kobolak, Margrit Cattell, Alain Chamsi, Justin Ladelpha,
Gordon Marwood, Susan Sinchak, Gordon Walls

Regrets: Ron Gardner, Jim Holmes, Trina Malcolmson Jenny McCracken

Minutes of the Board Meeting on October 14, 2015

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

Business Arising

- * The City is using the Playhouse for an Open House on November 17.
Some KT members will be in attendance.

Reports

Vice President

- * Gordon's report is attached
- * There was a discussion concerning the crowd barriers needed for opening nights and how to acquire them. Gordon and Justin will look into this.
- * Anna Lisa Bloom (Producer Radium Girls) and Tracey Nash (Producer 4000 miles) are proposing the following:
 - a. We have run into some issues where we have been out of general housekeeping supplies in the rehearsal hall and the green room when they are needed. Supplies such as:
 - dish soap
 - sponges
 - jay cloths
 - ziplock bags
 - paper towels
 - kleenex boxes
 - dishwashing powder/gel
 - counter cleaner
 - 1. A general email address be created (housekeeping@kanatatheatre.ca for example)
 - 2. After strike of a show - the producer would send an email to this address listing all the general housekeeping items that need replacing.

Julia Lamperd for now has volunteered to be the name associated with this address. The reason for having a generic address would be that if she was unable to continue, the process would not need to be changed, just the email associated with this address.

The Board thanked Julia for volunteering for the above

- b. The vacuum cleaner currently used to clean the rehearsal hall etc. is very old and is being held together with duct tape.

Justin will look into obtaining a replacement.

c. In cleaning up after strike in the rehearsal hall on Sunday, we found a great deal of mouse poop near the fridges. This highlights the fact that we need to remain vigilant in putting food away and cleaning up. The counter near the fridge remains a "dumping" ground and the following is a suggestion that may help in keeping that area clear.

In replacing the fridges, can we try to ensure that both fridges are of the same height? This would allow us to purchase some cupboards that could sit on top of the fridges providing good storage capability.

Gordon and Justin will look into this possibility.

Treasurer

- * Jim's report is attached.
- * **Motion:** to write off the residual value of the two fridges and accept the expense of \$150. Proposed by Jim Clarke, seconded by Alain Chamsi and unanimously **carried**.
- * Rural Roots Theatre is interested in KT's old Hearing Assist System. It was suggested KT approach RRT with a proposal to swap their crowd barriers for KT's Hearing Assist.
- * **Motion:** that the scrap value for items up to and including the year 2000 be reduced to 0, a total of \$1760. Proposed by Jim Clarke, seconded by Gordon Walls and unanimously **carried**.
- * **Motion:** to increase the expenditure for the two replacement fridges from \$800 to \$1000 + HST. Proposed by Jim Clarke, seconded by Barbara Kobolak and unanimously **carried**.

Publicity

- * Susan's report is attached.
- * Katie Betts is resigning as webmaster. Susan will approach Chrissy Feldman re replacing her.

Box Office

- * Gordon's report is attached.
- * The possibility of an extra Mary Poppins show on Dec. 22 or 23 was discussed. Sonia Francis will be consulted.

Theatre Operations

- * Justin's report is attached.
- * Ron Gardner, Justin Ladelpha and Don Bell are consulting re producing a Building Manual which would describe all aspects of the Playhouse.
- * The TV beside the servery needs to be relocated. Justin will give this further thought.

Plays

- * A list and details of the plays proposed for the 2016/17 season is attached. Board members are asked to read these plays in preparation for discussion and voting at the next meeting.

New Business

- * The company which produced Menopause, the Musical at the Gladstone Theatre want to rent Kanata Theatre to put on this show in July 2016. There was discussion of the pros and cons. Justin and Ron will present details of the proposal at the next meeting so that a more informed discussion and decision can take place.

Next Meeting: Sunday, December 6 at 7:30

The meeting adjourned at 22:10

REPORTS

Vice President

Champagne Event – Radium Girls

Another good event. We are still learning and some adjustments continue to be made.

Smart Serve

Progress here. I now have a group of roughly 12 that have the card or have promised to get it. All know that KT will pay for the course.

