

KANATA THEATRE

GENERAL MEETING

Monday, September 26th 2016 - Ron Maslin Playhouse, Kanata, ON

General

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

Board Members Absent: Gordon Marwood, Jenny McCracken, Jim Holmes

Member Attendance Count: 41

Quorum: Yes

Call To Order: 7:33PM

Proceedings

Minutes of the General Meeting June 6th 2016.

Motion by Karl Wagner to accept the minutes from the June 6th 2016 General Meeting. **Seconded by Wendy Wagner.** Unanimously voting for. **Motion Carried.**

Business Arising From Previous Minutes

- Kanata Theatre Mary Mauger Awards
- Replacement of Stacking Chairs in Rehearsal Hall

Reports

Past President

No reports, Past President not present.

Vice President

- Gordon is promoting that we have additional volunteers become SMART SERVE certified to assist in the front of house operations for the champagne reception on opening night.
- Kanata Theatre will pay for the course for those who are interested

- If you are already SMART SERVE certified, please contact Gordon, or another board member to help
- Andrew Williams asked if there was a minimum age to acquire your certification, Gordon has clarified that while the legal drinking age is 19 in Ontario, you are only required to be 18 or older.

Treasurer

- See New Business below.
- Karl would also like to note that when submitting receipts for the theatre to ensure that the HST value is present.

Director, Membership and Training

- As a general notice, you will receive an email indicating that your membership will expire as your expiry date approaches
- If you have a change of email address, or preferred email address, please notify membership through membership@kanatatheatre.com
- Membership and Training is conducting New Member Orientations on a regular basis, these dates are available in the Greasepaint distribution
 - These are open to everyone, and can also be used to recruit friends and family
- There are additional workshops and training activities that are ongoing, Paul is very interested in continuing this trend
 - If you have suggestions for workshops or training, or if you're willing to put on a workshop, please contact membership@kanatatheatre.com
 - As long as there is demand, we are more than happy to put the workshop or class on

Director, Publicity

- Susan has indicated this will be her second, and last year as the Director of Publicity, for anyone who is interested in this position please contact a Board of Directors member

Director, Box Office

- The box office is looking for additional volunteers who are willing to learn the ticket sales and box office procedures. If you are interested in assisting to provide additional scheduling opportunities to spread workload and cover vacation, illnesses, etc.
 - If you are interested, please contact Gordon Marwood
- The at the door ticket scanning has been delayed until Equivocation, due to scheduling restrictions around The Last Romance
- Year over Year we are up in ticket subscriptions and seat sales, this represents an increase over the previous year increase of 5% to 6%
- Additionally, the box office is looking to find someone to take over the box office systems aspect, on a temporary basis to assist Gordon. The duties would be to primarily communicate with the TixHub online ticketing company. Please contact a Board of Directors member if you are interested. An article will be in Greasepaint with detailed duties.

Director, Plays

- Andrew would like to invite everyone out to play readings, even if you just like to hear plays being read, or wish to be social. It is not required for those attending to actually read the plays being read.
- The Orphaned Play list exists to keep track of plays that have been vetted by the play reading committee, but does not have a director attached to it. If you are interested in directing an Orphaned Play, please contact Andrew Williams at Andrew.Williams@KanataTheatre.com
- The play reading committee is open to any and all suggestions for future seasons, specifically the upcoming season which is currently in selection. Please contact any member of the play reading committee, or contact Andrew Williams at Andrew.Williams@KanataTheatre.com
- The new season will be proposed to the Board of Directors on November 28th 2016
 - The short list should be announced to the membership as soon as it is available, and can be commented on by the membership prior to the selection pitch to the Board of Directors
- A question from Tom Kobolak was asked if the play reading committee activities come to a halt once the next season has been accepted. The committee continues to read plays and maintain the backlog, however the direction of the following season committee may be completely different.
 - The selection process is open for discussion with Andrew
- The Orphaned Play list has been distributed with Greasepaint, and a list is also available on the bulletin board outside the rehearsal hall at the Ron Maslin Playhouse.

Student Member

No Reports, Student Member not present.

