

KANATA THEATRE BOARD

Monday, January 11, 2016

Present: Barbara Kobolak, Margrit Cattell, Alain Chamsi, Jim Clarke, Jim Holmes, Justin Ladelpha, Jenny McCracken, Trina Malcolmson, Gordon Marwood, Susan Sinchak, Gordon Walls

Regrets: Ron Gardner

Minutes of the Board Meeting on December 6, 2015

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

Business Arising:

Because the December 6, 2015 Board meeting ran late, the president decided that the following New Business items would be deferred to the next meeting.

- * Theatre Kraken offered a special-price performance of The Underpants for members of Ottawa's community theatre groups for January 22, 2016. This offer was included in December's Greasepaint.
- * There was a question as to whether auditions and director wanted notices from other theatre groups should be placed in Greasepaint. An email discussion determined that this is acceptable, providing the notice is brief and confined to simple statements of fact.

Reports

Vice President

- * Gordon's report is attached
- * Rural Roots Theatre will give us 8 crowd barriers. Accepted with thanks.
- * The Christmas members' night (for Mary Poppins) with champagne was a success.
- * The possibility of serving beer at the opening night for The Odd Couple will be considered by Gordon Walls.

Membership and Training

- * Trina is proposing to hold a New Member's evening once a month, the first one on Jan.20, followed by another on February 24. This will include general information about KT and a short tour of the playhouse. Board members are welcome.
- * The problem of obtaining membership fees from new members was raised. It would be possible to do this through the box office, allowing them to use credit cards.
- * There was a short discussion as to the necessity of having membership fees.
- * Some members are not receiving Greasepaint, probably because they are part of a family membership. Trina will look into this.

Treasurer

- * Jim's report is attached

Publicity

- * Susan's report is attached
- * Rogers Daytime Ottawa segment for Cat's Cradle for Feb. 1st has been confirmed with Rogers.

Box Office

- * Gordon's report is attached

Student

- * Jenny's report is attached

Building Operations

- * Ron's report is attached
- * With regard to the new cleaners - it was suggested that the rehearsal room be cleaned once a month by them. Other details of their duties were discussed.

Theatre Operations

- * Justin's report is attached
- * The light over the sign at the front of the building will be fixed.
- * There was a discussion re the acquisition of a new lighting board. Justin will consult with Karl Wagner and report back to the Board.

Plays

- * Alain's report is attached
- * Clare Flockton will direct the 2016 Christmas play. There is a choice of two one act musicals - High School Musical and Big.
Motion: that the Board endorses whichever play Clare Flockton chooses as a Christmas play (either High School Musical or Big).
Proposed by Alain Chamsi, seconded by Jim Clarke, unanimously **carried**.
- * Heather Walt as well as Martin and Helen Weeden are interested in directing next season.
Motion: that the Board approve Heather Walt as director of The Last Romance in the first slot of the 2016/17 season and that if she is not available Martin and Helen Weeden be given a choice of directing The Last Romance or Quartet in that same slot.
Proposed by Alain Chamsi, seconded by Trina Malcolmson,
9 in favour, 1 against (Gordon Walls), **carried**

New Business

- * South Carleton High School has approached KT re presenting a workshop about participation in Community Theatre on March 31 as part of a school event. Barbara will try to find someone who would be willing to take this on.
- * Sean McCann has asked Kanata Theatre whether we are interested in his performing at the playhouse. Alain will contact him to find out what exactly he had in mind.

Next meeting February 29 at 7:30

The meeting was adjourned at 9:30

Barbara Kobolak, President

Margrit Cattell, Secretary

REPORTS

Vice President

Overview

Items cover a number of areas. No discussions or votes required. Progress has been slow as Christmas and Mary Poppins has been consuming everyone's efforts.

Crowd barriers for ticket taking at the door

We will be borrowing the barriers from Rural Roots/Constance Bay for Feb 2 as a test. Purchase of KT barriers will be deferred until Odd Couple.

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

This event was held and well received. Only about 70 members were served. I'm not sure this is worth doing again. Its hard to have a member's celebration when many of the members are working on the play.

Liquor License (SOP – Special Occasion Permit) – Cat's Cradle Opening Night – Feb 2

Application was made on Dec 23. I expect approval by Jan 15.

Liquor License Consulting

Several groups have been asking for advice around liquor licensing at the theatre. This includes:

- 1) Beer for opening night of Odd Couple.
- 2) Alcohol for fund raising around Calendar Girls.
- 3) Alcohol for the McTaggart event.

