

KANATA THEATRE BOARD

Monday, June 13, 2016

Present: Barbara Kobolak, Margrit Cattell, Jim Clarke, Ron Gardner, Justin Ladelpha, Gordon Marwood, Susan Sinchak, Gordon Walls

Regrets: Alain Chamsi, Jim Holmes, Trina Malcolmson, Jenny McCracken

Invitees: Paul Behncke, Paul Gardner, James Renaud, Karl Wagner, Andrew Williams
(new 2016-17 board members)

Minutes of the Board Meeting on May 16, 2016

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

Business Arising:

- * The sunflower props from Calendar Girls have gone to Domino Theatre in Kingston. From there, they will go to Dundas County Players in Winchester. They are not coming back to Kanata Theatre.
- * Cheques for the Kanata Theatre Mary Mauger Awards have gone out. Names of recipients will be added to the plaque.

Reports

Membership

- * Trina's report is attached

Publicity

- * Susan's report is attached
- * Susan will investigate the possibility of having "Ron Maslin Playhouse" signs on Highway 17 going east. The existing ones going west cost \$300 per year for two. The board agreed to renew the current contract (i.e. two west direction signs) for another 2.5 years ending Dec. 31, 2018.
- * Thanks to Karl for the Google ads.
- * There was a discussion as to whether it is worth paying for a permanent sign at the front of the playhouse instead of the Curbex sign. Susan will get quotes.

Box Office

- * Gordon's report is attached.

Building Operations

- * Ron's report is attached
- * After some discussion the following motions were put forward:
 - Motion** - to approve the scope of work as outlined in Attachment 1 at the cost of \$7,288.50 (including tax). Proposed by Ron Gardner, seconded by Gordon Walls, unanimously **carried**.
 - Motion** - to approve the scope of work as outlined in Attachment 2 at the cost of \$7,800 plus tax. Proposed by Ron Gardner, seconded by Justin Ladelpha, unanimously **carried**.
- * Should there be a chair rail in the lobby to prevent damage to the wall. This to be determined at a later date.

- * “Sagging ceiling in the servery” should be added to the Going Forward items.

Theatre Operations

- * Justin's report is attached
- * New stacking chairs are desperately needed. Justin has a quote from a Quebec company for \$39.95 per chair. 40 chairs are deemed to be sufficient plus 4 trolleys . For KT events where more chairs are needed plastic chairs can be rented at a minimal cost.
Motion - to approve the purchase of 40 chairs at a cost not exceeding \$2,500, including shipping and tax. Proposed by Justin Ladelpha, seconded by Gordon Walls, unanimously **carried**.

Plays

- * Alain's report is attached
- * It was decided to ask the Playreading Committee to find a play with Canadian content for the first half of the 2017/18 season.

Treasurer

- * Jim's report is attached
- * Signing officers for the Royal Bank for the coming season will be:
Barbara Kobolak President
Gordon Walls Vice President
Karl Wagner Treasurer
James Renaud Secretary
- * The budget was discussed. An amendment was proposed due to the possible cost of approximately \$300 for the KT's production of a short play with Canadian content for Kanata Culture Day (being organized by Marianne Wilkinson).
Motion - that the attached amended budget for the financial year 2016/17 be approved. Proposed by Ron Gardner, seconded by Gordon Walls, unanimously **carried**.

New Business

- * A new dishwasher and stove would be useful in the rehearsal room. Paul Gardner will look into the cost of this.
- * Ann Williams has had help with the landscaping.
- * There was a lively discussion concerning Jim Clarke's proposal re the eligibility of playreading committee members also being chosen as directors. OLT's relevant procedures were quoted. The need for a mandate from the Board was questioned.
Motion - that members of the playreading committee are not eligible to be directors for the plays in the seasons for which they are choosing. Proposed by Jim Clarke, seconded by Ron Gardner. 2 in favour of the motion, 5 against, 1 abstention.
- * Internet Committee
 1. All board members and operations will have their own accounts
 2. The committee includes representatives from all aspects of theatre personnel.
 3. Karl Wagner is organizing kanatatheatre.com. Gordon Walls will guide the Board in its use.
- * Barbara thanked all outgoing members of the Board for all their hard work on behalf of Kanata Theatre

