

## KANATA THEATRE BOARD

**Monday, December 1, 2014**

**Present:** Jim Holmes, Margrit Cattell, Alain Chamsi, Jim Clarke, Barbara Kobolak, Jackie Kormylo, Trina Malcolmson, Gordon Marwood, Wendy Wagner

**Regrets:** Paul Behncke, Ron Gardner

### **Minutes of the Board Meeting on Nov. 10, 2014**

A motion to accept the minutes as previously distributed was seconded and unanimously **carried**

### **Business Arising**

- \* Jim asked the board to keep the KT 50th anniversary in mind.
- \* There was nothing new to report re the parking problem on April 4, 2015

### **Vice President**

- \* Barbara's report is attached
- \* There was a discussion re Derek Barr's proposal that we hold a "Kanata Theatre Gala Awards Night". It was agreed that recognition of individual members is not necessary or expected as KT works as a group. Also, individual achievements are applauded at the AGM.  
Alain suggested that the names of members who had participated in productions during the preceding year be put in a hat at the AGM and one or two names be drawn and winners be presented with a prize, e.g. a bottle of wine.
- \* Barbara asked whether we want Theatre Ontario minutes posted on the notice board.  
The answer was NO.

### **Playhouse**

- \* Ron's report is attached

### **Plays**

- \* Alain's report is attached.
- \* Susan Monaghan is replacing Bev Brooks as director of Cat's Cradle
- \* Alain moved that the proposed 2015/16 season be accepted by the board. This was seconded and unanimously **carried**.
- \* A possibility of presenting Mary Poppins as the 2015 Christmas play is being investigated.
- \* Information re the 2015/16 season will be put on the KT website.

### **Box Office**

- \* Gordon's report is attached

### **Student**

- \* KT's young performers are writing their own show about war, and are planning a production of The Ladykillers in the new year.

### **Other Business**

- \* Kudos to Sonja Francis for organizing the successful KT float in the Kanata Santa Claus Parade. It helped in selling tickets for the Christmas show.
- \* The possibility of showing a short video of rehearsal and backstage activities relevant to the current play to patrons in the lobby was discussed

### **Next Meeting**

- \* This is scheduled for Monday, February 16, 2015

The meeting was adjourned at 20:30

## VICE-PRESIDENT'S REPORT for 1 DECEMBER

**(A) Servery Report:** Servery revenue for *Dr. Jekyll & Mr. Hyde*: \$1245.95

Servery expenditures for this production: \$368.34 + \$6.91 HST

Resulting Servery profit: \$870.70

Note: Cloakroom revenue for *Dr. Jekyll & Mr. Hyde*: \$189.15

### **Board meeting Dec.1/14**

### **Plays - November meeting report updated**

I have updated the 2015-2016 Season Submission distributed at the last meeting as follows:

- 1.Rights for all 5 main season plays have been secured.
- 2.Cat's Cradle will be directed by Susan Monaghan (not Beverley Brooks)
- 3.The Odd Couple will be directed by Jim Clarke **AND** Ron Gardner

# Box Office Report to the Kanata Theatre Board of Directors 1 December 2014

## 1. Subscriptions

The subscriber total has increased by 4 in the past month, and is now 972 (2,312 subscriptions). This increase results from the sale of 3-play subscriptions.

## 2. Ticket Sales - *Dr. Jekyll and Mr. Hyde*

The following table summarizes the final ticket sales for *Dr. Jekyll and Mr. Hyde*.