Barriers for ticket taking at the door

See email discussion. I now think its a must. I am not looking for funding at this time as I have not discussed possible solutions with Ops. **Discussion.**

Liquor License (SOP – Special Occassion Permit) – Mary Poppins Members Night – Dec 21

Applied for. Expect approval before the end of the month. This is a No-Sale/Private SOP which means no public advertising (GreasePaint and members emails are OK as these would be considered the "invitation"). Our regular SOP is a For-Sale/Public SOP.

KT Computer and Internet Committee

The committee has been formed and the email group active. Initial meeting is Nov. 30 which was delayed by RG, rentals, and the CCC awards.

Rehearsal Hall Housekeeping

I have forwarded a proposal from 2 producers.

Box Office

1. Subscriptions

The number of 2015-2016 subscribers as of 15 November 2015 was 977 for a total of 2,315 seats. The 15 October 2015 Board Box Office report indicated sales, at that time, of 966/2,304 subscribers/seats. The numbers for this time last year were 969/2,304 subscriptions/seats. The final numbers for 2014/2015 were 981/2330. It is anticipated that more 3-play subscriptions will be sold, so the final number of subscriptions should be at least as many as for 2014-2015.

2. Individual Play Ticket Sales

Radium Girls - The final ticket sales for *Radium Girls* are shown in the following table. A comparison is also shown with the second play (*Dr. Jekyll and Mr. Hyde*) of the 2013/2014 season.

Ticket Sales - Radium Girls									
Performance		Radium Girls Final			Jekyll & Hyde Final		4,000 Miles Final		
		BIS	Sold						
Tue	3-Nov	184	204	57.63%	207	58.47%	167	47.18%	
Wed	4-Nov	229	244	68.93%	241	68.08%	246	69.49%	
Thu	5-Nov	222	253	71.47%	268	75.71%	239	67.51%	
Fri	6-Nov	280	318	89.83%	328	92.66%	286	80.79%	
Sat	7-Nov	285	307	86.72%	342	96.61%	289	81.64%	
Tue	10-Nov	237	258	72.88%	329	92.94%	248	70.06%	
Wed	11-Nov	283	320	90.40%	309	87.29%	301	85.03%	
Thu	12-Nov	239	278	78.53%	297	83.90%	284	80.23%	
Fri	13-Nov	291	318	89.83%	354	100.00%	328	92.66%	
Sat	14-Nov	288	317	89.55%	354	100.00%	297	83.90%	
Total		2538	2817	79.58%	3029	85.56%	2685	75.85%	

Cat's Cradle - Ticket sales, as of 15 November, for *Cat's Cradle* are shown below. Comparisons are shown for the third play in 2014-2015 (*Night Sky*) and for *Radium Girls*.

Ticket Sales - Cat's Cradle											
Performance		Cat's Cradle 15 Nov		Cat's Cradle Final		Night Sky 15 Nov		Night Sky Final		Radium Girls Final	
Tue	2-Feb	141	39.83%			153	43.22%	190	53.67%	204	57.63%
Wed	3-Feb	217	61.30%			213	60.17%	228	64.41%	244	68.93%
Thu	4-Feb	212	59.89%			215	60.73%	258	72.88%	253	71.47%
Fri	5-Feb	274	77.40%			281	79.38%	305	86.16%	318	89.83%
Sat	6-Feb	283	79.94%			252	71.19%	292	82.49%	307	86.72%
Tue	9-Feb	187	52.82%			193	54.52%	233	65.82%	258	72.88%
Wed	10-Feb	268	75.71%			257	72.60%	275	77.68%	320	90.40%
Thu	11-Feb	234	66.10%			229	64.69%	233	65.82%	278	78.53%
Fri	12-Feb	252	71.19%			252	71.19%	343	96.89%	318	89.83%
Sat	13-Feb	267	75.42%			271	76.55%	312	88.14%	317	89.55%
	Total	2335	65.96%			2316	65.42%	2669	75.40%	2817	79.58%

Mary Poppins - *Mary Poppins* is substantially sold out, with only one seat and the wheelchair spaces not yet completely sold. Wheelchair spaces will be sold to general patrons on the day of the performance, if there is no demand from disabled customers. Ticket sales, as of 15 November, for *Mary Poppins*, are shown below.

