

Minutes as amended (issued 2010-07-03)

Kanata Theatre board meeting – May 31 2010, RMP lobby

Meeting called to order: 7:05

In Attendance:

Paul Gardner, Carol Hussey, Melissa McCallum, Eufron Williams, Jenny Haynes, Jim Holmes, Rob Fairbairn, Wendy Wagner, Chris Story, Theresa Williams, Saxon Lively

Special presentation by Gord Walls and Tracey Nash.

On firearms in the theatre

- What sorts of issues were experienced during Postmortem? No knowledge on who to rely on for gun rental, resources, etc?
- Who would be responsible for the handling of the weapon
- Miscommunication between cast and board, and crew and cast
- Learned: Need a documented process for acquisitions of replica firearms or weapons of any kind.
- Needs to be immediate identification of individual responsible for weapon acquisition, handling, etc
- Not that hard to acquire stage guns with proper understanding, and lots of resources and training available. Very helpful.
- Rare opportunity to capture that knowledge
- Sample documents which need to be signed,
- Understand legal implications of renting replica firearms

Stage guns: Why are they important? Gunfire often forms a key part of many plays. This often happens at the most important part of the play. Not a great solution to simply exclude all plays which involve gunfire.

How to have gunfire in the play is an issue which always comes up

Need the backing of a policy or process required.

Gunfire synched with a sound effect is not a great solution. Not realistic.

Recommendations:

- Knowledge – document the process – who to rent from, contact information, what signatures are required, etc.
- Communication – weapons master/mistress must act as a liaison between board and crew

- Decision making – documented requirement for any play requiring weapons needs to appoint the weapon master/mistress at the casting of the play.

Include full document from Tracey and Gord at end of minutes

Jim Holmes – questions

- Jim passed contract to Theresa for future reference.
- Agreement drawn up to indemnify board and weapons handler.
- Would like to review agreement by anyone practicing law. Recommends someone in Brooke Keneford's office.
- Suggest that copy of the weapons box keys be kept in the box office safe. Should have three sets of keys – operations, weapons handler, and box office.
  - o During the play: Weapons handler and props. After play, operations and props keeps the keys.
  - o Currently we have two gun cabinets.

Theresa Williams – Treasurer

Approve minutes of March 8 – Paul moves, all in favour, adopted.

Theresa – treasurer

As of May 30 2010. Administration budget is higher, new software purchased for administrative tasks.

Ticket sales down from last year, but could be simply timing.

Production expenses looking better this year. Playhouse expenses are down.

Previous business

- Assets of Royal Bank. Nothing further from Jim.
- FIT program – carrying forward
- Servery – to be discussed later
- Memorial – Thanks to Wendy and Eufron as well as everyone else to contributed.

Reports –

Wendy - VP

Working on wiki throughout the summer. Time to do covers of programs. Will be changing based on results of AGM elections.

Suggestion: Don't need board of directors on program.

Jim: Mary Holmes insisted board of directors be listed on the program. Perhaps too prominently listed on the program, and perhaps should be listed more discreetly.

Melissa: List of directors could be listed on the website, rather than in program.

What to put in the space?

Carol: Could find audition notices, board of directors, etc on the website.

Any further ideas send to Wendy in the next two weeks.

Rob – Past President

- Elections at next AGM.
- Two positions in contention – Student member and Director of Plays
- Candidates for new board members : Bernie Horton – Secretary, Andrew Williams – Membership and Training, Karl Wagner – Operations, Dwayne Aylward – Publicity. Two positions being contested – Director of playreading – Gerry Thompson and Tracey Gardner-Doyle. Student member at large – Ashley Ritchie and Nicholas Harrison.

Chris - Secretary

Nothing to report. Need to send minutes of last AGM to Jenny

Melissa - Publicity

Perhaps a little thank you to Rocketman Graphics for good work in publicity and offered a great deal in redoing brochure and season ticket ad after change in next season's schedule.

Bookmarks and brochures for next season going into Metro courtesy of Bernie Horton.

Dwayne Aylward will be taking over, Melissa will be assisting in the transition for the first play of next season.

Carol – Membership and Training

Met with Natasha Harwood at OLT, in partnering with workshops. Very enthusiastic, but only there for next 12 months.

Perhaps a director's workshop, bring in someone who has a name draw, and see how that would go. Perhaps work in both locations, targeting Sept or October.  
Price – OLT typically charges 75 to 100 dollars, while KT usually only charges a nominal fee. She was going to try to get a list of names for people to host the workshop.

Wendy: If we were to partner with Natasha Harwood and OLT, and she procured the experienced director, if there's a cost for this, what we did in recouping the cost should be up to KT.

Carol: If we wanted to reimburse members could do this at a later date.

Rob: This is a money making venture with OLT, why team with us? Would they not have to split the proceeds with us?

Carol: Might make a few dollars, but won't make a fortune. Actually hoping to recoup their costs.

Jenny: Could pass it all along to Andrew to deal with.

Jim - Playreading

In the process of casting at the moment. Other than that, nothing to report.

Paul - Operations

Report to be forwarded

Jim: Sun shining in the windows during the evening in the May play can be very intense. Perhaps install blinds or window film before next May play.

Need to vote on purchase of lighting gear formally. All in favour except Eufron. Motion passed.

Saxon – Student Member

Nothing to report, but was approached by Ashley and Nicholas as they are running for the position at the AGM.

Each can do a brief campaign speech.

Jenny: Rob should notify the candidates that they should introduce themselves at the AGM.

Eufron – Box Office

Kitchen Witches had most bums in seats, but didn't sell the most tickets. Underpants sold the most tickets.

#### Eufron – Box Office

Overall 3110 in attendance for the 2009 – 2010 season. 577 tickets unsold for the entire year. As of May 31, 2452 season tickets sold, 384 tickets sold for the Christmas play and 555 dollars raised from ticket exchanges. 255 dollars was raised from the box office for Dear Edwina.

Electronic sign may have been in the wrong place (Above the box office door). May have been better used in a different location. Would like feedback as to whether it would help with season tickets.

Jenny: May be more tasteful if a smaller sign, perhaps in the old location of Ron Maslin's photo.

Eufron: Should we cost it out to see how much it would cost to purchase one? Response is yes.

#### Jenny - President

Mary Mauger memorial was very nicely done, auditorium sign is placed well and look great. Photo is well done.

Graduations. Mary Holmes at Earl of March, Sandy Wynne at AY Jackson.

Jenny: Proposes that KT gives a 500 dollar award to each high school which will be reviewed for each subsequent board. Carol seconds, All in favour.

Sacred Heart 24<sup>th</sup> of June, Holy Trinity June 24<sup>th</sup>, West Carleton and All Saints. Saxon could do All Saints. Carol can do Holy Trinity. Dewi maybe can do West Carleton.

Servery: Have spoken to all volunteers who work in the servery, but nobody is willing to manage the servery for each play.

Could take Jane Maslin's message and bring it up at the AGM.

Wendy: Proposes the older KYOS kids run the servery, and have the proceeds go back into their program.

Jenny: need to have one or two responsible people to run the overall operation.

Wendy: Perhaps Andrew could run the idea past the parents to see if anyone is interested.

Carol: Perhaps another nonprofit group – e.g. The Food Bank.

Carol: Will put together a message for email distribution, and bring it up at the AGM.

Carol will pick up wine for Sunday.

AGM starts at 7:30 on Sunday. Carol will send a reminder as well as the slate of nominees for election at the AGM.

Jenny proposes adjourned, Paul seconded, all in favour

Adjourned at 9:13 PM