

KANATA THEATRE BOARD

Monday, July 18th 2016 - Ron Maslin Playhouse, Kanata, ON

General

Present: Barbara Kobolak, Jim Holmes, Paul Behncke, Susan Sinchak, Karl Wagner, Paul Gardner, Justin Ladelpha, Gordon Walls, Gordon Marwood, Andrew Williams, James Renaud

Absent: Jenny McCracken

Quorum: Yes

Call To Order: 7:29PM

Proceedings

Minutes of the Board Meeting on June 13th 2016

MOTION to accept the meeting minutes as previously distributed, by Justin Ladelpha, Seconded by Paul Gardner. **CARRIED** unanimously.

Business Arising From Previous Minutes

- Kanata Theatre Mary Mauger Awards
 - Names will be added to the plaque by Susan Sinchak
- Replacement of Stacking Chairs in Rehearsal Hall
 - Chairs have been delivered and are in the theatre colours and are acceptably comfortable

Reports

Past President

No additional report.

Vice President

Summary: Liquor license for Last Romance will be submitted in August. Computer and Internet Committee meeting was cancelled for June. Renewal of the KanataTheatre.com domain is upcoming, see full report for details.

Gordon would like to bring special attention to the expiry of the KanataTheatre.com domain, since we as an organization do not own the domain it is currently owned by a former member of Kanata Theatre.

Gordon is working out how to get it renewed, and the ownership transferred to Kanata Theatre. Gordon is fairly confident that this will be resolved before the domain expiry date.

(Attachment A) Full Report - Vice President

Treasurer

Summary: Year-end is ongoing, books for 2015-2016 season should be closed by the end of the month. Upon closure of the books, the audit will be performed. Consolidation of accounts may be undertaken as a time savings for tracking HST/GST.

Youth productions have been historically treated differently than any other production, and children's plays distinct from others. Special categories may be eliminated for these plays to improve bookkeeping and charitable reporting.

Fixed assets scrub was well underway under the previous treasurer, this exercise will continue. The board will be presented with approval for a one-time adjustment upon completion.

Justin raised a question around if there is a yearly transfer from the bank accounts to the GIC. Karl feels the cash is higher in the daily accounts than it should be. Karl is looking into what other options we have to get a better return on our cash accounts. Karl will inquire with RBC if there's something that will meet our needs, and provide an appropriate return.

(Attachment B) Full Report - Treasurer, attached

Director, Membership and Training

Summary: Membership list has been updated, and is ready to be posted to the KT Members website. The membership email address has been configured to deliver mails to the new Director, Membership and Training. Considerations for future projects are underway including improving the data storage of the membership database, electronic payments for membership fees, updating of member information on the public website, and the inclusion of additional workshops if interest continues.

There's an interest in modernizing the membership for Kanata Theatre, to allow for payments to be made online, and moving the Excel sheet into a database. There's a possibility of integrating into TixHub for some automation. This topic will be covered in additional detail in the Internet and Computer committee. Karl made special mention that the membership list is used for not only keeping track of members, but also for governance to track voter eligibility at the Annual General Meetings.

The workshops seem to be well received, including Justin's for the new sound system, and the Stage Management workshop being taught by Wendy Wagner.

No additional report.

Director, Publicity

Summary: Kanata Theatre Facebook page likes are up to 1215 after promotion to local Facebook groups. Highway signs for tourist attractions was discussed at the last meeting, costs for sign changes, and new signs have been quoted (see full report). KT will have a booth this year at the Kanata Expo 55+ on September 16th, to be manned by Mary and Jim Holmes with Susan Sinchak. Some free publicity has been provided by the Ottawa Senators in exchange for theatre rental. Advertising space will be provided during pre-season games on October 1st and October 7th. Additional publicity initiatives, including new curb signage, are underway, see full report for details.

