

KANATA THEATRE BOARD

Monday, August 22nd 2016 - Ron Maslin Playhouse, Kanata, ON

General

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

Absent: Paul Behncke, Gordon Walls, Susan Sinchak, Jenny McCracken

Quorum: Yes

Call To Order: 7:35M

Proceedings

Minutes of the Board Meeting on July 18th 2016

MOTION to accept the minutes from Karl Wagner, **SECONDED** by Justin Ladelpha, Gordon Marwood, Paul Gardner, Barbara Kobolak, Andrew Williams voting for. Jim Holmes voting opposed (unable to review prior to vote).

Business Arising From Previous Minutes

- The revised membership list is online and should be accurate
- Correspondence from the All Saints student thanking for the award

Reports

Past President

No additional reports.

Vice President

The application for the liquor license was submitted August 12th, 2016 for the opening night of Last Romance. This is expected to be granted by early September.

The registration renewal of the KanataTheatre.com domain name was completed successfully, and we have renewed until September 17th 2021. All recent attempts to contact the current domain owner (Colin Williams) have been unsuccessful. The Computer and Internet Committee will be resolving the outstanding domain ownership issue. Of note, KanataTheatre.ca is registered until 2026.

The next Computer and Internet Committee meeting will take place in September, on a date to be determined.

Treasurer

As year-end has been a busy one, only a few items to report at this meeting.

The 2015-2016 year end records have been submitted to the auditor on Friday August 19th, after a delay finalizing the box office expenses. The numbers still aren't final, but any changes will be handled as an adjustment in the current year. Prior years can be adjusted after the audit has been completed, however it is difficult, and unless the adjustment is substantial it is acceptable to perform the adjustment in the current year.

The 2016-2017 General Ledger will receive a cleanup once the 2016-2017 books have been opened, as outlined in the previous board meeting.

Director, Membership and Training

Paul would like to thank Wendy Wagner for conducting the Stage Management Workshop which will be conducted over 3 evenings for 20 participants. There will be a full report provided on this at the next meeting.

In addition, there will be a new member orientation session at the Ron Maslin Playhouse on Wednesday, September 7th 2016.

Director, Publicity

The number of likes on the Kanata Theatre Facebook page is now up to 1242 after promotion to cross interest Facebook groups such as Ladies Who Lunch, Stittsville Moms, Kanata Moms, The Best of Ottawa-West, etc.

The Last Romance Curbex sign will go up Monday August 22nd 2016. The lawn signs will also go up during the week of August 29th 2016.



A note has been sent out to the Kanata Theatre membership looking for volunteers to staff the booth on August 31st of the Senator's Hometown Tour in Kanata. There was a good response, and five people have signed up to help from 4:00PM to 7:30PM, and they will be assigned in two shifts. This will remain the same for the Senators Fan Fest booth to be held on September 25th.

Susan would like to raffle off a gift certificate (for a ticket to any production) during each of the three booth events. Names and phone numbers will be put in a fish-bowl and a winner will be drawn.

We are waiting to hear back from Rogers Daytime Ottawa for a guest appearance for the Last Romance on September 19th 2016.

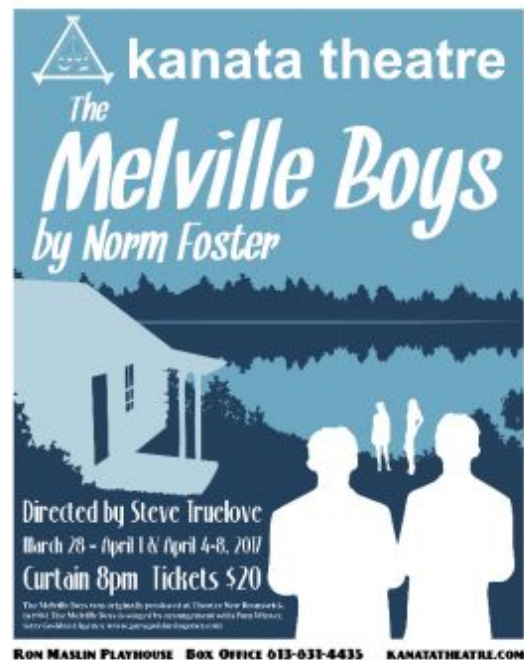
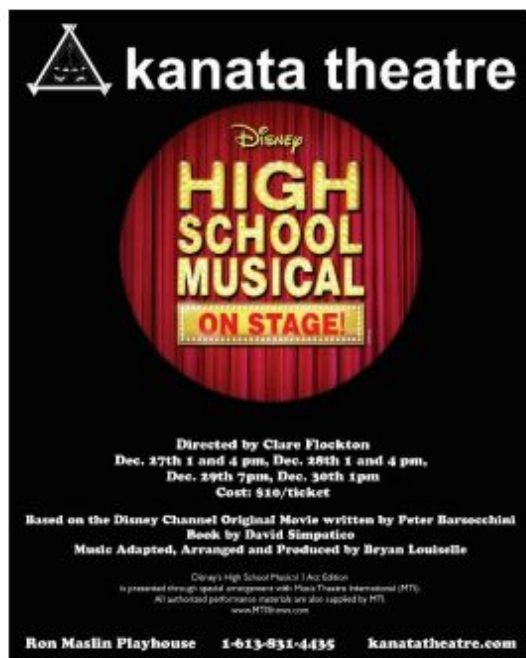
Jim Holmes has selected the lobby poster pictures for last season's plays. They have been sent off for printing, assembly, and mounting in the frame. This should be complete before September 20th 2016 (the opening night for The Last Romance).

