

**KANATA THEATRE BOARD**  
**Monday, February 16, 2015**

**Present:** Jim Holmes, Paul Behncke, Margrit Cattell, Jim Clarke, Ron Gardner, Barbara Kobolak, Wendy Wagner

**Regrets:** Alain Chamsi, Jackie Kormylo, Trina Malcolmson, Gordon Marwood

**Minutes of the Board Meeting on Dec.1, 2015**

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

**Business Arising**

- \* Details re parking for KT patrons attending The Lion in Winter on April 4/15 is still being finalized. City of Ottawa has offered \$3000 in compensation for their use of KT's parking lot. Tania Carrière is looking into alternative transportation (eg.limousines etc.) An insert was provided in the program for Night Sky outlining the parking problem, but subscribers will be reminded via email.

**Vice President**

- \* Barbara's report is attached
- \* There was a discussion re the lack of organization of the KT Carol Sing in December.

**Past President**

- \* Wendy reported that her script cataloguing effort with Kathleen Walsh is ongoing.
- \* There will be a request for nominations to the Board in February's Greasepaint.

**Treasurer**

- \* Jim's report is attached. The subjects addressed in the report were discussed.
- \* Motion 1: that the budget for donation revenue and the budget expense for the KTKids June production be increased by the \$1,000 received as specific purpose donations in fiscal year 2013-14. This motion was seconded and unanimously **carried**.
- \* Motion 2: that the amounts approved for the projects initiated in FY13-14 for Marchand Electric (\$17,000 + HST) and Gloucester Electric (\$18,000 + HST) be removed from the Operating Budget and moved to the Capital Budget for the fiscal year 2014-15. This motion was seconded and unanimously **carried**.
- \* Motion 3: that the Board gives power to establish a \$20,000 credit card in the name of Kanata Theatre with the Royal Bank of Canada. This motion was seconded and unanimously **carried**.
- \* Motion 4: that the board approves up to \$999 + HST for the Treasurer to acquire a new laptop for KT financial accounting. This motion was seconded and unanimously **carried**.

**Box Office**

- \* Gordon's report is attached.

## **Playhouse**

- \* Ron's report is attached
- \* There was some discussion as to whether it is worth our while renting out the playhouse in June. No decision was taken.
- \* Security cameras(section 13 in report).This should be pursued but it is not a priority.
- \* Motion: that the Fire Panel in the vestibule be replaced at the end of the 2014/15 season. The cost not to exceed \$5,000. This motion was seconded and unanimously **carried**.

## **Publicity**

- \* Paul's report is attached.

## **New Business**

- \* There was a discussion as to whether KT is liable for copyright fees for music used during productions. Jim Clarke informed the Board that the Copyright Act states:  
.....no charitable organization shall be held liable to pay any compensation for doing any of the following acts in furtherance of a religious, educational or charitable object:  
(a)the live performance in public of a musical  
(b)the performance in public of a sound recording embodying a musical work or a performer's performance of a musical work; or  
(c)the performance in public of a communication signal carrying  
(i)the live performance in public of a musical work, or  
(ii)a sound recording embodying a musical work or a performer's performance of a musical work.
- \* 50th anniversary season in 2018/19: Barbara suggested a varying display of early KT scrapbook material in the lobby during the season's performances. Mary Holmes has put forward the idea of displaying some of our costumes in the lobby.
- \* Motion: that the Spring General Meeting be held on June 7, 2015 at 19:30. This motion was seconded and unanimously **carried**.

## **Next Meeting**

- \* This is scheduled for Monday, April 13, 2015 at 19:30

The meeting was adjourned at 21:30

**VICE-PRESIDENT'S REPORT for 16 FEBRUARY 2015**

**(A) SERVERY REPORTS:**

**December Carolling:** Servery revenue for Sing-A-Long: \$17.00

Servery expenditures for this production: \$12.85 + \$0.55 HST

Resulting Servery profit: \$3.60

**Night Sky:** Servery revenue for *Night Sky*: \$903.25

Servery expenditures for this production: \$393.40 + \$13.27 HST

Resulting Servery profit: \$496.58

Note: Cloakroom revenue for *Night Sky*: \$291.66

**(B) COMMENTS REGARDING DECEMBER SING-A-LONG:**

I discussed my observations regarding how this event unfolded with Ron Gardner. Please refer to the Director of Operations' reports of 1 January 2015 and 15 February 2015 (items 8 c, d in both reports) and the resulting action items. To summarize: if someone wants to organize an event to run at the Playhouse, they need to do more planning and must include security in such planning.