High School musical auditions is in need of 40 teenagers, and there's a bit of concern that there will not be enough attendance for auditions. HSM has requested the possibility of using the Curbex sign to be used to help advertise auditions. Flyers were distributed in May. The first day of school is September 6th, allowing for only 4 days of recruiting before auditions. Social media initiatives have been ongoing as well. The demographic of attendance may also pose an issue. There's a number of summer camps going on that may be good sources of advertising as well, however the demographic of these camps is typically younger than teen.

The TODS signs on the highway are costly to re-do to say Ron Maslin Playhouse/Kanata Theatre. Adding Kanata Theatre would be the new portion to the sign. It is felt that this investment to modify the existing signs is not worth the investment. The proposed new eastbound sign would be at the Terry Fox exit, and the first sign would be further up the highway near the Extreme Trampoline park. We would be required to pay for two years in advance for a new sign, then pay yearly. It requires an additional 15 seats sold per year to cover the cost. It has been determined the investment is not worth the projected return.

We have been given some promotional consideration by the Ottawa Senators in return for the discounted rental fee we gave them. We will have Jumbotron ad space at 10 seconds each during intermission on two pre-season games. There was some discussion on what the graphic should show, and what we will advertise.

We have two booth spaces available from the Ottawa Senators this year as well. One is with the hometown tour, and one is at the Ottawa Senators Fan Fest. When Susan has more specific information, that will be provided. It was recommended to do a Greasepaint email to membership if we require additional resources for these booths.

The digital signage has been determined to be too expensive, and difficult to achieve in terms of permits, etc, however the Kanata Recreation Complex and City of Ottawa were planning to replace the existing sign with a digital. There will be a meeting with the City of Ottawa to discuss, and determine if we can have a section of the sign, and utilize time on the sign for advertising.

For signage on the rear of the building, Susan is investigating cost for a backlit sign. It was proposed to build some sort of permanent frame, and then installing an exchangeable vinyl banner in the frame. There

would be a permanent sign of some sort that says Ron Maslin Playhouse Home of Kanata Theatre or something similar, then the vinyl banner could be changed as required.

The initiative to target streets that have never purchased tickets, or new streets with advertising is ongoing.

(Attachment C) Full Report - Director, Publicity, attached

Director, Box Office

Summary: As of June 2nd, 2155 subscriptions have been sold to 904 subscribers for the 2016-2017 season. This compares to 2088 to 880 last year. Final subscriptions for 2016-2017 is expected to exceed 1000, compared to 981 for the '15-'16 season.

High school musical has sold 488 seats. Compared to approximately 550 for Mary Poppins on the same date last year.

Five-play subscriptions, and individual tickets for Last Romance expected to be made available around August 1st. Remaining individual tickets for 2016-2017 main season plays will be available as of October 3rd.

Box office computer upgrades to Windows 10 is complete without issues.

(Attachment D) Full Report - Director, Box Office, attached

Director, Plays

Play selection has been off to a slow start due to hand-offs, and summer travel plans. Audit of the plays list is underway, and has yielded good results. A more formal definition of the play selection process has been created. The current play list, that has directors, or ones that are orphaned, will be published to the membership by the end of August. This is an initiative of transparency of the play reading committee.

Summer play reading has kicked off. This will continue through the season. KT Youth have requested a youth oriented play for reading, this is being worked to accommodate.

Barbara has asked if there a deadline date for submissions? There is not one, it is an ongoing progress. Each play will be assessed and added to the list of available plays. The deadline that does exist is that the Director of Plays should have a list of plays proposed to the board in the November timeframe.

Anyone who is interested in hosting a play reading, either at home or at the Ron Maslin Playhouse, please contact Andrew as soon as possible.

No additional reports

Student Member

Student member not present, however Jenny McCracken indicated prior to the meeting that there was no report for this month.

