

KT Board meeting, June 21, 2012 8pm

Board Members in Attendance:

Wendy Wagner, Karl Wagner, Peter Williams, Jim Holmes, Jenefer Haynes, Jim Clarke, Allison Houston, Gordon Marwood, Don Bell, Susan Phillips. Regrets: Rachel Davies

1. Introductions
2. Approval of Board meeting of June 10 minutes.
 - a. Acceptance of minutes as read moved and seconded. All agreed. Minutes accepted.
 - b. Minutes of Jan, Feb, April 2012 minutes state the date as 2011. Need to be amended, as does one notation re earlier minutes in the May minutes. **ACTION: Allison** needs to fix.
3. Membership Report
 - a. **ACTION: Karl** will look into the ETC lighting workshops coming to town in the fall so we can possibly get people at it
 - b. **ONGOING ACTION: Karl** Looking at semi-regular evening workshops so we get workshops + social opportunities
4. Operations
 - a. **ACTION: DON** – see list below of things brought up that need Ops attention.
 - b. **ACTION: Don & Karl** need to do a walk-through together.
5. Secretary
 - a. **ACTION: Susan** to ask Gerry about the Privacy Policy - does he have it, and does he have hard or soft copy?
 - b. **ACTION: Jim H.** to take an inventory of what documents he has at home, and send the list to Allison/Board via email.
 - c. **Question** of Records Management raised & consensus agreed that something needs to be done in the foreseeable future.
6. Treasurer
 - a. Signing authority – if there's a contract that needs to be signed within your area of authority, go ahead and sign.
 - b. Board in charge of capital – The capital spending limit is \$400. If someone plans/needs to spend more than \$400 of capital money, the request should come to the Board. Directors have their own budget. Courtesy of telling Directors if you're spending something out of somebody else's budget.
7. Box Office
 - a. Gordon & Anne getting up to speed. No action items
8. Publicity
 - a. **ACTION: Jim** – there is correction needed regarding title info for Flea in Her Ear. Send to Susan & Wendy
9. Play-reading
 - a. **ACTION: Wendy** to send Peter the list of plays she's got

- b. **ACTION: Jim H.** to get Peter his copies of Flea in her Ear
 - c. **ACTION: Karl** to get Peter the codes for access to the theatre
10. V.P & Past Pres no reports
11. President Report
- a. Discussion of guidelines. Wendy sent out. All agreed that these are good ideas. Consensus that she has our full support on these items
12. Budget
- a. Budget proposal moved and seconded as accepted. Discussion
 - b. Projections for next fiscal year, as attached:
 - i. Revenue: \$319,000
 - ii. Expenses of \$234,300,
 - iii. Projected Surplus \$84,700
 - c. As amended, moved and seconded. Motion carried unanimously
13. NEXT MEETING: **Wednesday Aug 29, 7:30**
- There being no further business, the meeting concluded

OPERATIONS To Do LIST that came up:

- a. Acoustic bats installation needs to be finished this summer
- b. CCTV project still in process. Challenge is doing the reverse - one feed going on to several TVs
- c. Rob rejuvenated the individual sound systems that failed (partially?) during Romeo & Juliet. There may be further rehab needed.
- d. Jim brought up: FOH needs painting & hole filling
- e. Also exterior painting issues. AC stuff could also use it, if it will take paint on.
- f. Condensation from AC was dripping on the saw. Happens every year. Should be properly insulated, etc, but the AC unit is up for replacement soon. It's the small workshop AC unit that is the issue.
- g. Rodent – yearly 'stuff' happens