Director, Building Operations

- This year Building and Theatrical operations has been split
- Paul would like to thank everyone involved in renovating the workshop over the summer, this work has been extremely well received by those using the workshop
- There is an ongoing project to replace the existing HVAC control system to replace the non-working push button system currently employed. One thermostat has been installed in the greenroom to replace a completely non-functioning thermostat.
- There was a fire safety inspection report provided to the previous Board of Directors, this is an ongoing review, and the Board and Building Operations Director are taking extremely seriously
 - One major item is the rehearsal hall is rated to a maximum occupancy of 60 persons, which is down from the existing interpretation of a maximum occupancy of 130 persons.
 - Additional investigation into room occupancy at the Ron Maslin Playhouse is ongoing, and the board is in consistent contact with the Fire Marshall to ensure we are operating safely and consistent with the building codes
- There was an ask for the front of house lights timer to be repaired as the lights do not always turn on when they should. Paul will investigate.

Director, Theatrical Operations

- There is a new sound system that has been installed complete with new speakers, and a new control system which provides new availability of effects and audience listening
 - Training for the new sound system will be provided on two levels, a basic introduction to assist with productions, and a second level for live mixing to assist in rentals, or when live microphones are required
 - There will be an additional training session specifically for video production in the future. This will be announced in Greasepaint as required.
 - The entire auditorium has been cleaned and steam cleaned
 - There is a new traveller on the mid-stage which was a long awaited addition
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New Business

1. Presentation of the Financial Audit Report
 - The report is attached for reference along with the full Kanata Theatre financial statements. Please direct all questions, concerns, and comments to treasurer@kanatatheatre.com.
 - **Motion by Andrew Williams** to accept the audited financial statements for the 2015-2016 Season. **Seconded by Jim Clarke**. Unanimously voted for.. **Motion Carries**.
 - **Motion by Jim Clarke** to retain Kelly Huibers McNeely Professional Corporation as the auditors of Kanata Theatre for the fiscal year ending June 30th, 2017. **Seconded by Alan MacEachern**. Unanimously voted for.. **Motion Carries**
2. Directors of current season 2016-2017 discuss their ongoing productions.
 - Andrew has indicated that KYOS and KT Kids attendance is slightly lower than previous years, which is not a bad thing, as this provides easier scheduling.
 - If KYOS or KT Kids is disruptive to other productions going on in the building, please notify Andrew Williams
 - Susan Sinchak is the production manager for Equivocation
 - The show is directed by Alain Chamsi
 - This play was selected based on the 400th anniversary of Shakespeare's death
 - Equivocation is currently looking for a Sound Assistant, and Dressers
 - Kendrick Abell on behalf of High School Musical
 - The production is looking for Set Dressers
 - The production is also looking to gut a piano, if you have something available, please contact Chrissy.Feldman@KanataTheatre.ca
 - Schoolhouse directed by Joy Forbs

- Joy is directing her first show at Kanata Theatre
- This is a larger cast, with 18 actors for 22 roles, with 8 roles for children
- KanataTheatre.ca has full audition and role details
- This play will also be adjudicated as part of the Eastern Ontario Drama League (EODL), with an adjudicator attending one of the performances following a public feedback, and a private feedback session with the cast and crew
- This show is currently looking for additional Costume, and Makeup assistants
- The production is also looking for wooden school desks, please contact Joy Forbs if you have anything available
- The Melleville Boys directed by Steven Truelove
 - There is a number of open positions needing to be filled, please refer to Greasepaint for more information
 - All other information is available on KanataTheatre.ca
 - For questions, comments, or to volunteer please contact Steve Truelove or Trina Malcolmson
- Treasure Island directed by Wendy Wagner
 - Wendy is hoping to have a cast of 15-20, nominally it is a cast of 12
 - There are numerous positions to be filled, please see the KT website, and Greasepaint for additional information

3. Feedback on Crewing Shows

- The Board has received some feedback on how to recruit for people for shows
 - The Kanata Theatre website contains a good database of shows and who worked on what shows, you can view who was responsible for various aspects within this database
 - For those who are having difficulty filling roles
 - Check the website database
 - Be involved in other shows, as this provides a great setting to meet and work with other members
 - There is work being done to modernize the membership list as well to make it more searchable and easier to get in touch with those with specific skills or willing to volunteer in specific areas
- ### 4. Kanata Culture Day at Earl of March High School, Discussion of Kanata Theatre involvement
- There will be an article in Greasepaint to address this item, it is not required to be discussed in the context of this general meeting.

Motion by Karl Wagner to adjourn. Seconded by Andrew Williams. Unanimously for. Motion Carries.

Next Meeting

Date to be determined.

Ron Maslin Playhouse, Kanata, ON

Closing

The meeting was adjourned at 8:53 PM

Barbara Kobolak, President

James Renaud, Secretary