Director, Building Operations

There have been several projects ongoing through the summer. Floor cleaning has been completed. The floors were stripped, refinished with a new blue finish, and re-waxed. The carpets have been retained for play use, however they are no longer viable for active playhouse use. There is an investigation ongoing on the cost of two runners that can be rotated for cleaning. One can remain in use while one is cleaned. It is possible that Jani-King can provide this as a service, and this service is the preferred method.

The second project has been re-painting of the auditorium. There has been some repair for the previous water damage. In addition the foyer has been completed, and the corridors were in progress and expected to be completed shortly.

Electrical inspection was completed July 18th 2016. Overall the inspection went smoothly, barring a minor delay in disconnecting the main power. An Electrical Safety Authority (ESA) inspector was present to inspect the panel. There was a defect identified that must be resolved with the panel. This is expected to be resolved in the August timeframe. The issue is that the feed cables coming into the main bus bar into the panel were resting on the bus bar. The panel has not been opened since it was installed.

The only outstanding maintenance is the exterior parging and metal replacement. There is currently no fixed date for this work, however it is ongoing.

During the power outage, Paul also timed the batteries on the emergency lights. The older emergency lights average 1hr 15min, the LED emergency lights were still going 2hrs 30mins later. All minimum requirements are more than met, but longer life is a nice to have.

Justin is spending 3-5 hours a month programming HVAC controls in the building. The control system that's in place is not meeting our needs at this time. Justin has had some informal discussions with some HVAC control companies. The engineered air units would continue to be controlled by the schedule system, and generally follows when the building is occupied. For the other zones there are better options that will provide a better working service.

Some of the high efficiency lamps had their bulbs changed without their ballast, causing very slow bulb turn on times. Work will be done to replace the ballast and resolve the lighting issue.

No additional reports

Director, Theatrical Operations

All curtains and borders have been re-hung. There is new mid-stage traveller hardware that has been installed. The replacement of the fabric is an ongoing discussion. The hardware was all installed during the rigging inspection.

The rigging inspection went well, with the exception of one issue, the failure of a limit switch on pipe 4. Pipe 4 should not be used unless absolutely necessary. Justin is investigating having the issue fixed within the first or second week of August. Price on the maintenance is to be determined. Board approval is not required for this expenditure. The steel cables, and the brackets holding the pipe to the cable must be replaced, however the drums have passed inspection. Justin has indicated that rigging inspections should be being performed on a yearly basis. Justin has asked for a quote on annual maintenance, which can be done either yearly, or we pay upfront for a number of years at a fixed rate.

The sound system is almost complete. One or two minor things must be completed. The wiring for the surrounds in the audience has been installed. All speakers have been delivered, some are awaiting installation upon completion of the painting.

Workshop maintenance and repair has been completed. Dean has done a massive overhaul of the workshop, it's in the best shape that it's been in years. Dean has put together a list of things that should be done. Dean has put forward a proposal for workshop upgrades. This proposal has been attached (Attachment F).

MOTION to approve expenditure for workshop upgrades up to \$5000 CAD by Jim Holmes, seconded by Andrew Williams. **CARRIED** unanimously.

(Attachment E) Full Report - Director, Theatrical Operations, attached

New Business

1. Jones New York Closing Sale (Kanata Centrum)

Justin and Marilyn went and took a look at the fixtures that were for sale. Some items were deemed to be worthwhile. Justin will discuss with the representative from JNY on Thursday July 21st. Additional discussion will take place regarding the "curtain room" in the Rehearsal Hall and how it should be used. Justin will continue this initiative.

2. Strategic Thinking for August Board Meeting

This came up out of the AGM in September of 2015. The purpose is to move beyond simple day to day operations, and into more higher level success themes. Barbara completed an exercise in strategic thinking as part of the workshop (attached). The purpose of this exercise is to determine "Where do we go from here?" and move Kanata Theatre forward into the future long term.

Barbara is proposing that the August meeting be used as a Strategic Thinking session, with the exception of required or emergency motions.