Ticket Sales - Dr. Jekyll and Mr. Hyde														
Perf		17-Oct		24-Oct		2-Nov		9-Nov		Final Sales		BIS	BIS/354	BIS/Sold
Tue	4-Nov	157	44.35%	159	44.92%	182	51.41%	207	58.47%	207	58.47%	193	54.52%	93.24%
Wed	5-Nov	206	58.19%	212	59.89%	221	62.43%	241	68.08%	241	68.08%	220	62.15%	91.29%
Thu	6-Nov	228	64.41%	232	65.54%	245	69.21%	268	75.71%	268	75.71%	231	65.25%	86.19%
Fri	7-Nov	277	78.25%	273	77.12%	292	82.49%	328	92.66%	328	92.66%	304	85.88%	92.68%
Sat	8-Nov	276	77.97%	274	77.40%	288	81.36%	342	96.61%	342	96.61%	309	87.29%	90.35%
Tue	11-Nov	191	53.95%	203	57.34%	226	63.84%	274	77.40%	329	92.94%	292	82.49%	88.75%
Wed	12-Nov	270	76.27%	268	75.71%	273	77.12%	282	79.66%	309	87.29%	293	82.77%	94.82%
Thu	13-Nov	231	65.25%	235	66.38%	235	66.38%	264	74.58%	297	83.90%	249	70.34%	83.84%
Fri	14-Nov	255	72.03%	261	73.73%	289	81.64%	311	87.85%	354	100.00%	325	91.81%	91.81%
Sat	15-Nov	267	75.42%	280	79.10%	292	82.49%	315	88.98%	354	100.00%	308	87.01%	87.01%
	<b>Total</b>	<b>2358</b>	<b>66.61%</b>	<b>2397</b>	<b>67.71%</b>	<b>2543</b>	<b>71.84%</b>	<b>2832</b>	<b>80.00%</b>	<b>3029</b>	<b>85.56%</b>	<b>2724</b>	<b>76.95%</b>	<b>89.93%</b>

## 3. Ticket Sales - *Fairy Tale Ending the Big Bad Musical*

The following table summarizes the ticket sales for *Fairy Tale Ending, the Big Bad Musical* up to 29 November. Comparisons are shown with *Yo Vikings!* for a similar date and the final sales of *Yo Vikings!*

Ticket Sales - Fairy Tale Ending. The Big, Bad Family Musical															
Perf		6-Nov		9-Nov		19-Nov		24-Nov		29-Nov		Yo Vikings 25-Nov	Yo Vikings Final		
Sat	27-Dec 1pm	153	43.22%	173	48.87%	181	51.13%	207	58.47%	227	64.12%	292	82.49%	336	94.92%
Sat	27-Dec 4pm	83	23.45%	115	32.49%	127	35.88%	162	45.76%	199	56.21%	220	62.15%	298	84.18%
Sun	28-Dec 1pm	108	30.51%	116	32.77%	153	43.22%	153	43.22%	161	45.48%	116	32.77%	196	55.37%
Sun	28-Dec 4pm	124	35.03%	128	36.16%	153	43.22%	165	46.61%	178	50.28%	228	64.41%	318	89.83%
Mon	29-Dec 7pm	74	20.90%	85	24.01%	139	39.27%	149	42.09%	166	46.89%	140	39.55%	263	74.29%
Tue	30-Dec 1pm	106	29.94%	125	35.31%	162	45.76%	168	47.46%	222	62.71%	142	40.11%	270	76.27%
	<b>Total</b>	<b>648</b>	<b>30.51%</b>	<b>742</b>	<b>34.93%</b>	<b>915</b>	<b>43.08%</b>	<b>1004</b>	<b>47.27%</b>	<b>1153</b>	<b>54.28%</b>	<b>1138</b>	<b>53.58%</b>	<b>1681</b>	<b>79.14%</b>

## 4. Ticket Sales - *Shrek the Musical Jr*

No tickets have yet been sold for *Shrek the Musical Jr*.

## 5. Box Office Operational Responsibilities

The initiative to spread the load of work in the Box Office is continuing. No people came forward as a result of reference to this in Greasepaint. A few offers have been made by existing Box Office staff.

Gordon J. Marwood  
 Director, Box Office  
 29 November 2014

**Director of Playhouse Operations  
Report to the Kanata Theatre Board of Directors  
Dec 1<sup>st</sup> 2014**

**•Maintenance and Upgrades**

**•Roof Replacement Project: On going**

**•Roof upgrade**

The city is moving ahead on this project.