Rehearsal Hall Housekeeping

Signs were placed in both kitchens before Mary Poppins as promised. The next steps were to look into more cabinets for the rehearsal hall.

KT Computer and Internet Committee

No progress on this file for this report.

Health and Safety

At the last meeting, I and Ops took an action to continue this discussion WRT my involvement with Theatre Health and Safety. This discussion has been postponed until February.

Gordon Walls

Treasurer

I survived Mary Poppins, however my moustache didn't

Our RBC Bank accounts had a total of **\$171,608.42** as at 2130hrs, 9 Jan 2016

I'm very pleased to report, that after almost 3 years of arguing with SOCAN, that they have acknowledged we are a charity and our use of incidental music for plays is exempt from royalties as per the Copyright Act.

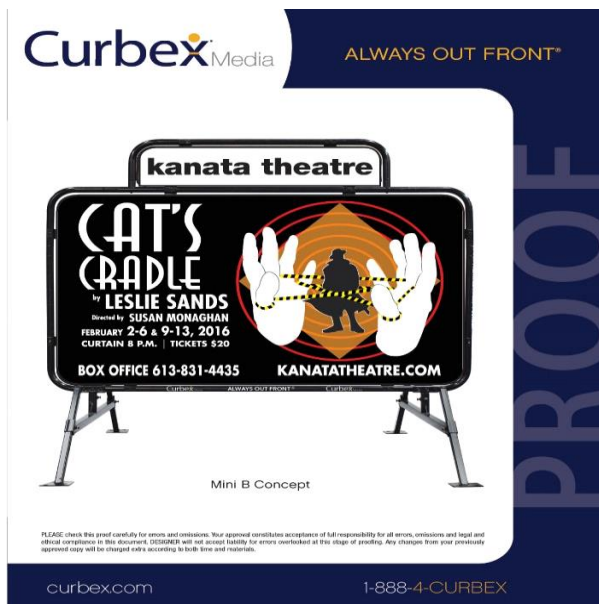
We do need, however, to have a clause inserted into our rental agreements, stating that renters are responsible for any and all music royalty requirements with SOCAN and/or ReSound.eg The Renter is solely responsible for obtaining copyright authorization/licenses to utilize copyrighted live or recorded music, dramatic or other works in Ron Maslin Playhouse. The Renter is solely responsible for paying any required copyright royalties to SOCAN or Re:Sound.

Frugal MacDougal (Jim Clarke)

Publicity

Recent activities

- Number of likes on the Kanata Theatre Facebook page are now up to 1102 by promoting to local Facebook groups like: Ladies who Lunch, Stittsville Moms, Kanata Moms, The Best of Ottawa-West.
- Still promoting the 3 pack subscription.
- Chrissy Feldman has taken over as webmaster. She is already doing a great job.
- We continued collecting food for the Kanata Food Cupboard during the run of Mary Poppins.
- At the first computer/internet meeting it was discussed that we have \$10,000/month of free goggle adwords to use to promote kanatatheatre.com through keyword targeting. Admin privileges are required for this. Karl Wagner will be looking into options for this. Still ongoing.
- Working with Gordon to coordinate what is needed for the 2016/2017 season in terms of bookmarks, brochures, posters, Darcy McGee stuff...
- An article about Mary Poppins being sold out including a picture from the lobby has been submitted to Kanata Kourier and Stittsville News.
- An article about Cat's Cradle was submitted to Kanata Kourier and Stittsville News.
- Trying to get a spot on Feb. 1st Rogers Daytime Ottawa show for Cat's Cradle. The host Derick Fage has moved on to Montreal and they will be having guest hosts for a while. Derick was also the producer of the show so I don't know who the new producer is but I sent the request to a generic "Appearances" email. Have not heard back yet. Usually hear back not earlier than 2 weeks before.
- Posted (on facebook and website) that Kanata Theatre was nominated for Faces best Non-For-Profit organization. Asked everyone to vote daily until Jan. 22nd.
- Also had Trina send an email to the membership about our nomination and to vote daily.
- Curbex Sign for Cat's Cradle will be going up on Jan. 15th for a month.



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 Kanata Theatre

- 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.
- 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.

Susan Sinchak

Box Office

1. Subscriptions

The number of 2015-2016 subscribers as of 8 January 2016 was 983 for a total of 2,327 seats. The 6 December 2015 Board Box Office report indicated sales, at that time, of 981/2,323 subscribers/seats. There are still unredeemed 3-play subscriptions for 20 seats, which were purchased as gifts over the Christmas period.

The numbers of 3-play subscribers/subscriptions now sold 15/27. The 6 December 2015 Board Box Office report indicated subscribers/subscriptions of 8/16.