Meetings

Next board meetings July 18 at 7:30
August 22 at 7:30

The meeting was adjourned at 21:55

Barbara Kobolak, President

Margrit Cattell, Secretary

REPORTS

Membership

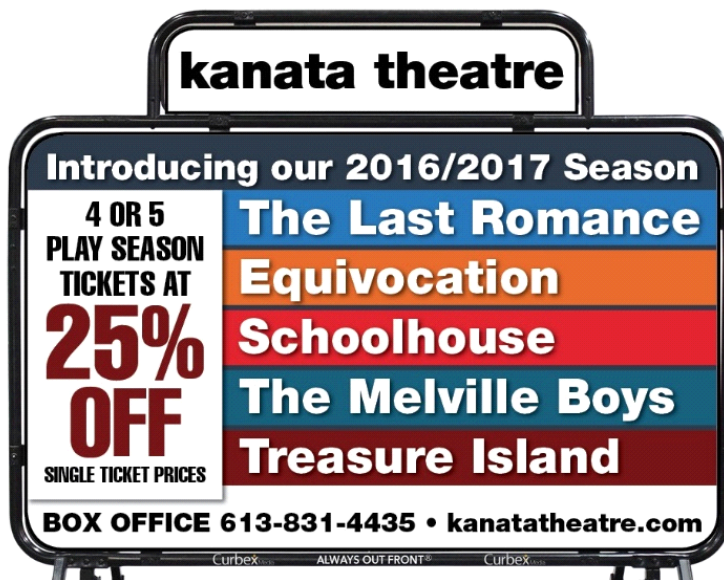
- Last month's New Member's Orientation was held May 25th. (There was no orientation evening at the end of April due to my being ill for a month.) Of the twelve new members who completed online membership forms in April and May, six new members attended the orientation and paid membership.
- Stage Management Workshop – Wendy Wagner will be hosting a Stage Management Workshop this August in the KT rehearsal room. Course will be given over 3 evenings – Aug 15, Aug 17 and Aug 22 from 7-10pm. Cost will be \$15 for KT members and \$25 for non-members.
- Stavros Sakiadis has offered to host a workshop on Shakespearean Verse for Actors as well as a Fight Choreography workshop this summer. Dates to be determined.

Trina Malcolmson

Publicity

Recent activities

- Number of likes on the Kanata Theatre Facebook page are now up to 1206 by promoting to local Facebook groups like: Ladies who Lunch, Stittsville Moms, Kanata Moms, The Best of Ottawa-West.
- TODS – Highway signs for tourist attractions. Ron Maslin Playhouse has two on 417 heading west. None heading east. Topic for discussion.
- 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.
- 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 is now set up and an ad for next season has been created and is now showing up. I continue to add keywords in order to have our ad come up in google searches more often.
- The curbex sign switched to our new season on June 10th.



- Permanent sign for in front of the theatre. Need to investigate having a permanent sign near the curb in front of the theatre like the curbex one. Either have the curbex one there for the full year changing the graphics appropriately or have a permanent lit sign with graphics display capabilities. Still looking into this. Will have a report ready for next board meeting.

- Here is the actual graphics for The Last Romance as agreed to by the director.



- 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**
- 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.

Susan Sinchak

Box Office

1. 2016-2017 Subscriptions

As of 12 June, 1,810 subscription seats have been sold to 784 subscribers for the 2016-2017 season. This compares with 1,795 subscription seats to 765 subscribers at the same time last year for the 2015-2016 season. 5 same-seat renewals, 77 renewals with changes, and 31 new subscriptions are waiting to be processed.