It is believed that an additional committee and set of meetings can be utilized to run these strategy sessions, as the day to day operations for this working group is too high a workload to accommodate this additional discussion. In addition this session should not be confined just to members of the board.

3. Membership List

This has been discussed as part of the Director, Membership and Training report. In the interim, please contact Director, Membership and Training for a copy if it is required.

Next Meeting

Monday, August 22nd 2016 @ 7:30 PM
Ron Maslin Playhouse, Kanata, ON

Closing

The meeting was adjourned at 9:59 PM

Barbara Kobolak, President

James Renaud, Secretary

Attachment A - Report, Vice President

Overview

No discussions or votes required. One item I would like to raise awareness to the board. See below

Liquor License – Last Romance Opening Night – Sept 20

Its still to early to apply for this. Application will be made in August.

KT Computer and Internet Committee

The June meeting was cancelled due to too many members being busy with rentals and maintenance. Actions on the committee continue to be worked ... including...

Every 5 years, the kanatatheatre.com domain registration needs to be renewed. I am working on getting this done before the current expiry – Sept. 17, 2016. There is a complexity here in that the current owner of the domain – Colin Williams – is in the UK and has not been involved with the group for several years. I wanted to raise awareness of this issue to the board.

New Board

Along with Karl, all computer changes needed to switch things to the new board were done around July 1.

Attachment B - Report, Treasurer

Bank balances

Kanata Theatre is solvent.

RBC accounts: \$264,109.02

GICs: \$504,200.00

I plan to provide a one-page summary for future board meetings which tracks YTD income and expense versus budget.

Year-end

Year-end processing is consuming the bulk of my time at the moment. June month-end reconciliation is mostly complete with a few questions and possible adjustments pending a discussion with box office and Jim the predecessor, yet to be arranged. The hope is to close the books on the 2015-2016 season by the end of the month and set up for the current fiscal before the backlog of 2016-2017 journal entries gets too large. Once the books are closed I will be working on the audit.

Possible bookkeeping changes for 2016-2017

Tracking HST/GST

The existing chart of accounts tracks HST in a number of different accounts. It requires a fair amount of additional processing and makes it difficult to take advantage of labour-saving features in Sage 50. For the 2016-2017 season I am considering consolidating them. There would be a modest impact on budgets since they were set with HST/GST included, and some changes to reporting and year-over-year comparisons. I will work through the details over the summer.

Youth Production

The chart of accounts treats the youth production differently than any other production, and children's plays as distinct from any other. This is historical and dates back to a time before I was first treasurer. I am considering getting rid of the special categories for children's plays, scripts, etc. and treating any youth productions as regular production expenses. There are some advantages for bookkeeping and charitable reporting.

Fixed Asset Scrub

Jim Clarke started a scrub of fixed assets during his tenure. I plan to take another pass at it later in the year, with particular attention to scrap value and depreciation rate. It will come to the board for approval as a one-time adjustment.

Attachment C - Report, Director of Publicity

Recent activities

· Topic for discussion: High School Musical Auditions and curbex sign. HSM would like to use the curbex sign to advertise their auditions (Sept. 10 and 11th). They are concerned that they won't get enough teenagers out since it's early in the school year. They need about 40 teenagers. They would like to know if they can use the curbex sign.

- Currently the curbex sign is advertising our new 2016/2017 season. I was planning on keeping this sign until end of August and then switching to the graphic for The Last Romance.
- In order to have the HSM auditions on the sign, it could only be up until Sept. 2nd (when The Last Romance sign would go up). Do we want to forgo advertising our new season for the auditions? Maybe not the whole time? Maybe only start Mid-August? Thoughts?

Number of likes on the Kanata Theatre Facebook page are now up to 1215 by promoting to local Facebook groups like: Ladies who Lunch, Stittsville Moms, Kanata Moms, The Best of Ottawa-West, etc.

