

## KANATA THEATRE BOARD MEETING

7pm MAY 29, 2013

Rehearsal Room, Ron Maslin Playhouse

Present: Rachel Davies, Jim Clarke, Wendy Wagner, Susan Phillips, Jim Holmes, Gordon Marwood, Peter Williams, Don Bell.

Regrets: Karl Wagner, Allison Houston, Jenefer Haynes

The president presided and the vice-president acted as secretary of the meeting.

On motion duly made, seconded and unanimously carried, the minutes of the meeting of April 10 were approved as circulated.

### Tabled Items from Previous Meeting

Rentals – General discussions of rental policy in which some directors expressed the view that apart from four long established clients namely, KBS Dance, Linda Jamieson School of Dance, West Carleton School of Performing Arts and Frederick Banting Alternative High School Graduation Ceremony, the rental manager should not have the authority to rent the building. The view was expressed that KT should not encourage the notion that the RMP was available for rental, other than to those four. Requests for rental not consistent with this policy should either be refused or referred to the board. Any requests for use by the City of Ottawa of its free days should be dealt with as they arise, subject to availability.

Strategic Business Plan – Held over again. Jim Clarke in charge.

Workshop Plan – Don Bell reported that the meeting referred to in the April 10 board meeting had taken place, but no workshop plan was available for this meeting to consider.

Front of House for 45<sup>th</sup> Season – Wendy has met with Gabrielle Savoy and Don Lilico. Gabby will serve as lead FOH organizer, with Don as support.

Servery – Wendy reported that there were still no volunteers, in spite of multiple appeals.

Date of Meeting of 45<sup>th</sup> season directors with treasurer and Director, membership and training – yet to be arranged. **ACTION: Jim Clarke**

### Director Reports

The following had nothing to report: Student Member, Secretary, Past President, Vice President, Membership and Training, Director of Plays.

The following had filed written reports by email as appended to these minutes:

### Director Operations

As a result of inspections of the building there had come to light a number of matters that might raise questions of public safety. To correct all of these might involve a considerable expenditure, although the estimates were not yet all in. Don will continue to pursue these and report to the board as information becomes available. One priority item was the need to eliminate mould from the stairway ceiling leading to the upstairs dressing room and to find the leak that had caused it to happen.

### Treasurer

The treasurer filed a statement of expenses for the six productions of this season. Those for 'A Flea in Her Ear' were incomplete. The treasurer tabled the proposed budget for the Financial Year beginning July 1, 2013. He explained the budget and a discussion followed.

On motion duly made, seconded and unanimously carried the proposed budget for the Financial Year beginning July 1, 2013 was adopted.

### Director Box Office

The Director Box office filed his report in writing. He pointed out that ticket sales were down about 65 for the season. He estimated that this represented about \$18,000 in revenue and stressed that we need to be vigilant lest this trend continue.

### Director Publicity

Susan Phillips had filed her usual report in writing. She announced to the board that she and her husband were moving to Victoria shortly after the end of her term.

### President

This being her last meeting as President, Wendy thanked the members of the board for their hard work and cooperation during her two year term as president.

Next Meeting: A mini-meeting has been scheduled for 6:45pm Sunday June 9, just before the AGM. It was generally agreed that this was not needed.

Termination: There being no further business, the meeting ended at 9pm