Ticket Sales - Mary Poppins																				
Performance			Mary Poppins 20 Sep			Mary Poppins 13 Oct			Mary Poppins 21 Oct			Mary Poppins 27 Oct			Mary Poppins 15 Nov			Mary Poppins Final		
Sun	27-Dec	2pm				322	90.96%		333	94.07%		335	94.63%		350	98.87%				
Sun	27-Dec	7pm				175	49.44%		200	56.50%		225	63.56%		351	99.15%				
Mon	28-Dec	2pm				271	76.55%		289	81.64%		329	92.94%		350	98.87%				
Tue	29-Dec	2pm				224	63.28%		235	66.38%		258	72.88%		349	98.59%				
Tue	29-Dec	7pm				158	44.63%		174	49.15%		184	51.98%		350	98.87%				
Wed	30-Dec	2pm				168	47.46%		187	52.82%		216	61.02%		350	98.87%				
	Total		813	38.28%		1318	62.05%		1418	66.76%		1547	72.83%		2100	98.87%		0	0.00%	

Despite the enthusiasm of patrons for our Christmas period family play, there are always a considerable number of “no-shows”. For *Fairy Tale Ending*, 130 ticket holders didn’t attend. Although the family play is always popular, demand for *Mary Poppins* is unprecedented. Patrons who cannot attend plays are encouraged to give unwanted tickets to friends or return them to the Box Office, to be give away or re-sold. Unfortunately, few people do this and, if they do, it is only when they come to the show. Normally, refunds are not provided for returned tickets. It is proposed to remind all *Mary Poppins* ticket-holders who can be contacted by e-mail that, if they have any tickets that can’t be used, it would be a service to those who have been unable to obtain tickets, to return their unwanted tickets. To act as an incentive, given the unusual circumstances of *Mary Poppins*’ sales, a strictly without precedent refund will be offered for returned tickets. There will be a 48 hour pre-show deadline for such refunds. In this way, it is hoped to be able to satisfy a good number of currently very disappointed would-be ticket purchasers.

3. Replacement Box Office Laptop Computer

The Board-approved Windows 10 laptop computer to replace the existing Windows XP laptop has been purchased for a price of \$829 plus tax and provincial recycling fee.

4. Miscellaneous

New patrons, who have agreed to receive offers by e-mail and have come to only one recent play, are to be contacted to invite them to purchase tickets for future plays.

There are many streets in Kanata, even some with 100 or more homes, for which KT has no ticket purchasers. The Box Office is working with Publicity to find ways to target these streets to attract patrons. To begin this process, a complete list of Kanata streets has been obtained from the City. This will be compared with street names that exist in the patron database.

Gordon J. Marwood

Treasurer

Mary Poppins' rehearsals and set design & building is all proceeding 'practically perfectly'; it is requiring, however, quite a step in time.

The bank balance as at 1939 hrs, 11 Nov 2015: **\$177,115.84** (Additionally, we still of course have \$500,000 in GICs with RBC)

4000 Miles - did not spend up to its title, the expenditure report received last week from their production manager advises of only \$2,936 in expenses.

Residual value of assets:

Of the two fridges in the rehearsal room that are about to be replaced, one has a residual value of \$50 (the smaller one) and the other \$100. If we do not intend to attempt to sell them once the new one's are in place, then we **require a motion** to write off the residual value of the two fridges and accept the expense of \$150.

Similarly the phonic ear system, which was just replaced, was purchased in September 2006 (\$3,776.67) and put on the books as having an expected life of 15 years (ie to August 2021) and then would have a scrap value of \$400. Accordingly, the current residual value is \$1,750.67.

If we do not intend to attempt to sell these, then we **require a motion** to write off the residual value of the phonic ear system and accept the expense of \$1,750.67.

To note, it appears that some of the assets bought between 1996 and 2008 may have had an over-optimistic estimate of the residual value, and also, in some cases, of the expected lifespan.

As an example, the piano in the rehearsal room went on the books as an asset in July 2002 at a value of \$1,061.75, with a 15 year lifespan and a residual value of \$500.

Anecdotally, however, I was told this piano was donated to KT (by the Richie's) so I am not sure how (or why) it went on the books with a dollar value. Current value of this piano, therefore is \$575.14. I'm not personally convinced we could sell this piano for almost \$600....

Attached is a listing of the assets on our books for which a residual value was estimated. The reasonableness of the various residual values – given our past experience in trying to sell old assets – should be reviewed with a view to decreasing, or eliminating, a number of them.