TODS – Highway signs for tourist attractions. Ron Maslin Playhouse has two on 417 heading west. None heading east. Topic for discussion.

Spoke to TODS enquiring about changing the current westbound mainline sign from “Ron Maslin Playhouse” to “Ron Maslin Playhouse/Kanata Theatre”. Cost to change current sign: \$328.35 for manufacturing and \$455.50 for Labour/Equipment + \$100.00 Admin Fee + HST. Total \$883.85 plus HST.

New Eastbound signs: The only option eastbound is at Terry fox Drive. With the sign type that is available being 1.5 ft. X 14 ft. you would not be able to add Kanata Theatre. You would have to leave it as Ron Maslin Playhouse or change to Kanata Theatre. The eastbound sign would be in front of Terry Fox and the ramp sign would be at Terry Fox. The mainline would be installed below Xtreme Trampoline Park. Cost of new eastbound signs would be the same as the westbound signs except that we would have to pay 2 years in advance with the same contract term ending on December 31, 2018. There would also be a \$50 application fee.

Therefore \$600.00 (\$300/year) + \$50.00 + HST = \$734.50 for 2 years.

Kanata Theatre will have a booth again this year at the Kanata Expo 55+ on September 16th. Mary and Jim Holmes agreed to man the booth with me again this year. Thank you. I was planning on bringing a laptop and largish monitor screen to display the 2015/2016 video that Jared Wagner put together for the AGM in addition to other videos that were created for Roger's Daytime appearances.

Ottawa Senators: We received some free publicity in exchange for theatre rental. We will have advertising space on their videoboards (Bell HD Screen. Ads will rotate during the intermissions each one displaying for approx. 10 seconds) during pre-season games on Oct. 1st and Oct. 7th. I will submit a graphic. I think that we should use the new season graphic.

We have also been given booth space at Hometown Tour (taking place during the last two weeks of August) and FanFest (at Canadian Tire Centre) which will most likely be held on Sept. 25th. They will provide table, chairs and power for these events but we would have to have our own tent.

Looking into getting interviews on CBC Radio Ottawa and appearances on CTV Morning Live Ottawa. Will also continue pursuing Roger's Daytime Ottawa since Patrick Kay told me that the person who told me that we would only get one appearance next season is now gone.

- Google ad words: Up and running....ongoing.
- Permanent sign for in front of the theatre: Spoke to UTG digital Media and they gave me pricing for a permanent sign like the one below which includes a digital signage portion. The digital portion of the sign alone was going to be \$35K plus HST. Also discovered that the area is not zoned for digital signage.

The salesperson at UTG met with the city of Ottawa to see what they were doing about their current sign on the corner. They have a plan to convert it to include digital signage like many of the other recreations centres in Ottawa. They are open to discussions with us involving sharing the cost or renting space. A meeting will be set up with Mike Russet from City of Ottawa Recreational Dep't to discuss these possibilities. Justin will also attend if possible to represent the technical aspects. The city would have to get a variance in order to use digital signage.

Sign for back of building: UTG will also be getting me a quote for a boxed sign for the back of the building. Once a design/type is finalized, I will also get 2 other quotes from other companies. There are pot lights on the wall at the back of the building that could maybe be directed onto the sign for night lighting. Otherwise, we would need to get a lit sign.

The sign would have the following in the proper font:

**Ron Maslin Playhouse
Home of Kanata Theatre**

- Will have a new plate created (with new recipients) to replace the current one on the Mary Mauger plaque in the front lobby. Recipients taken from Greasepaint.