## **PUBLICITY REPORT Feb.16/2015**

- The new season brochure is almost complete. I will circulate with the directors for their feedback.
- We will produce a new set of bookmarks again this year. These have been popular and we'll do a larger print run than last year
- Posters for the remaining plays of this season are all done and on display
- The TV monitors seem to be working well and updating the images is not too onerous. We may want to lower the one monitor above the cloakroom.
- We've had better success getting critics out to review shows at KT.
- Ron Gardner has new LED lights bulbs for the marquise above the entrance doors. When the weather is above zero (July probably) we will replace them
- The D'Arcy McGee VIP card has been a huge success for D'Arcys. Patrons are regularly using the cards and management wants to offer it again next year. They are open to offering something to Kanata Theatre to help promote ticket sales in exchange for the benefit we provide to them.
- We seem to receive a LOT more requests for ticket donations to charitable organizations. This is good!

**Director of Playhouse Operations**  
**Report to the Kanata Theatre Board of Directors**  
**February 15<sup>st</sup> 2015**

**Action Items:**

- Action:** will have to have electrical inspection back in to ensure everything meets code. TBD  
One more job on the front sign above the door needed to be done.

**Advertising for June free space:**

- ACTION:**
  - i. Need to get photos and information together – Still TBD
  - ii. Need a team willing to go out and get a new client – Still TBD

We had some interest but are still working on details for some while denying others.

- Canadian Dance Factory – still in progress
- A church looking to establish itself in Kanata – we could not accommodate
- Musicfest 2016 - will not work because of dates

Approved:

- WCSOPA (May 25 to 31.) Booked

- ACTION:**

Work on DGbox Automated 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. TBD ed of February

- Access to RMP**

- a. All request for access should come through the Director of Operations
- b. Access codes will only be given to those who need Access.
- c. Any time there is an activity being held at RMP where the doors are left unlocked we need to insure staff is located at entrances.
- d. Backdoor if left unlocked we should keep an eye on entrance for personal and building safety.

- ACTION:**

AED equipment

Need to provide workshop for FOH personal to familiarize with equipment and provide procedures. – TBD  
Memo sent out in Grease paint with procedures But will work with FOH on details

**Report:**

- Maintenance and Upgrades**

- Roof Replacement Project: On going**

- Roof upgrade

The city is moving ahead on this project.

- February 12, COO had 20 possible contractors come look at RMP for the Roof Replacement
- Deadline is Feb 17 for Bids. ( this may be extended )

- COO is imposing a large incentive/ Decentive measures, of \$11,000 this should ensure that all work in done on or before the Aug 15 deadline.

- RMP will be still accessible throughout the construction, via the back door as usual. We will have not HVAC in the auditorium, stage, workshop and costume room, and Green room during this time.

- Lighting Efficiency Project** ( In progress )

- Gloucester Electric

Co

- st \$15,000 apx

- All lighting has been upgraded and installed. Awaiting final bill from Glourcester electric.

- Outstanding:

Au

- ditorium Lighting:

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

- More info to follow – Fixtures have arrived

- Working with Karl and Paul on layouts.

- Updating above door sign with led strips TBD Febuary

**Action will have to have electrical inspection back in the ensure everything meets code.**

- Fire inspection**

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

- CHUBB did their annual inspection on February 10<sup>th</sup>. Everything passed,

- A recommendation of upgrading the fire panel was raised, this current panel is 20 years old. They will not be able to find replacement parts for it. It is their recommendation that we upgrade the new panel.

- See fire panel upgrade project below.

- Updating of Front of house Emergency procedures:**

- Don Lillico worked on the procedures and they have been updated on the wiki site

- AED Automated emergency Defibulator procedures will have to be added.

- 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**

#### • **Maintenance of DGbox software**

- **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
- Any time there is an activity being held at RMP where the doors are left unlocked we need to insure staff is located at entrances.
- Backdoor if left unlocked we should keep an eye on entrance for personal and building safety.

**ACTION: Remind members and those using the RMP that they need to arrange to have someone FOH during these events. DONE**

#### • **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**

**We have some concerns with those wanting to use the gene lift. It will be decide on an individual**

assessment bases.