- They will be looking to send out tenders January to secure a contractor early before the other city projects start.

**•Bucket brigade**

This is still an issue in the workshop; we have covered a few other gashes in the roof as a temporary repair.

**No news on this.**

**•Rebate on DHC Controls Project**

- Mark was paid
- Final forms were filled out with Hydro Ottawa
- Forms sent for final audit and approval
- Check should be coming in the New Year. Aprx \$8,828

**Action: Mark Paid - Done**

**•Lighting Efficiency Project ( In progress )**

- Gloucester Electric **Cost \$15,000 apx**

Pendant lights in Lobby 7/8 have been delivered. Will get GE to install them and wait for the last stem.

Extensions ordered and received for the walkway lights

- Outstanding: Auditorium Lighting:

We are still waiting for status on floodlight system of approximately 10 - 12 lights controlled by the dimmer board.

More info to follow

- There is a cover plate and box missing on the pantry wall. An empty conduit remains exposed. Recommend installing a cover plate.
- There was no caulking applied to the new wall packs when they were installed. Rainwater can leak down into the box, and into the wall. Wall packs to be caulked.

**Action \*\*Gloucester will be called back in to complete work - TBD**

**•Fire inspection**

- Once we have done all the upgrades we will get the fire department to walk through again for its inspection.

**•Updating of Front of house Emergency procedures:**

- Don Lillico worked on the procedures and they have been updated on the wiki site **kantatheatre.ca Been modified by Karl Wagner.**

**•Network Issues**

- Internal network work group** - We need to get a group together to discuss how we are going to come up with some procedures to stream line the internal networks.
- Website unification study** – We need to decide how we can go to one domain rather than two. Kanatatheatre.com and Kanatatheatre.ca

**•Rental of Space / Borrowing Equipment**

- We get a number of request a year to rent our space and to borrow equipment,
- We normally will not rent out the space unless it absolutely will not conflict with any of our ongoing events
- Still looking for renter for the end of June.

**Action:**

- Need to get photos and information together**
- Need a team willing to go out and get a new client**

- **KBS rental**

We had the KBS rental, again there was a lot of work with balancing the heating and cooling system. I had to set the temperatures below 70 degrees. I had to have comfort Mechanical come in and look at the system.

**ACTION:**

- **The operations director needs access to be able to log on the network in order to access the heating system.**

- **Will have to have Jason come in from DHC automation and controls to re visit the setup of the DHC controls on the hvac system.**

- **Access to RMP**

- All request for access should come through the Director of Operations

- Access codes will only be given to those who need Access.

- New Codes

- Still have not changed due to the ongoing renovations in the building - TBD

- **Gene Lift**

- **Lift training workshop:**

We are putting together a training program for anyone working on lighting. This special training will be available over the next few months.

**Heading this will be Karl Wagner, TBD**

- **Other issues Around playhouse:**

- Looking into an automatic locking system and external in use light for handicap washroom. Right now anyone can walk in on someone in a wheel chair.

- We have contacted DHC to spec and price a digital timer for the external lights. This should help on the electric costs as well.

- **Purchase Defibrillator in the lobby.**

An AED has been purchased for the lobby of RMP.

Cost aprx \$2200

Final cost will be sent this week.

Maintenance

**Action:** We will locate the AED in the cloak room with a sign on the wall outside.

•Price out digital board for over front doors

•In progress

•Going Forward 2014-2015

•Repair and Repainting area needed

•Inspection of Auditorium seats and repair

•Inspection of Carpeting area front lobby

•Tech booth in Rehearsal hall

•Clean up Rehearsal hall Grid project

•Repair Marque boards in lobby

•Clean up the “curtain room” in rehearsal hall – Need coordinator

•Others??

**Ronald Gardner**

**Director of Operations**

**Kanata Theatre**

**Dec 1 2014**