The permanent sign for the front of the theatre is still an ongoing project. UTG will be coming by to look at the back of the building in September for a permanent sign on the rear of the playhouse.

A pop-up banner has been printed for the three booth events upcoming. The banner is removable and the stand can be reused for additional events.



The approved graphics for High School Musical and Melville Boys have been completed, Schoolhouse is currently in production, and will be followed by Treasure Island.



Director, Box Office

As of August 21st, 2,277 subscription seats have been sold to 939 subscribers for the 2016-2017 season. This compares to 2,155 subscriptions sold to 904 subscribers for the 2016-2017 season as reported in the July board meeting. For the 2015-2016 season, at the same time last year, 2,189 subscriptions had been sold to 911 subscribers (+88 subscriptions, +28 subscribers). The final number of subscribers for the 2016-2017 season is still expected to exceed 1,000.

Individual tickets for The Last Romance went on sale August 1st, and as of August 21st 59 tickets had been sold to 14 patrons (in addition to subscription seats). Several large block (40, 20, 15) ticket sales are expected by the end of August.

Individual ticket sales for High School Musical up to August 21st are shown below, with 2,124 seats still available.

Perf. Day & Time	Performance Date	Single's Comp. # Sold	Single # Sold	Single \$ Sold	Series's Comp. # Sold	Series # Sold	Series \$ Sold	Total # Sold	Total \$ Sold
Season: Kanata Single Events									
HSM - Disney's High School Musical									
Tuesday Afternoon	27-Dec-16 1:00 PM	0	148	\$1,132.50	0	0	\$0.00	148	\$1,132.50
Tuesday Afternoon	27-Dec-16 4:00 PM	0	102	\$815.00	0	0	\$0.00	102	\$815.00
Wednesday After	28-Dec-16 1:00 PM	0	84	\$642.50	0	0	\$0.00	84	\$642.50
Wednesday After	28-Dec-16 4:00 PM	0	77	\$577.50	0	0	\$0.00	77	\$577.50
Thursday Evening	29-Dec-16 7:00 PM	0	98	\$782.50	0	0	\$0.00	98	\$782.50
Friday Afternoon	30-Dec-16 1:00 PM	0	52	\$390.00	0	0	\$0.00	52	\$390.00
Disney's High School Musical's Total:		0	561	\$4,340.00	0	0	\$0.00	561	\$4,340.00
Kanata Single Events's Total:									
		0	561	\$4,340.00	0	0	\$0.00	561	\$4,340.00
Grand Total:		0	561	\$4,340.00	0	0	\$0.00	561	\$4,340.00

This accounts for 73 additional seats sold since reported in the July 2016 board meeting. The 561 seats sold for High School Musical compares with 599 seats sold for Mary Poppins by the same date last year (-38).

A discussion is ongoing with TixHub regarding the ticket and subscription fees being charged. To date, a refund has been processed by TixHub for \$754.50 as a result of a recalculation of fees for complimentary tickets. The main remaining issue relates to the interpretation of the contract regarding charges being made of online tickets. The issue is whether the tickets should be charged at the online fee of \$1 per item (ticket or subscription), or the online fee plus the box office fee (\$0.50 per ticket). It is expected that this issue will be resolved in the coming month. Note that the "convenience fee" charged to online purchasers is \$1 per ticket or subscription.

Ticket scanning will begin with The Last Romance, there will be a bit of a learning curve for the front of house staff to ensure we are being efficient. This will be the first official production run of the new ticket scanning system. TixHub has responded to our feedback since the trial run, and all feedback has been incorporated.

Finally, all main box office computers have been upgraded to Windows 10.