2016 Award Winners

Earl of March: **Elisabeth Levin**

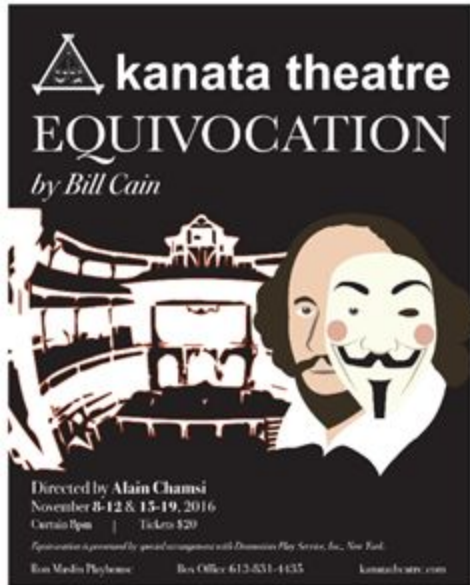
AY Jackson: **Josh Alcantara and Monica MacFadyen (award split)**

Holy Trinity: **Carl Cachero**

West Carleton: **Connor Graham**

Sacred Heart: **Jade Villeneuve**
All Saints: **Brandyn Coulas**

- Approved graphic for Equivocation:



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. Gordon will identify a street sometime mid-July.

Future activities

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.

Attachment D - Report, Director of Box Office

1. 2016-2017 Subscriptions

As of 17 June, 2,155 subscriptions have been sold to 904 subscribers for the 2016-2017 season. This compares with 2,088 subscription sold to 880 subscribers at the same date last year for the 2015-2016 season. Processing of 2016-2017 subscriptions is substantially up to date with only a handful of call-backs to be completed. Between mid-July 2015 and the end of 2015=2016 subscription sales, another 265 subscriptions were sold to 116 subscribers. 2016-2017 subscription processing is a little ahead of that for 2015-2016, at this date last year, but the final number of subscriptions for 2016-2017 may be expected to exceed 1,000. This compares to 981 for the 2015-2016 Season.

2. Individual play ticket sales

High School Musical - Ticket sales for High School Musical to 17 July 2016 are shown below (total available seats 2,124):

<u>Perf. Day & Time</u>	<u>Performance Date</u>	<u>Single Comp. # Sold</u>	<u>Single # Sold</u>	<u>Single \$ Sold</u>	<u>Series Comp. # Sold</u>	<u>Series # Sold</u>	<u>Series \$ Sold</u>	<u>Total # Sold</u>	<u>Total \$ Sold</u>
Season: Kanata Single Events									
HSM - Disney's High School Musical									
Tuesday Afternoon	27-Dec-16 1:00 PM	0	132	\$1,002.50	0	0	\$0.00	132	\$1,002.50
Tuesday Afternoon	27-Dec-16 4:00 PM	0	80	\$645.00	0	0	\$0.00	80	\$645.00
Wednesday After	28-Dec-16 1:00 PM	0	73	\$560.00	0	0	\$0.00	73	\$560.00
Wednesday After	28-Dec-16 4:00 PM	0	67	\$502.50	0	0	\$0.00	67	\$502.50
Thursday Evening	29-Dec-16 7:00 PM	0	88	\$697.50	0	0	\$0.00	88	\$697.50
Friday Afternoon	30-Dec-16 1:00 PM	0	48	\$360.00	0	0	\$0.00	48	\$360.00
Disney's High School Musical's Total:		0	488	\$3,767.50	0	0	\$0.00	488	\$3,767.50
Kanata Single Events's Total:		0	488	\$3,767.50	0	0	\$0.00	488	\$3,767.50
Grand Total:		0	488	\$3,767.50	0	0	\$0.00	488	\$3,767.50

This is 50 more seat sales since the June 2016 Board meeting and compares with approximately 550 seats sold for Mary Poppins by the same date last year.

3. Future ticket sales

On-line sales for new 5-play subscriptions and for individual play tickets for The Last Romance are expected to be made available (also from the Box Office) around 1 August. Individual play tickets for the four remaining 2016-2017 main season plays will be available as of 3 October.

4. Miscellaneous

Two of the three main Box Office computers have been updated to Windows 10 (Microsoft deadline 29 July) without any major problems and the third is in progress.