CRA Requirement to Retain Records

Director BoxOffice and myself have been reviewing the 'books and records' we are obligated, by being a charity, to retain. As per the CRA website these are:

- **Copies of official donation receipts** (other than for 10-year gifts) kept for a minimum of two years from the end of the calendar year in which the donations were made.
- **All records concerning 10-year gifts** kept for as long as the charity is registered and for a minimum of two years after the date the registration of the charity is revoked.
- **Minutes of meetings of the directors/trustees/executives** kept for as long as the charity is registered and for a minimum of two years after the date the registration of the charity is revoked or, in the case of a corporation, for two years after the day the corporation is dissolved.
- **Minutes of meetings of the members** kept for as long as the charity is registered and for a minimum of two years after the date the registration of the charity is revoked.

- **All governing documents and bylaws** kept for as long as the charity is registered and for two years after the date the registration of the charity is revoked.
- **General ledgers or other books of final entry containing summaries of year-to-year transactions and the vouchers and accounts necessary to verify the entries** kept for six years from the end of the last tax year to which they relate, for as long as the charity is registered, and for two years after the date the registration of a charity is revoked or, in the case of a corporation, for two years after the day the corporation is dissolved.
- **Financial statements, source documents, and copies of T3010 returns** kept for six years from the end of the last tax year to which they relate or, if the charity is revoked, for two years after the date of revocation. Source documents may include items such as invoices, vouchers, formal contracts, work orders, delivery slips, purchase orders, or bank deposit slips

As Treasurer, I am responsible for the Official donation receipts, General ledgers, and financial statements, source documents and T3010 returns. Presumably the Secretary is responsible for the Directors Minutes and the Member's minutes and possible also the Governing Documents and Bylaws?

I started storing the financial records in electronic format (scans) in FY11-12 and have the hard copies from the previous 3 years, so we are compliant with the financial statements and source documents, general ledgers and also the Charitable donation receipts.

The sales transaction records generated through the Box Office are at most source documents, but more likely merely supporting documentation. Notwithstanding, to err on the side of caution, Gordon will be electronically saving the sales reports from tixhub and providing those to me for inclusion with our other financial records. So while effectively 7 years is the longest we are obligated to keep financial records, minutes are required for as long as the charity exists, plus two years. As we have been a charity since 1980, that means we are supposed to have every set of minutes since that year. The bulk of these are in hardcopy, however as we are keeping the financial records in electronic format, we are supposed to be consistent and keep all our books and records in electronic format, which means all the past years minutes need to be in electronic format. They should also not just be in Word, but at least scanned to PDF (ie not easily editable)

While researching the books and records on the internet, I came across a number of articles which referred to the requirement for Chairperson and/or the Secretary to be signing them. (One article – from a legal firm – talked about having to go back and having past Secretaries sign off on previous minutes...)