2. Individual play ticket sales

Calendar Girls - Final ticket sales for *Calendar Girls* were (total available seats 3,540):

Perf. Day & Time	Performance Date	Single Comp # Sold	Single # Sold	Single \$ Sold	Series Comp # Sold	Series # Sold	Series \$ Sold	Total # Sold	Total \$ Sold
Season: 2015/2016									
CLG - Calendar Girls									
Tuesday Evening	10-May-16 8:00 PM	19	208	\$3,740.00	2	125	\$1,890.00	354	\$5,630.00
Wednesday Evening	11-May-16 8:00 PM	0	144	\$2,678.00	0	208	\$3,129.00	352	\$5,807.00
Thursday Evening	12-May-16 8:00 PM	1	152	\$2,880.00	0	201	\$3,018.00	354	\$5,898.00
Friday Evening	13-May-16 8:00 PM	4	128	\$2,470.00	0	222	\$3,333.50	354	\$5,803.50
Saturday Evening	14-May-16 8:00 PM	0	113	\$2,175.00	0	239	\$3,594.50	352	\$5,769.50
Tuesday Evening	17-May-16 8:00 PM	0	175	\$3,373.00	0	179	\$2,691.00	354	\$6,064.00
Wednesday Evening	18-May-16 8:00 PM	4	104	\$1,810.00	0	246	\$3,693.50	354	\$5,503.50
Thursday Evening	19-May-16 8:00 PM	0	133	\$2,610.00	0	221	\$3,321.00	354	\$5,931.00
Friday Evening	20-May-16 8:00 PM	0	124	\$2,305.00	0	230	\$3,450.50	354	\$5,755.50
Saturday Evening	21-May-16 8:00 PM	3	119	\$2,315.00	0	231	\$3,468.00	353	\$5,783.00
Calendar Girls's Total:		31	1400	\$26,356.00	2	2102	\$31,589.00	3,535	\$57,945.00
2015/2016's Total:		31	1400	\$26,356.00	2	2102	\$31,589.00	3,535	\$57,945.00
Grand Total:		31	1400	\$26,356.00	2	2102	\$31,589.00	3,535	\$57,945.00

This is substantially a full-house for the entire run, which is unprecedented in recent years.

Spamalot young@part - Final ticket sales for *Spamalot* were (total available seats 1,062):

Perf. Day & Time	Performance Date	Single Comp # Sold	Single # Sold	Single \$ Sold	Series Comp # Sold	Series # Sold	Series \$ Sold	Total # Sold	Total \$ Sold
Season: Kanata Single Events									
SPM - Spamlot Young@Part									
Friday Afternoon	3-Jun-16 7:00 PM	0	354	\$1,770.00	0	0	\$0.00	354	\$1,770.00
Saturday Afternoon	4-Jun-16 1:00 PM	10	233	\$1,165.00	0	0	\$0.00	243	\$1,165.00
Saturday Afternoon	4-Jun-16 3:30 PM	2	320	\$1,600.00	0	0	\$0.00	322	\$1,600.00
Spamalot Young@Part's Total:		12	907	\$4,535.00	0	0	\$0.00	919	\$4,535.00
Kanata Single Events's Total:		12	907	\$4,535.00	0	0	\$0.00	919	\$4,535.00
Grand Total:		12	907	\$4,535.00	0	0	\$0.00	919	\$4,535.00

This result is relatively good, given the slow start to sales.

High School Musical - Ticket sales for *High School Musical* to 12 June 2016 are shown below (total available seats 2,124):

Perf. Day & Time	Performance Date	Single Comp # Sold	Single # Sold	Single \$ Sold	Series 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	127	\$965.00	0	0	\$0.00	127	\$965.00
Tuesday Afternoon	27-Dec-16 4:00 PM	0	68	\$542.50	0	0	\$0.00	68	\$542.50
Wednesday After	28-Dec-16 1:00 PM	0	59	\$455.00	0	0	\$0.00	59	\$455.00
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	74	\$567.50	0	0	\$0.00	74	\$567.50
Friday Afternoon	30-Dec-16 1:00 PM	0	41	\$307.50	0	0	\$0.00	41	\$307.50
Disney's High School Musical's Total:		0	436	\$3,340.00	0	0	\$0.00	436	\$3,340.00
Kanata Single Events's Total:		0	436	\$3,340.00	0	0	\$0.00	436	\$3,340.00
Grand Total:		0	436	\$3,340.00	0	0	\$0.00	436	\$3,340.00

This compares with 440 for *Mary Poppins* at the same time last year.

3. Ticket scanning

TixHub has made some changes (awaiting Apple App Store approval) to the ticket scanning app, to satisfy some minor concerns resulting from the *Calendar Girls* members' night trial. Ticket scanning is expected to be fully operational for the opening of *The Last Romance*.