Director, Plays

As committed to the membership, a status update of all plays currently under review was shared via email. This caught a couple inconsistencies, and garnered some additional positive feedback as to the process. As of August 21st here are the metrics:

	July	August	Description
APPROVED	13	16	Meets our minimum benchmark, with a potential Director attached.
ORPHAN	9	20	Meets our minimum benchmark, with no potential Director attached.
DEFERRED	9	8	Meets our minimum benchmark, but not available at this time (Director conflict, licensing, etc.)
IN REVIEW	59	49	Titles that we don't yet have sufficient number of reviews in order to fully rank
DROPPED		38	Failed to garner support from the current committee.
NEW	27	11	Suggested titles for which we are trying to acquire scripts.

As is rather noticeable the Orphan list has more than doubled, while the Approved (those with directors already attached) only grew by 3 titles. This is a bit of a concern, but the act of publishing appears to have had some of the desired effect, as we have had several potential directors reach out to inquire about perusing some of the titles in the Orphan list. All such applications shall be presented to the committee, who will ultimately decide which director to assign to any particular title.

The second area of concern is the search for a director for the "Holiday Show". At the moment we do not have any submissions with directors attached. This will be a focus for the next few months, as we try to break the stereotype of "must be a large cast musical with kids". If the opportunity arises, please suggest to potential directors that they consider the holiday slot as well. The play reading committee has obtained a copy of Anne of Green Gables which may meet a number of criteria for next season's holiday play, however this is without director attached. At this time, given the directive to attempt to reduce licensing fees, musicals are becoming difficult to justify cost during the main season.

Summer play reading has been ongoing, a small but loyal contingent of readers is meeting each week. The largest crowd appeared for the reading of "Shakespeare in Love", which is a wonderful script that perhaps Kanata Theatre should consider (however this may take considerable resources, but may make a good potential candidate for the 50th season). Andrew is also pleased to report that the KT Kids and KYOS teens have been having their own summer play reading activities as well. They have been meeting on Thursday evenings, most recently focusing on the new "Harry Potter" title which was published as a four act (two plays) script.

Student Member

No additional reports.

Director, Building Operations

As Paul Gardner has been on vacation for the previous few weeks, there is little to report, however several items of interest have been tended to, and some are upcoming:

- The repainting of the hall and stairs to the costume room has been completed.
- Replacement of the old ballasts in the fluorescent lights has been completed for those lights that do not start up correctly. All of the lamps were replaced as part of the efficiency upgrade last year but not all the fixtures had the matching ballasts installed. The fixtures in the mezzanine around the auditorium have had LED lamps installed for better efficiency and longer life, since they are so difficult to access. Those in the tech galleries over the stage, and those under the technical galleries will have the ballasts replaced but we will leave the fluorescent lamps in them for now
- Although there was a question raised about why the lights in the stage right juliet staircase did not work, it turned out to be one of the switches stuck in the middle position, so the others would not work. The problem has been resolved, but users should be careful with the multi-way switches as they can become stuck occasionally
- The lock on the stage door would not go back together after we last changed the codes when the hall was waxed. It is working fine but has signs of wear, so it will be replaced in the next month. No code change is planned at this time.
- Paul received a request from the box office to provide information about contacting the security company when it is necessary. Since this is not just a box office issue, but applies to anyone with access to the playhouse, I will update this information both internally and with the security company, and make it available to anyone who needs it.
- The previously reported electrical issue with the bus bar on the main panel has been resolved, the panel has been service tagged and dated

Director, Theatrical Operations

The sound system has been commissioned and finalized by Wall Sound, currently awaiting final invoices for remaining equipment, parts, and labour.

As the lobby and foyer have been painted and all the carpets have been cleaned, there are some items that need to be put back, primarily the tables and past season frames on the walls in the stairwells leading to the auditorium. There is an issue of wall space now for previous season frames. One option is to use the hallway leading from the backstage area to the lobby, or filling in the third bay in the stairwells as we currently only use two of the three sections.

Both the rehearsal hall and green room kitchens are in a need of a good pre-season cleaning. The kitchens were not fully cleaned at the end of the last season, or have been used over the summer, and could use a good once over.

In tandem with the kitchen cleanup the theatre could use a good detailed once over, which is outside the realm of our regular cleaning contract. This includes:

- High dusting on walls
- Beams on the stage
- Mezzanine
- Technical gallery
- And a vacuuming and mopping of the catwalk level

Dean and the workshop crew have given the shop a big facelift with a new cutting bench, and rebuilding a portion of the shelving area with new door storage and a separate area for the air compressors and air tools. Great work to all who contributed.

One more than one occasion during rehearsals, doors have been left unlocked and the alarm has not been set - and both at the same time. An in person reminder has been given, with an email follow up when this issue arose. A subsequent reminder on the second occasion was provided. Justin will be discussing with Paul Gardner on any further action.