●**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. **Waiting**
- Woman's washroom – door lock jammed – TBD**
- Men's room urnal leaking - TBD**

**Action: Need to provide workshop for FOH personal to familiarize with equipment and provide procedures. TBD**

●**Issues with safety concerns at KT**

There have been many issues with improper safety issued at RMP:

- Improper instillations of lighting that can cause fires,
- Lights too close to other expensive equipment ie projectors
- Improper storage of in front of safety exits,
- Improper storage of combustibile materials in stair wells.

Action: Procedures to inspect Playhouse before any show goes on. We should add into the operation procedures to have lighting grid, access areas and set inspected to make sure we don't have any possible hazards. With new producers and set designers perhaps we need to implement a walk through before each show can go on. Discussion?

●**Sound project**

**Members: Rob Fairbairn, Justin Ladelpha, Karl Wagner**

- They are discussing the issues needed to upgrade the system and what equipment would be the best.
- Report to follow

●**Security Camera project**

- It has been tossed around about adding video surveillance
- What are your views, should we have it?
- I am working on some suggestions if we go ahead

• **Fire Panel upgrade project**

Replace the existing Edwards 6616 Control panel at the Ron Maslin Playhouse. The new panel is compatible with the existing devices and can support future expansion in the future. I have attached Panel spec sheets and pictures of the panel in our front entrance.

- We need to decide if we are willing to spend the \$4900 apx on upgrading this system.

Dear Customer:

We are providing a price as requested to replace the existing Edwards 6616 panel that is now over 18 years old with a new Edwards EST3X

1) Supply and install the following.

1	ESTX Control panel
1	Electrical installation (Includes ESA Permit)
1	Labor/Testing

**TOTAL COST....\$4,680.00 + Tax**

Note: This price does not include city building permits and engineered drawings.

Please note that the disposal of batteries is not included in our price and it is the responsibility of the customer to dispose of them in accordance with legal requirements.

If you require any further information please do not hesitate to contact John Kerr at 613-254-7422 ext. 1208 or [John.kerr@chubbedwards.com](mailto:John.kerr@chubbedwards.com)

• **Going Forward 2014-2015**

- Repair and Repainting area needed
- Inspection of Auditorium seats and repair - Cost estimate on recovering Seats in Auditorium
- Inspection of Carpeting area front lobby
- Tech booth in Rehearsal hall
- Move down TV over Cloak Room
- Clean up Rehearsal hall Grid project
- Clean up the “curtain room” in rehearsal hall – Need coordinator
- **Investigate moldy smell in hallway leading up to costume room.**

•

Ronald Gardner

## Director of Operations

### **TREASURER'S REPORT Feb.16/15**

- Income statement to 31 Dec 2014 was circulated to Board members on 18 Jan
- Fairy Tail Ending reported their expenses at \$3,920 – well under budget

#### KT Budget Adjustments

There are a couple of items on our budget that require amendment:

1 – There was a total of \$1,000 donated in FY13-14 for specific purposes (These came in following the passing of Dewi Williams), specifically for the children's theatre activity. These sit on our balance sheet as a liability until they are used, at which point they move to our income statement and are recognized in that fiscal year. The June production of KTKids – Shrek Jr will need additional funds due to the higher cost of royalties for this 'more mainstream' title.

2 – At the time of the budget creation, near the end of FY13-14, we included, as expenses, some of the ongoing work initiated by the previous Director of Operations which would be carrying forward into this fiscal year. (Those of Marchand Electric and Gloucester Electric) In reviewing the actual invoices that have come in and been paid, it is obvious now that there are actually capital upgrades and should not be part of our income statement, but rather on our capital budget

#### Motion #1:

That the budget for donation revenue and the budget expense for the KTKids June production be increased by the \$1,000 received as specific purpose donations in FY13-14.

#### Motion #2:

That the amounts approved for the projects initiated in FY13-14 for Marchand Electric (\$17,000 + HST) and Gloucester Electric (\$18,000 + HST) be removed from the Operating Budget and moved to the Capital Budget for FY14-15.

An amended budget will be forward to the board members, however, note that the previously budgeted net loss of \$34,475 will now become a budget profit of \$525.

#### Credit Card

As part of moving into the 21<sup>st</sup> century for banking arrangement, this included obtaining a credit card in Kanata Theatre's name (vice a personal card of the Treasurer) for bill payments. The bank has advised that before this can happen, specific authority for this must be explicitly approved in our minutes (as it is not sufficiently explicit in our bylaws)

Accordingly the bank has requested that the board approve the following statement in the minutes:

"The board gives power to establish a \$20,000 credit card in the name of Kanata Theatre with RBC"

Motion #3

That the board gives power to establish a \$20,000 credit card in the name of Kanata Theatre with RBC"

I will then need the final minutes to pass to RBC, as well as a new signed Master Client Agreement (I require Barb and Margrit to sign these tonight) Then, **finally**, we will be able to transition to a business credit card.