Gordon J. Marwood

Building Operations

- Maintenance and Upgrades
- Painting hall way
- Painting in progress. Contract started another job, another painter is on his way.
- Painting around Playhouse
- Maintenance of HVAC Control
- Ongoing troubleshooting, monitoring

- Summer Cleaning -
Cleaning Contract
 1. strip and wax front and rear entrance lobbies and rear tiled hallway (Bathrooms ??) (july 4-5)
 - 2 clean all theatre seats(july 4-8)
 - 3 Clean all installed carpet - Lobby, auditorium, stair wells, hallway for expansion leading to rehearsal room.

- Other issues Around playhouse:
Key box will be setup in a secure location. TBD

- Shelving and Storage in Curtain room.
- TBD – ongoing investigation on what we should do...
- Sound boot in Rehearsal hall construction
- We are looking at designing a permanent sound booth in back corner of the Rehearsal hall. Will be take up about as much room as they have now but will have storage under for flats or chairs.
- Annual Electrical inspection
- Done no issues were found
- Parging project
See Attachment 2
Parging 3500.00 labour and materials and disposal of all debris.
Flashing and lumber 4000.00

Motion: to approve the scope of work and the cost of \$7800.00 Plus Taxes

- Painting project
See Attachment 1

Motion: to approve the scope of work and the cost of \$7,288.50

- New chair project
- Still looking into getting new chairs for rehearsal room
- Justin has been working with me on this.

Justin: I will FWD the other quote I received a month or so ago from a company that is headquartered in Canada, but all of their products ship from the US, so the shipping fee's were over \$1K and then we would also have had to pay for duty and brokerage fee's.

Here is a link to the company site/model that this company recommends we get. The average weight rating for commercial banquet chairs is around the 400 - 450lbs mark.

<http://www.direct-chairs.com/en/produit/stacking-chair-red-30/>

- 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
- Others??
- Repair outside door frames – need to fix all outside doors frames for rust and corrosion

Ronald Gardner

Attachement 1 Painting Al Hamilton

	Description		TOTAL
1	Repair , prep , and paint proscenium walls left and right of stage		\$
2	Paint wood trim top/ front bbelow stage with blackout paint		3,500.00
3	Prep veneer lower below stage and stain to match		
4	Prep and paint left and right aisles leading from lobby to auditorium including door frames and handrails		
5	Prep and paint art wall from floor to to picture hanging rail.		
6	Prep and paint two small walls in cloak room and touchup others		
7	Touchup all walls where incorrect paint was used previously		
	OPTIONAL		\$
			2,500.00
	Prep and paint side walls of auditorium		
	Prep and paint decorative columns		
	Prep and paint door frames		
	Install Chair rail in Lobby and Wheelchair spaces		\$
			450.00
	Estimate includes all paint and material to complete job		
		SubTotal	\$
		1	6,450.00
		13.00%	\$
			838.50
		TOTAL	\$
			7,288.50

Attachment 2

Parging Project

Parging job would cost about roughly on a high end and that would be a max cap of 3500.00 labour and materials and disposal of all debris.

For the front to of building with the flashing and lumber we are at a max cap as well around 4000.00 .

All the quotes those are not final numbers those are including contingency funds if any other issues arise. .

Warranty is around the five year mark but should last you around 10 years.

Theatre Operations

Sound System replacement:

- Replacement is on schedule for the week of June 20th.
- Most equipment has been received w/ the exception of the shipment from Meyer Sound in California. This is expected to come in by the end of the week.
- 50% of wiring has been installed with the exception of the wiring going to stage left & the rear audience speakers. Side audience speakers have the wiring run, just need to be connected to the wall plates for connection.
- Connection wall plates have been fabricated and have started being installed

Scissor-Lift Rental:

- Lift has been booked at Robertson Rent-All – Located in Kanata. They had the lowest price delivery fee as well as a lower rate for the month. They also gave us a discount on the rental of the lift, too.
- Lift being delivered on June 20 @ 8AM

Maintenance Period:

- Maintenance period is scheduled for the first two weeks of July
- Christie Lites is scheduled for motorized pipe rigging maintenance on July 4 & 5.