Yours frugally, Jim Clarke

KT Assets with a Residual Value

Item	Category	Purch Date	Fiscal Year	Amort Period	Purchase Cost	Scrap Value	Net Book Value	Item Age
Costume room racks & storage	Furniture & Fixtures	30/07/1996	1997	15	651.73	50.00	\$ 50.00	18
FOH Bar	Furniture & Fixtures	28/09/1996	1997	15	517.37	10.00	\$ 10.00	18
SCRIM	Furniture & Fixtures	27/11/1996	1997	15	682.84	50.00	\$ 50.00	18
JAMO "400" speakers	Audio & Lighting	15/10/1995	1997	15	700.00	100.00	\$ 100.00	18
Amplifier	Audio & Lighting	27/11/1995	1997	15	431.99	50.00	\$ 50.00	18
Drapes & track	Leasehold	09/09/1997	1998	15	9079.51	100.00	\$ 100.00	17
NU-TEK sign	Leasehold	29/10/1997	1998	15	1775.00	100.00	\$ 100.00	17
Shelving for gallery	Leasehold	18/04/1998	1998	15	1281.24	200.00	\$ 200.00	17
Pallet truck	Equipment	06/04/1998	1998	5	469.00	100.00	\$ 100.00	17
NORTEL Telephone sys	Equipment	30/01/1998	1998	5	9929.00	300.00	\$ 300.00	17
Bar refrigerator Green Room	Furniture & Fixtures	14/02/1998	1998	15	734.40	50.00	\$ 50.00	17
Stage lighting instruments	Audio & Lighting	06/11/1997	1998	15	7973.42	150.00	\$ 150.00	17
Diamond Pro 16 mixer	Audio & Lighting	10/04/1998	1998	15	600.00	100.00	\$ 100.00	17
Keyboard	Audio & Lighting	02/11/1999	2000	15	2107.90	400.00	\$ 2,046.77	15
Piano	Audio & Lighting	01/07/2002	2003	15	1032.02	500.00	\$ 1,018.96	12
Behringer audio gear	Audio & Lighting	07/01/2004	2004	15	3,076.81	307.68	\$ 2,963.49	11
S4 15-30(16) S4Jr 25-50(16)	Audio & Lighting	28/03/2004	2004	15	14,291.38	1,429.14	\$ 13,765.02	11
Cyclorama lights (3x3)	Audio & Lighting	20/04/2004	2004	15	2,676.46	267.65	\$ 2,577.88	11
Socapex Cable(2) & breakout(2)	Audio & Lighting	21/05/2004	2004	15	1,050.46	105.05	\$ 1,011.77	11
Canon Rebel XT Digital Camera	Equipment	18/06/2006	2006	5	1,717.15	200.00	\$ 200.00	9
Cyclorama rigging	Equipment	20/09/2006	2007	5	2,800.00	200.00	\$ 200.00	8
Refrigerator (green room)	Equipment	21/09/2006	2007	5	676.87	100.00	\$ 100.00	8
Washer & Dryer	Equipment	26/02/2007	2007	5	1,434.27	200.00	\$ 200.00	8
Phonic Ear system	Audio & Lighting	12/09/2006	2007	15	3,768.00	400.00	\$ 3,551.56	8
scrollers	Audio & Lighting	20/12/2006	2007	15	18,909.15	1,800.00	\$ 17,809.15	8
Stage rigging	Furniture & Fixtures	01/07/2007	2008	15	77,000.00	5,000.00	\$ 73,789.10	7
Stage rigging	Furniture & Fixtures	19/09/2007	2008	15	72,472.12	5,000.00	\$ 69,469.63	7
HME Wireless ClearCom	Audio & Lighting	13/09/2007	2008	15	11,793.25	1,000.00	\$ 11,317.08	7
Ion Console	Audio & Lighting	27/03/2008	2008	15	8,850.00	1,000.00	\$ 8,509.31	7
ETC PAR EA sidelight retrofit	Audio & Lighting	27/03/2008	2008	15	12,480.64	1,000.00	\$ 11,972.83	7
						20,269.51		

Publicity

Recent activities

- Santa Parade: Got banners made at Vistaprint for the parade but they are generic and can be used for other things as well. Two long 30"x120" that were hung on each side of the trailer and one 30"x96" that was mounted on poles and carried by two people in front of the float. Also made 9 Kanata Theatre flags that were mounted on the trailer. Purchased 4000 pieces of candy to hand out to children. All gone. Also all 500 bookmarks were handed out.



- Number of likes on the Kanata Theatre Facebook page are now up to 990 by promoting to local Facebook groups like: Ladies who Lunch, Stittsville Moms, Kanata Moms, The Best of Ottawa-West. Promoting Mary Poppins (before it sold out) got a lot of new likes on the page.
 - Still promoting the 4 and 3 pack subscriptions on Facebook.
 - Radium Girls article written by Jim Holmes appeared in the Kanata Kourier, Nov5th edition.
 - We got a segment on Rogers Daytime Ottawa for Radium Girls – Nov. 2nd. Tom Kobolak, Derek Barr and Harold Swaffield were interviewed and a 90 second clip of part of the rehearsal was aired.
 - Got a heads up from Katie Buller that she will be stepping down as webmaster in the new year. She suggested Chrissy Feldman as her replacement. I haven't asked Chrissy yet. Katie will be sending me a list of duties involved with being the webmaster.
 - Working with Gordon from the Box Office to identify groups of patrons who purchased a single ticket inviting them to purchase a subscription. Gordon has more detail in his report.
- Also working with Gordon to identify streets in Kanata where no tickets were ever

- purchased and doing either signs on that street or brochures in mailboxes or both. Will do a test street in the spring when signs can be put up. Gordon has more detail in his report Food Drive for Kanata Food Cupboard: A bin was set up during the run of Radium Girls. An email was sent out to all people who purchased tickets asking them to bring in a donation. Also advertised on the Kanata Theatre Facebook page. A full bin and a full large box was donated. Very few people each show brought in a donation. If we run it on a more regular basis maybe more people will become aware of it and bring in a donation. So do we want to run it again for Mary Poppins?
- Mary Poppins sold out. Do we do any kind of advertising? Probably shouldn't pay for the Metroland newspaper ads. What about the large curb-side sign. I think we should have it up with a banner across it stating: Sold Out.