There are growing concerns with the lack of crew available for The Last Romance and Equivocation, and possibly later shows. Creating and maintaining a crew database with job roles should be looked into, as there is no easy way to access a current list of who has worked on what shows, and what skills exist within the membership. There is information from previous season credits, but there's no easy way to search this information and easily contact these people. The membership and training committee could address this issue, or open for board discussion. Equivocation is still looking for a construction chief.

Action: Paul Gardner to organize a cleaning party before the start of the current production.

New Business

1. Volunteer Appreciation Party (BBQ and Theatre Cleanup)

Justin will coordinate with Membership and Training to come up with a proposal to help satisfy the cleaning initiative outlined above to be done at the end of the upcoming season.

Significant cleaning of technical areas at this point is unlikely to be completed until the season has ended in May as productions are currently ramping up.

2. Crews for Plays

There is a core group of people who are contributing to a large number of the productions throughout the season. Finding additional people has been a bit of a struggle, and there is some

opportunity for improving the onboard process for new members. It could be worthwhile to ensure that during the onboarding of new members, if we are able to stream new members into mentor/mentee relationships. Andrew has suggested finding ways to bridge volunteers across into main season shows out of KYOS/KT Kids.

There is quite a concern around burning out people who are currently crewing shows. In addition, availability during the day time for some activities has become scarce for a good portion of the membership. It has been suggested to do additional social events either during the season or during the off season to help get the membership together to discuss productions, and help promote the cross pollination of skills throughout the productions.

Informal informational sessions around various roles and volunteer opportunities could be brought back to help get people interested as well. There's a bit of a barrier here on getting speakers, and having material prepared. Prepared material is not really required, and could be run as a Q&A session. These sessions should be consistent and repeatable, as a consistent schedule tends to bring out the most number of people. The collaboration of roles across productions could be explored to help with this issue as well.

As a discussion point, it was suggested to move to a 4 play season from the current 5 play season format. The revenue impact would be an important consideration. The current format of the season of 5 plays (plus a holiday, a KYOS, and a KT Kids), and a two week run of 10 shows has generally been in place for revenue considerations, and to match what was previously done before moving into the Ron Maslin Playhouse. The current format appears to be sustainable with crew, and with actors, moving to an additional week of runtime would be too draining. Moving to less plays per season adds additional consideration around directors, and wait times for directorial slots, and when plays can be put on.

There is no main directory to rely on in terms of what kind of skills are available, and something that should be self-maintainable by the membership would be helpful. This could be done as part of the proposed modernization of the membership listing as well.

It has been suggested that perhaps on every production the board hosts a happy hour that is for the entire Kanata Theatre membership. This could also help socialize the membership. The feeling of the board present is that this would be an excellent opportunity for socialization.

Action: The ITC group needs to discuss modernizing the membership list to cover off skills, and be searchable. This will be raised at the next ITC group meeting.

Action: To organize board organized happy-hours as part of the current productions this season, starting with The Last Romance. The board will request that Paul Behnke organize the first of these events.

Action: The ITC group needs to discuss the availability of collaboration tools to be made available to the membership to help socialize. This will be raised at the next ITC group meeting.

3. Kanata Theatre Development and Growth

This topic is covered partially by the above, and is extended more into what do we want the future of Kanata Theatre to be. A crucial part of the growth of the theatre will be to bring in new membership and to acutely develop those new members to help with the crew shortages outlined above. The general aging of some of the core crew membership has become prevalent as well which has compounded some of those issues. The community aspect of community theatre has been somewhat lacking, or the feeling of community at a minimum. Bringing back the feeling of community is integral to the growth of Kanata Theatre.

There's some situations as well where people are asking to help, and are being turned away for various non-malicious reasons. The direction should be to engage anyone willing to help in some way, as opposed to turning away assistance. If there are issues, the board would very much like to hear about these so the board can help correct them.

As part of the general meetings, the board would like to stress that if someone offers assistance, but isn't known to the production crew, to ask around people who have worked with those people. This ties into the socialization aspect outlined above as well.

It was suggested that responsibility for the membership list be moved back to the Secretary, allowing the Director of Membership and Training to focus more on Membership Development.

Action: The board will ensure that during the general meeting, guidance will be provided around how to handle situations where help is offered, but is turned away, and provide guidance on how to learn more about those offering help, if they are unknown to you. Barbara Kobolak to raise this at the next AGM.

Next Meeting

Monday, September 12, 2016 @ 7:30 PM
Ron Maslin Playhouse, Kanata, ON

Annual General Meeting: Monday, September 26th 2016 @ 7:30 PM
Ron Maslin Playhouse, Kanata, ON

Closing

The meeting was adjourned at 9:39 PM

Barbara Kobolak, President

James Renaud, Secretary