

KT BOARD MEETING

September 23, 2013

RMP 7:30pm

1. Call to order
 - a. The President presided, and the Secretary recorded the minutes
 - b. All board members were present.
2. Minutes of the August 26 Meeting
 - a. On motion duly made, seconded and unanimously carried, the minutes of August 26, 2013 were accepted as circulated.
3. Business Arising from the Minutes
 - a. Resignation of the Director, Plays
 - i. Between the last board meeting and tonight, Peter Williams resigned as Director, Plays
 - b. Confirmation of appointment of Acting Chair, Plays
 - i. On motion duly made, seconded and unanimously carried, Wendy Wagner will be the Acting Chair, Director of Plays for the remainder of the 2013-2014 season.
4. Treasurer's Report
 - a. Jim Clarke's report was circulated electronically, and is appended to these minutes. In essence, we are in very sound shape, financially,
5. Director of Operations Report
 - a. Playhouse Ops report – authorization of remaining work
 - b. Sept 21 Proposal re HVAC modernization
After discussion on motion duly made, seconded and carried unanimously:
 1. the replacement of the HVAC system described in the Director of Operations Report, a copy of which is appended to these minutes at a cost of \$34,300 plus HST be approved, and
 2. the supply and installation of a the control system described in that report at a cost of \$9,736 plus HST be approved.
 - c. Request for complimentary season tickets. After discussion, consensus was 'yes' to offer season tickets to Mark Foley. For future reference, decisions along on this line will be made by the Director Box Office.
 - d. Proposal to reconfigure 'curtain room' DISCUSSED and TABLED
 - e. After discussion, on motion duly made, seconded and unanimously carried, the board confirmed its approval of the purchase two rotational lights previously purchased and authorized the purchase of six additional rotational lights all in accordance with Karl's proposal at a total cost of \$49,600 plus HST. (8 lights @\$6,200)
 - f. After discussion, on motion duly made, seconded and unanimously carried to approve up to \$8,000 + HST monitors, camera, projector HD improvements for in house and backstage use.

6. Director, Box Office
 - a. The implementation of the new Tixhub system is happening smoothly. Online purchasing is going to be available for the remaining shows of the season.
 - b. See attached report for numbers regarding 39 Steps sales.

7. Director, Publicity
 - a. New programs for the 45th season
 - b. New look for the website, and our web presence is expanding. Going forward, want to do email shout outs and other things facilitated by the Tixhub capabilities
 - c. Want to improve our signage on many ways

8. Director, Membership
 - a. Lighting specific workshops
 - b. "Play of the Month" Club
 - c. Website

9. Past President and Acting Chair, Plays
 - a. Please see the attached report

10. Vice President
 - a. Please see attached report

11. Student Member
 - a. **ACTION:** Jackie will forward to the Board the email from Andrew about the changes to the KT Kids and KYOS programs

12. New Business - none

13. Termination. The meeting terminated at 9:12pm