Future activities

- Investigating putting up a sign at the back of the theatre. Discussion took place at the last board meeting. I will get some quotes. Need to have the following on the sign in the proper font:

Ron Maslin Playhouse Home of the Kanata Theatre

- Ron Gardner suggested that we temporarily use one of the parade banners as a sign on the back of the building.
- Also discussed with Gordon how to fill seats on opening nights. This could involve giving away gift certificates to senior's homes, discounts if a friend purchases tickets.... Gordon came up with lots of possibilities to try.

Student

- The KYOS have been talking about doing two one act plays for the two groups (7-8:30 & 8:30-10). We will be deciding soon on if we are or not.
 - the KYOS groups had lots of fun with their prosthetics during Halloween
3. People at Earl have been showing more interest into volunteering for FO

Jenny McCracken

Theatre Operations

I would first like to start by thanking the board for inviting me to be a part of this theatre family in a role where I can be of assistance in helping our fellow members put on shows, and to help maintain the

Radium Girls:

- Radium Girls has not been put to bed, strike went fairly quickly and rental prep was mostly done by 2PM for the two upcoming rentals this week.
- Projection material from the windows has been put into storage for us to re-use in the future for a different set, or perhaps to install on windows of the building to project onto.

Network/communiation lines:

- Two new network lines have been installed from the Stage Left gallery area to the booth – These were installed for running projections in Radium Girls: one line for network, the other for sending the video signal from the iMac in the booth to the projector.
- One of these network lines is to connect the projector to the network as the previous wiring was an old re-purposed phone line from one of the bundles of cable that Nortel ran years ago.

Hearing Assist system:

- New Listen Technologies system has been purchased and temporarily installed in time for the opening of Radium Girls.
- As with most new equipment, there is a learning curve and some new knowledge required to operate the system correctly. On members night, I had multiple e-mails come in with complaints RE: new system not working: lots of static, intermittent reception, headphones are uncomfortable, etc. The issue at hand turned out to be the learning curve. I had written an instructional e-mail with video tutorial links. Some how, it was sent to an unmanaged e-mail account, so it was never forwarded to the house managers and coatroom staff.
- When purchasing the new system, the quotes did not include any of the necessary wiring for the installation to install the system. Two bulk spool of wire has been purchased as an operations item as it will be used for many different project in the future. The two spools of wire in question are 1X Microphone/audio wire & 1X CAT5e network wire. These items will be used around the playhouse for future maintenance and upgrades. Both spools have a length of 1,000 feet.
- The wiring has been run for the permanent installation of the new system. Due to time constraints this weekend as well as the floor needing to be painted for the rentals, I was not able to install the system in its permanent location.
- System will be installed in its permanent location this coming week or weekend.

Old/retired Phonic Ear system:

- Ron has informed me that Rural Root would like the old system. As Jim has mentioned, the system was listed as having a 15 year life expectancy, As with most technology, it has a short life span where it is useable for its purpose. By the end of this period, the value is minimal, mostly for parts.
- As the old system still shows as having 5 years of life left, and a fairly substantial value on the books, do we want to give this system to Rural Root?
- This system is NOT compatible with the new system by any means, so we have no use for the old system components. The only item that can be transferred from one system to the other are the headphones as these are universal.

IT/Dimmer closet Fan:

- There was some confusion which has caused a slight delay in getting the fan replaced. Ron has sent an e-mail to the HVAC company to find the correct exhaust fan for the closet.
- Fan grilles around the building are fairly clogged with cob webs and dust, something I have noticed while walking around. I plan to pull out the vacuum and clean all hvac/exhaust grills if I have time in the next week or two.