Rehearsal Hall Chairs:

I have received quotes from two different companies for chairs – See attached. One of the two options from the second company based in Quebec is a very reasonable quote. The option costs are the same, just different style.

Quote No. 1 has a similar cost for the chairs, but the shipping & duty fee's is not realistic and raises the price of each chair by +/- \$20

Justin Ladelpha



1410 - 39th
Street North Lethbridge,
Alberta, Canada T1H 5M8
TF: 1.888.678.2060 F:
(403) 327.7789

mikef@comfortekseating.com |
www.comfortekseating.com

QTE5354-1

Product Quotation

Date:	May 17, 2016	Prepared by:	Mike Flaman
Prepared for:	Kanata Theatre	Phone:	613-863-7004
Attention:	Justin Ladelpha	Email:	Justin.ladelpha@kanatatheatre.ca
Project:	Ottawa, ON K2V 1A7		

Vista Series

**Quantity: 44 or 50
Units**

Features:	Frame Style:	Model VT8851 Banquet Chair
	Frame Color:	Powder Coated
	Foam Cushion:	Seat: (2"); Back (1"); Outer-back: 1/4"
	H – Bar:	Included
	Stacking bar:	Included
	Silhouette Back:	Included (9 attachment points)
	Glides:	Nylon Rocker Glides
	Upholstered:	Commercial Grade Jabez 2 Collection - www.ctsfabrics.com/vista
In Stock:	Silvervein:	(1) DS1007 Stone Pewter-Charcoal
	Antique Brown:	(1) DS1215 Arete Java
	Fabric Fire Certification:	CAL 117E (See Attached)
	Warranty:	<u>Frame: 25 years; Fabric: 5 years, Foam: 5 years</u>

Availability: 4-6 weeks from order acceptance date (subject to availability)

Price:	Model VT8851	Net \$34.95 / unit
Freight:	FOB: Victoria, VA	
	Shipping: Trailer Delivery Service to Ottawa, ON	\$1008.84 (44 Units)
	(Freight valid for one week from quote date)	\$1415.30 (88 Units)

Terms: CDN \$; Balance prior to shipment, plus taxes.

Options:	Nickel Plated Glides:	\$4.50 / unit
	Teflon Fabric Guard:	\$3.50 / unit
	SW 22 Hand Cart:	\$109.00 / unit

Note: Freight does not include Lift Gate. If used, an additional \$200.00 charge will apply.

JUSTIN LADELPHA
[613-863-7004](tel:613-863-7004)

Thank you for your request.

Your price for 40 chairs CS-30-RED-FABRIC

40x 35.95= 1 438.00 (reg 49.95\$)
4 x 69.95 279.80 (DOLLY 4 WHEELS)
Delivery 121.95

Taxe 13% 239.16

=====

Total= \$2 078.91

Conditions:

Payment: Visa or MC - Bank Draft

Quote Validity: 30 Days

Delivery: Tailgate, Curbside delivery only, no hand bombing, no inside delivery

Our chairs are top quality. The product code begins with CSAND CSA (for superior chair), this ensures that this chair is made of commercial grade materials. The paint used for the metal framework is a commercial electrostatic painting. The blue stackable chair meet your highest expectations because it is manufactured with the highest standards for the comfort of all. You will surely appreciate the strength and durability, our chair is built for you, because the blue fabric of this chair is double stitching. Our chair is simply incomparable face to those of the competition.

- *Powder Coated Frame Finish*
- *3" Thick Curved and Double Stitched Seat with Molded Foam(best foam quality on the market)*
- *Plywood used for the front and back panels*
- *Upholstered seat and back panels*
- *Seamless Back Panels*
- *Twelve(12) Plastic Bumper Guards Prevent Scratches on Frame*
- *Reinforcement Bar Under the Seat and between the Back Legs*
- *Two(2) Stacking/reinforcement bars*
- *Plastic Floor Glides*
- Stacks up to Eighteen (18) Chairs*
- *Weight 15 pounds*
- *Five years warranty*
- *Ships Fully Assemble*

Plays

I will not be at the Board meeting this evening and will therefore respond to your motion with respect to the play reading committee. I do not endorse your motion for very practical reasons: there aren't enough directors in our roster and, more often than not, plays that we want to do have no takers. It's at that point that someone from the play-reading committee usually volunteers to take it on. The Lion in Winter was shopped around for a number of years to many potential directors – all of who said no thanks – and it is only when we got serious about staging it that Jim volunteered to take it on. Note that he was one of those who had said no previously. That is only one example – there are many more.