2. Individual Play Ticket Sales

Cat's Cradle - Ticket sales, as of 8 December, for *Cat's Cradle* are shown below.

Ticket Sales - Cat's Cradle															
		Cat's Cradles 15 Nov		Cat's Cradles 6 Dec		Cat's Cradles 8 Jan		Cat's Cradle Final		Night Sky 2 Jan 15		Night Sky Final		Radium Girls Final	
Performance															
Tue	2-Feb	141	39.83%	147	41.53%	158	41.53%			168	47.46%	190	53.67%	204	57.63%
Wed	3-Feb	217	61.30%	219	61.86%	222	61.86%			216	61.02%	228	64.41%	244	68.93%
Thu	4-Feb	212	59.89%	222	62.71%	236	62.71%			223	62.99%	258	72.88%	253	71.47%
Fri	5-Feb	274	77.40%	280	79.10%	298	79.10%			287	81.07%	305	86.16%	318	89.83%
Sat	6-Feb	283	79.94%	296	83.62%	315	83.62%			261	73.73%	292	82.49%	307	86.72%
Tue	9-Feb	187	52.82%	192	54.24%	200	54.24%			199	56.21%	233	65.82%	258	72.88%
Wed	10-Feb	268	75.71%	268	75.71%	267	75.71%			257	72.60%	275	77.68%	320	90.40%
Thu	11-Feb	234	66.10%	254	71.75%	273	71.75%			227	64.12%	233	65.82%	278	78.53%
Fri	12-Feb	252	71.19%	256	72.32%	287	72.32%			254	71.75%	343	96.89%	318	89.83%
Sat	13-Feb	267	75.42%	271	76.55%	287	76.55%			279	78.81%	312	88.14%	317	89.55%
	Total	2335	65.96%	2405	67.94%	2543	71.84%			2371	66.98%	2669	75.40%	2817	79.58%

Mary Poppins - The final ticket sales and attendance statistics for *Mary Poppins* are shown below.

Ticket Sales - Mary Poppins					
Performance			Mary Poppins Final		
			BIS	Sold	% Sold
Tue	22-Dec	7pm	340	354	100.00%
Sun	27-Dec	2pm	339	344	97.18%
Sun	27-Dec	7pm	343	352	99.44%
Mon	28-Dec	2pm	346	352	99.44%
Tue	29-Dec	2pm	266	338	95.48%
Tue	29-Dec	7pm	295	351	99.15%
Wed	30-Dec	2pm	346	354	100.00%
Total			2275	2445	98.67%

The offer of refunds for unwanted tickets produced a useful number of tickets, which were largely resold to waiting customers. There were returns from several large (up to 20 tickets) blocks tickets. Some in time to resell and some not. These blocks were largely purchased by cast and crew. Consideration might be given to controlling the number of tickets, which are purchased "on spec" for popular shows.

Out of a capacity of 3,540, *The Odd Couple* has currently sold 2,480 seats and *Calendar Girls* 2,424.

3. Miscellaneous

The relevant FOH people, who will be involved in ticket scanning demonstration have been identified. This demonstration is expected to take place by the end of January, after which (subject to any modifications suggested by FOH) there will be a demonstration to interested Board members.

Gordon J. Marwood

Building Operations

●Maintenance and Upgrades

- Hall to Costume room
- Have hired worker to repair the drywall and paint hall. Should be completed before 17th. Cost Approx. \$700
- HVAC system Failure of Lobby sensor
- During Mary Poppins we have a failure of the control sensor in the Lobby causing fluctuating temperatures. DHC was called in and we had to replace the control unit above the Ticket office.
- We have modified the sensor for the lobby area to detect the temperature in the space and not imbedded in the wall

●Maintenance of HVAC Control

- Justin and I have been working on solutions to this.
- We are planning on installing a CPU in the closet so we can telnet into the CPU and access controls.
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●New Cleaners -

- We have New cleaners - [Jani-King of Ottawa](#)

●Nathan Oxford

President & Regional Director
Jani-King of Ottawa
P: [613-744-3755](tel:613-744-3755)
C: [613-292-1293](tel:613-292-1293)
nathan@janikingottawa.com
www.janiking.com/ottawa

- We will be trying their services for the next 60 days, Please let us know of any deficiencies around the playhouse.

Scope of Cleaning:

- 1. Base cleaning 2 x/wk
- 2. Post-event full clean
- 3. Post-event touch up clean

Contact to follow after the 60 days

●Other issues Around playhouse:

- Automatic locking system

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. TBD

- Updating of Exterior locks

Action: A Key box will be setup in a secure location. TBD

- Removal of Old Fridges:**

Old fridges have been removed.