Attachment E - Report, Director of Theatrical Operations

Sound System replacement:

- Replacement and installation is mostly done, some items are not complete as I need to schedule some time with staff from Wall to complete system tuning and equipment programming. Some invoices not submitted yet – estimated \$7 – 8K remaining to be invoiced – Misc. hardware/parts, tuning labour, rigging labour, rigging hardware

Scissor-Lift Rental:

- Lift will be picked up week of July 18, 2016

Maintenance Period:

Christie Lites motorized pipe rigging inspection & Curtain traveler hardware installation:

- Curtain traveler hardware has been installed, ropes for track do not impede usage of gallery railings for lighting position usage.
- Inspection and maintenance went well except for LX pipe no. 4.
- Pipe no. 4 has been tagged to not be used due to limit switches not functioning for some time. Pipe brackets & steel cables have been damaged. Awaiting further documentation and quote for repair.

Painting:

- Painting is well under way. Auditorium has been completely repainted except curved brow above stage (avoiding this at all costs due to logistics). Veneer at front of stage has been restrained.
- Items added during painting period: Strip of drywall above balcony wall acoustic panels & ceiling above rows of seats at back (under balcony)

Cleaning:

- Floors have been re-waxed, all carpets & auditorium seats have been cleaned.
- Carpet in the back hallway and green room have not been put back due to the damage they were causing to the floor underneath. Paul or I will go into details during meeting on options for the upcoming winter season.

Rehearsal Hall Chairs:

- Chairs have been delivered and stacked in rehearsal hall.
- Old folding chairs – What do we do with them? A lot are not functional or at the least, people do not want to use them. **TO DISCUSS*

Workshop maintenance & repair:

- Dean has come up with a proposal for work to be completed in the shop. There has been a lot of thought on his part and input from it's users as to what will best fit the theatre and all who make use of the shop.
- Please see attached proposal and list of estimated costs. ACTION: To approve the workshop repair proposal as attached up to a total of \$4500 including HST

Attachment F - KT Shop Expenses, Summer 2016

KT Shop Expenses - Summer 2016

Project/Item	Description	Source	Cost (inc tax)
Radial Arm Saw Bench	Rebuild bench for Mitre Saw including new built-in storage shelves at back for screwdrivers and other tools		\$ 150.00
2 sheets peg board	Back of shelves & on uprights	Home Depot	\$ 40.00
Tool Cabinets for under Bench	Heavy Duty Tool cabinets on wheels for under saw bench.	Rousseau	\$ 2,610.50
Dado Blades	Needed for cutting dadoes (grooves) in wood. Will help with bench fabrication	Home Depot	\$ 169.50
Kreg Jig	For making pocket holes. Will help for bench fabrication	Lee Valley	\$ 200.00
Rolling Scrap Bins	1 bin for under saw, 2 bins for under raw material shelf (1 for short scrap, 1 for long scrap)	Home Depot	\$ 100.00
Sticky Mats for doors from shop	2 for large entry to stage, 1 for actors entry to stage, 1 for entry to hallway (\$94 each)	ULINE	\$ 425.00
Luaun Storage	Build low shelf to raise doors off of floor to allow a rolling 8'x4' cart to store Luaun and other large sheet goods.	Home Depot	\$ 100.00
Air Compressor Station	Beside door/luau storage, build shelves for air compressors and tools.	Home Depot	\$ 100.00
Tops for tool cabinets	Top caps to make surface of cabinets level with table saw for run-off table	Home Depot	\$ 50.00
Vise for Drill Press		Busy Bee	\$30
	TOTAL		\$ 3,975.00
Router & router table	Something for later		
Drill Press Upgrade	Something for later		
Benches for Lobby	~\$40 each		
Waiting for Sale			
File set			\$ 30.00
Chisels			
knives			
Featherboards			\$ 25.00
Clamps (misc)			\$ 100.00