There are a number of things that can be done about this:

1. The Director of Plays has the final say in what gets proposed to the Board and could be the one person deemed ineligible to direct. There is no real reason to restrict the other committee members as by doing so we will further reduce our pool of potential directors or make it difficult to find people to sit on the play reading committee.
2. We could change the way we do the selection. OLT, for instance, chooses the plays they will perform (as well as a second option for each slot) and then sends the list of chosen plays to the entire list of directors on their roster. Directors voice their interest in the plays proposed by ranking the plays they would be interested in directing and a matching is done based on the interest shown. Note that if a director is interested in a certain play, they also have to agree to direct the backup play for that slot if there is an issue with the first one.

I'm not saying that there isn't any room to improve the current process at KT – there certainly is. But facile motions and rules without considering the full ramifications of these choices is not the way to go. Any overhaul must look at all the parameters, including a more formal approach to accepting and mentoring new directors into the KT community. Besides, I personally don't believe that we should change all the rules on a whim to satisfy the rantings of one disenchanted wanna-be director.

So, just to clarify, I vote against the motion put forth by Jim and would suggest you delay any such decision until the entire process is considered.

Finally, I would like to let the rest of the Board know that I have decided not to continue on the play reading committee, as I had initially planned to assure succession. I have already advised Barb and Gord W of this. Based on some of the statements made by the incoming Director of Plays, I feel that I can no longer support the KT Board and will remove myself from the process to watch carefully where this all leads. It has been a pleasure working with all of you for the past two years.

Alain Chamsi

Treasurer

Our bank account balances as at 1703 hrs, 12 June is **254,606.91** Based on the next year's sales reported by Boxoffice, approximately \$139,000 of this amount is unearned revenue that shows as a liability on our balance sheet. (ie it is not ours to respond until we start next year's season)

We also have \$504,200 in short term investments, (GICs)

We require to be read into the minutes that our signing authorities for Royal Bank will be the four officers of the company:

Barbara Kobolak – President

Gordon Walls – Vice President

Karl Wagner – Treasurer

James Renaud- Secretary.

Barb and I will also need to sign a letter stating this, to be sent to the bank.

I will initiate the process with the bank to have the business credit card held by Karl. My existing credit card will stay active until the new one is activated and pre-authorized payees are transferred over to it, to avoid any loss of service (eg Dymon storage, ADT security, Softcom website hosting, Tomlinson garbage, Curbex signs, etc)

16-17 Budget. Only 1 request to amend the proposed budget for next year has been received- Servedy Manager Barb request a slight decrease in expected sales and expenses to reflect that next year's holiday will be back to normal and not have an intermission (which therefore increased this years numbers above normal) Pending any amendments that might be requested in person at the mtg, I thereby move

That the attached proposed budget for financial year 16-17 be approved.

New Business Item

I was very impressed by the quality of all nominees for the contested director's positions at the recent AGM, especially the ideas presented in their various presentations. Any of them would have made an excellent choice.

One idea mentioned in the presentation for Director Play reading struck home with me and I think it worthwhile that the Board should enact it officially in the minutes. This idea was that the members of the play reading committee would not be eligible to be a director in any of the seasons for which that committee has chosen plays. I feel strongly that a selection committee should not have the ability to select themselves as recipients. The only alternative to this would be that anyone interested in being a director would have to become a voting member of the play reading committee and this would undoubtedly be administratively and logistically impractical. I thereby move the board approve

That members of the play reading committee are not eligible to be directors for the plays in the seasons for which they are choosing.

In conclusion, I would like to wrap up my five years of serving on the Board of Directors by thanking the current, past and incoming members for making this such an enjoyable experience. Kanata Theatre has every right to be proud of its first 48 years of existence and I charge this and future boards with the responsibility of ensuring the next 52 (I want us to get to at least 100) are at least as good.