Front of House: Program Televisions

- TV above coat room has been moved down ** when walls were painted, the TV was not taken down, so there is a portion of wall that needs touch-up work.
- TV beside server: If approved, I would like to permanently install this TV between the server & access door to back hall way. This would require purchasing a mounting bracket, running a video feed as well as power. * I can install the TV and run the video feed, but the electrical work would need to be added to the list of items for the electricians.

IT Closet/Dimmer room – Battery BACK-UPS:

- Gord has brought in from home a second UPS for the modem and router in case the current unit fails.
- The current battery UPS was purchased at the same time as the phone system. As noted in Jim's treasurer report, the phone system was purchased in 1998. The fact that a batter backup has lasted this long is very surprising.
- I spoke with Susan in regards to a replacement unit and what would be recommended for the IT closet
- Unit will need to be replaced sooner rather than later. The current UPS in the closet is beeping every half hour or so with an error beep. I have not tested the unit yet, but if there were to be a power outage, I doubt the UPS would work as the battery has most likely failed.

Plays

2016-2017 Season Proposal

WHAT

The 2016-2017 season consists of six productions: five “main stage” productions which are part of the season subscription package with regular ticket pricing, and a sixth Christmas production with lower ticket pricing.

WHO

The Play Selection Committee included Wendy Wagner, Sandy Wynne, Lynda DeGuire, Steve Truelove, Emily Walsh, Greg Winklemaier, Lionel King, Ilona Henkelman, Trina Malcolmson and me, in my function as Director of Plays. Our goal was to ensure continuity of the work that had been accomplished by the previous year’s committee – five members of this year’s committee were returning members from last year, with five new members joining.

HOW

As alluded to above, last year’s committee read a large number of plays and the input from that work was used as a starting point to this year’s effort. All plays from last year’s short list, from the main consideration list and from this year’s suggestions were read and commented on. The spreadsheet created by last year’s committee was extended and updated. A new short list was created and different scenarios for the season were discussed which led to the present recommendation.

Season scenarios considered:

- Number of actors on stage (target: 40)
- A blend of women and men roles, with a wide scope of age groups
- A mix of genres, with a focus on good comedies
- Some specifics:
 - Small cast for the first play
 - Comedy in the second to last slot, with some name recognition
 - Larger cast in the last slot
 - At least one Canadian play
 - A nod to Shakespeare on the 400th anniversary of his death (2016)

Quartet

By Ronald Harwood

Sept. 20-24 + Sept. 27-Oct. 1, 2016

Directed by Rosie Keneford

Comedy

2 women, 2 men

Quartet is a play by Ronald Harwood about aging opera singers. The setting is a retirement home for musicians.

At a home for retired musicians, the annual concert to celebrate Verdi's birthday is disrupted by the arrival of Jean, an eternal diva and the former wife of one of the residents. Her relationship with her ex and two other former singers is at the heart of the play. Is there any chance that these four will ever sing together again? Three of the four are keen to recreate the third act quartet from *Rigoletto* and one isn't. But the play eventually moves to an uncertain conclusion when they don costumes and lip-synch to their own retro recording.

The four protagonists of this play are of retirement age. Beyond that, there are no unusual requirements for this show.

Performance rights have been requested for the dates shown above from Samuel French.

Equivocation

By Bill Cain

Nov. 8-12 + 15-19, 2016

Directed by Alain Chamsi

Comedy/Drama

1 woman, 5 men

Equivocation, written by Bill Cain, premiered in 2009

Equivocation is a play about telling the truth in difficult times. It proposes the question: what if the government commissioned William Shakespeare (known as Shagspeare in the play) to write the definitive history of a national crisis, the Gunpowder Plot, in one of his plays. When requested to do just that, Shagspeare feels caught between a rock and a hard place. He decides to talk to the protagonists of the plot before making up his mind.

The play, set in the early 17th century, moves seamlessly between real life and the theatre, with each of the actors playing multiple roles and acting them out on the Globe's stage. It's important that the transitions be extremely smooth as well as quite clear to help the audience discern between the two worlds. To that effect, the set must be minimal and lighting and sound will be relied upon to help define these moments. As an aside, the committee members loved the play so much that one has already signed on to be Stage Manager and one to be ASM – a second ASM has already come on board as well! This play is our nod to the 400th anniversary of Shakespeare's death, in 2016. Performance rights have been requested for the dates shown above from Dramatists Play Service.