- Mice problems again**

Need to rebate traps and clean cabinets. Remind people to keep food stored in bins and not in cupboards.

- Health & Safety Policy concerns at KT**

We have started to get information on Health and Safety.

Don Bell is assisting with this project. He will be contacting all areas to help coordinate information for us to document and get a policy in place.

- TBD:** Need to setup time with Gord and Don to coordinate this

- Shelving and Storage in Curtain room.**

Andrew Williams is working on a proposal for the Curtain room to make it more useable.

Action: Awaiting report and proposal from Andrew Williams

- Fire Panel upgrade project**

- There are a few difficiencies we will still need to address,

- Trim around box,

- Control issue with door in workshop.(closing with power outage)

- Access to lighting board for lights on when fire alarm goes on during shows.

Chubb will be coming in before end of January to fix the deficiencies

- Going Forward 2016-2017**

- 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

- Clean up Rehearsal hall Grid project

- Clean up the “curtain room” in rehearsal hall – Need coordinator

- We’re overdue for a rigging inspection.

- Others??

- Repair outside door frames

Ronald Gardner

Theatre Operations

Past items closing:

Hearing Assist:

- Old Phonic Ear system has been given to Martin for RRTC.

LED Work Lights:

- LED work lighting has been installed fully, Ener-Tech did a great job with this and a few other times on their electrical list of items. Invoice will be sent shortly as I received an e-mail from Ener-Tech on Jan 7th, asking if there was anything unfinished before we were invoiced.
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Ongoing items:

TV in Foyer beside Servery door & Servery pot lights

- Ener-Tech has installed plugs for the TV to be permanently installed. Bracket has been purchased to install TV. I will also take the time to install a wall plate with connections for a laptop for misc. use such as an upcoming event where they would like to connect a laptop to the tv's in the lobby.
- Pot lights are secure, issue is that ceiling tiles are sagging – either due to poor quality tiles or due to previous water damage or moisture/condensation. Possibly look into replacing tiles in future.

IT Closet/Network

- Currently working through the vast maze of internal workings that is Bell to get our internet services upgraded.
- Currently, cost will stay very close to the same for an internet upgrade. Current internet package/pricing is from 2008.
- Our three phone lines currently run on two physical phone lines which means we have two phone numbers that share one physical line. IF we switch to three individual phone lines, our Bell bill will drop by \$50 a month. If we sign a contract for 3 years for the phone lines, it will drop an additional \$30 a month.
- Network closet is being cleaned up currently. In the process of sorting out guest wifi with Gordon for our members, but limiting access in such a way that patrons will not be able to use the wifi.

Menopause The Musical:

- I have been in contact with the two producers, but due to the holiday season/vacation timing,

this item is ongoing until February's board meeting. One producer was away for all of December, the second producer is currently away on holidays.

New Items:

2008-purchased lighting board:

- After discussions with Karl RE: above mentioned lighting board, it was suggested we try to liquidate the older lighting board while it still retains a monetary value that is on-par with what the consoles re-sell for.
- After a few e-mails with Earl of March, They have agreed to purchase our old lighting board for \$4,500.00. The school was in the process of trying to purchase a brand new lighting board, but due to budgetary constraints, they were not able to afford a new lighting board, even at a lower-grade model.
- I am awaiting confirmation from the school as to what needs to be done for this sale to proceed.
- I am awaiting pricing from Karl & Christie Lites for a replacement device which is a control unit that connects to a computer w/ touch screens.
- The replacement unit will be used in the same method as the current lighting board is used – primarily for programming the main-stage shows, with use in the rehearsal room for training, smaller events as well as KT Youth.

Justin Ladelpha

Plays

1.Schoolhouse

Closed – Joy Forbes was approved by email vote from the Board.

2 September 2016 slot

I contacted potential replacement directors with no success. It is almost impossible to find a director for a play that they do not have a personal interest in and this is proving true once again. At this point, my recommendation is to move to our second choice for that slot – The Last Romance, with Heather Walt as director. The Last Romance. is a fine play which casts from the same demographic as Quartet. With Joy Forbes and Steve Truelove well supported, I do not feel there is much of an exposure by having Heather direct. Besides, she has long roots in KT and we should be supportive of her.

3.Christmas slot

I have ordered a couple of plays for Clare Flockton to review and hope that she will find one satisfactory. She is willing to direct – that is a plus, considering she has experience with a Christmas show already. (*see minutes*)

Alain Chamsi