Jim Clark

Approved Kanata Theatre Budget - Financial Year 2016 - 2017

Revenues						
Subscriptions			170,000			
Individuals			80,000			
Youth Production			6,000			
Ticket Exchanges			1,400			
Servery			6,400		input from Servery Mgr	
Cloakroom			900			
Membership Fees			2,400			
Membership Events			200			
Donations			2,500			
Building Rental			13,500			
Interest Earned			4,800			
HST Refund			17,659		calculated based on budgeted HST	
Online Convenience Fee			5,000			
				310,759		
Total Revenue				310,759		
		HST	Total			
Productions						
Royalties	19,500	0	19,500		30%+ US Exchange, includes 2 youth	
Programs	8,600	1,118	9,718		colour is more \$; includes youth	
Productions (Majors & Holiday)	29,204	3,796	33,000		\$5,500 per production; include Kanata Culture Day	
Youth Productions KYOS & KT Kids)	5,310	690	6,000		KYOS & KT Kids	
				68,218		
Servery						
	Servery Manager					
Supplies	2,400	100	2,500		minimal HST on food	
				2,500		
Publicity						
	Director Publicity					
Posters	3,300	429	3,729		design & production	
Website	375	49	424		hosting fees	
Signs	4,000	520	4,520		queensway sign, rental rental	
Local Papers	2,300	299	2,599			
Other Publicity	6,500	845	7,345		e.g. Capital Events posters + Receptions + Xmas Parade	
Supplies	250	38	288			
				18,904	includes youth	
Play Reading						
	Director Play Reading					
Scripts	1,375	179	1,554		up to reflect exchange rate	
Supplies	200	26	226		usually photocopies	
				1,780		
Membership & Training						
	Director Membership & Trg					
Association Memberships	500	65	565		T.O., EODL, etc	
Training	3,000	390	3,390			
Supplies	200	26	226			
Expense	1,000	130	1,130			

				moved under productions
Newsletter	200	26	226	
				5,537
General				
Awards	3,000	0	3,000	6 x \$500
AGM Meetings	300	39	339	Vice President
Miscellaneous	200	26	226	incl sympathy cards
				3,565
Adminsitration				
	Treasurer			
Bank Charges	300	39	339	cheques, crd crd fee, bank fee
Postage	200	26	226	
Supplies	300	39	339	
Audit	3,000	390	3,390	
				4,294
Box Office				
	Director Box Office			
Tickets	1,400	182	1,582	card stock
Postage	900	117	1,017	
Supplies	800	104	904	
Equipment	500	65	565	
Credit Card Fees	5,500	0	5,500	lower with lower sales
Ticket Svc Fees	14,500	1,885	16,385	will vary with online usage - which is increasing
Moneris Fees	1,400	0	1,400	based on actuals
				27,353
Amortization				
	Treasurer			
Building Lease	22,182	0	22,182	
Depreciation	66,000	0	66,000	
				88,182
Building Operations				
	Director Playhouse Ops			
Hydro	22,500	2,925	25,425	non discretionary
Gas	5,000	650	5,650	
Security	912	119	1,031	
Water	1,300	0	1,300	
Cleaning	17,000	2,210	19,210	new system fees
				includes water cooler
Telephone/Internet	3,000	390	3,390	auditorium seat cleaning for 1617
Garbage	3,600	468	4,068	lower internet cost
Insurance	6,800	884	7,684	
HVAC	4,000	520	4,520	includes maintenance agreement
Building Maintenance	20,000	2,600	22,600	
Building Supplies	2,000	260	2,260	e.g. lightbulbs, TP, papertowels
Building Equipment	4,000	520	4,520	e.g. vaccum cleaners, brooms, snowshovels, chairs
				101,658
Theatrical Operations				
	Director Theatrical Ops			
Storage Rental	4,584	596	5,180	Storage of furnishings at Dymon
Theatrical Ops Maintenance	2,000	260	2,260	e.g. lights, audio, hazer, repairs, saw bench
Theatrical Ops Supplies	3,000	390	3,390	eg archive photos gobos, bulbs, audiocables
Production Supplies	3,000	390	3,390	bulk production supplies (luan, screws,spike tape)
Theatrical Equipment	4,000	520	4,520	e.g. workshop tools, costume racks

18,740	
Total Expenses	340,730
Net Income -29,971	