Christmas Play

???

Dec. 27-30, 2016

Directed by ???

Schoolhouse

By Leanna Brodie

Feb. 7-11 + 14-18, 2017

Directed by Joy Forbes

Drama/Comedy

10 women, 10 men

Schoolhouse is a play by Canadian actor and playwright Leanna Brodie. It was first produced in 2006.

It is set in 1938 in S.S. #1 Jericho School, a one-room schoolhouse just outside the fictional village of Baker's Creek, Ontario. A delightful but unmanageable group of children finally meets its match — wide-eyed Melita Linton, an 18-year-old teacher fresh out of Normal School. But Miss Linton soon faces her own challenge, in the form of Ewart, a menacing and mysterious juvenile delinquent sent to "straighten out" on a farm after doing time in Battenville Training School. The play chronicles Miss Linton's struggle to connect with a boy who has cut himself off from everyone, including himself — and to persuade the cautious and close-knit community to open its arms to this stranger in their midst. *Schoolhouse* evokes a way of life shared by generations of rural North Americans. It is a tribute to all good teachers, but especially those young women who worked on their own shaping the lives of students by inspiring loyalty, fear and a love of learning. It

The characters in this play are nicely fleshed out and real. Although most are young, it is recommended that most of the characters be played by older actors as the roles are quite demanding. Nevertheless, there will likely be some teenagers involved in the show. The director is a first-timer to KT. But she is a teacher with a thorough love and understanding of these old schoolhouses. The staging will provide some challenges as indoor and outdoor scenes alternate.

Performance rights have been requested for the dates shown above from Playwrights Guild of Canada.

The Melville Boys

By Norm Foster

Mar. 28-Apr. 1 + Apr. 4-8, 2017

Directed by Steve Truelove

Comedy

2 women, 2 men

The Melville Boys is a play by Canadian playwright Norm Foster. It was first produced in 1984 and is, arguably, Norm Foster's best-known and most successful play. It was previously staged by KT in 1995.

Owen and Lee Melville arrive at a lakeside cabin for a weekend of fishing, but their plans are thrown out of whack by the arrival of two sisters who become catalysts for a tenderly funny and unsentimental look at four lives in transition. **The Melville Boys** is a comedy throughout but with many touching moments. These are four characters that are real and well fleshed-out, and their interactions may, at times, bring a tear to your eye.

Our audience clamours for more comedies and more Norm Foster – some have even said we should be doing a season of Norm Foster plays. We won't go that far but **The Melville Boys** should more than satisfy. In this slot, it brings comedy and name recognition during the season-renewal period. Steve Truelove, after being an assistant-director for last season's **Night Sky**, will be at the helm for his directorial debut.

There are no unusual requirements for this show.

Performance rights have been requested for the dates shown above from the Gary Goddard Agency.

Treasure Island

By Ken Ludwig

May 16-20 + 23-27, 2017

Directed by Wendy Wagner

Comedy

4+ women, 10+ men

Treasure Island is an adaptation of Robert Louis Stevenson's adventure novel by American playwright Ken Ludwig. It was first produced in May 2007.

Treasure Island is a stunning yarn of piracy on the tropical seas. It begins at an inn on the Devon coast of England in 1775 and quickly becomes an unforgettable tale of treachery and mayhem featuring a host of legendary swashbucklers including the dangerous Billy Bones, the sinister two-timing Israel Hands, the brassy woman pirate

Anne Bonney and the hideous form of evil incarnate, Blind Pew. At the center of it all are Jim Hawkins, a 14-year-old boy who longs for adventure, and the infamous Long John Silver, who is a complex study of good and evil, perhaps the most famous hero-villain of all time. Silver is an unscrupulous buccaneer-rogue whose greedy quest for gold, coupled with his affection for Jim, cannot help but win the heart of every soul who has ever longed for romance, treasure and adventure.

This will be a challenging play to stage and Wendy feels the set is likely to be quite large. There are also challenges in costumes (vintage 1775) and in props, but Wendy seems to have a good idea how she would like to execute all this. Besides, it's a play about pirates – nuff said. There is great name recognition to this play and it should provide our audience with an entertaining end to the season.

Performance rights have been requested for the dates shown above from Samuel French.