Reimbursement of Expenditures

Now that we are in the 21<sup>st</sup> century for banking arrangements, one feature is that we can, for no charge, transfer funds from our RBC eBusiness Account to other RBC clients. Accordingly if any of you have RBC accounts, I just need to know your account and transit number and legitimate reimbursements can go right to your account, saving us the cost of a cheque and you the requirement to remember to deposit the cheque in your account.

To also minimize the number of cheques that the production managers (and myself) may have to issue, we will be facilitating and encouraging the P.M.s to reimburse small invoice in cash. To that regard, we are dedicating 3 of the smaller lockers (by the workshop door) for the use of the current and subsequent production's P.M. and also myself. I've bought 3 cash boxes & locks and then the PM can keep a minimal but reasonable amount of cash onsite and then be able to immediately reimburse people for small invoices, vice writing a miniscule cheque and then having to chase people to actually cash them.

Looking Ahead

Our financial accounting system and books and records are maintained on the Treasurer's laptop, which is, as far as I can tell, over 6 years old. This is excellent for a laptop, however, like taxes, its death will be inevitable. It would be prudent therefore, to avoid sudden laptop death syndrome and to transition to a new laptop to minimize angst and/or loss of electronic records. This should be done in conjunction with a new fiscal year, and in order to watch for sales, I would like the board to approve capital authority of up to \$999 plus HST to acquire a new laptop to ensure no unplanned interruptions of of financial books occur.

Motion #4. That the board approves up to \$999 + HST for the Treasurer to acquire a new laptop for KT financial accounting .

Jim Clarke

## **Box Office Report 16 February 2015**

### **1. Subscriptions**

The only subscriptions that have been sold recently are the new 3-play subscriptions. With the end of

*Night Sky*, these sales also come to an end. The total sold has been 29 to 14 patrons.

## 2. Ticket Sales - *Night Sky*

The following table summarizes the current ticket sales for *Night Sky* up till 8 February. Total sales will increase somewhat (perhaps another 50 more), as a result of on-line and walk-in sales for second week performances.

Ticket Sales - <i>Night Sky</i>													
Perf		14-Jan		23-Jan		30-Jan		8-Feb		Night Sky Final		Perfect Wedding Final	
Tue	3-Feb	168	47.46%	172	48.59%	181	51.13%	190	53.67%	0	0.00%	221	62.43%
Wed	4-Feb	214	60.45%	214	60.45%	224	63.28%	228	64.41%	0	0.00%	265	74.86%
Thu	5-Feb	227	64.12%	235	66.38%	251	70.90%	258	72.88%	0	0.00%	279	78.81%
Fri	6-Feb	293	82.77%	291	82.20%	291	82.20%	305	86.16%	0	0.00%	331	93.50%
Sat	7-Feb	274	77.40%	274	77.40%	264	74.58%	292	82.49%	0	0.00%	330	93.22%
Tue	10-Feb	199	56.21%	201	56.78%	201	56.78%	219	61.86%	0	0.00%	305	86.16%
Wed	11-Feb	264	74.58%	263	74.29%	261	73.73%	269	75.99%	0	0.00%	354	100.00%
Thu	12-Feb	221	62.43%	225	63.56%	225	63.56%	229	64.69%	0	0.00%	309	87.29%
Fri	13-Feb	267	75.42%	273	77.12%	303	85.59%	326	92.09%	0	0.00%	354	100.00%
Sat	14-Feb	283	79.84%	289	81.64%	294	82.20%	293	82.77%	0	0.00%	354	100.00%
		274	77.40%	274	77.40%	264	74.58%	292	82.49%	0	0.00%	3102	87.63%

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

The following table summarizes the final ticket sales for *Fairy Tale Ending, the Big Bad Musical*.

Ticket Sales - <i>Fairy Tale Ending, The Big, Bad Family Musical</i>				
Perf			Final	
Sat	27-Dec	1pm	347	98.02%
Sat	27-Dec	4pm	305	86.16%
Sun	28-Dec	1pm	320	90.40%
Sun	28-Dec	4pm	296	83.62%
Mon	29-Dec	7pm	350	98.87%
Tue	30-Dec	1pm	354	100.00%
Total			1972	92.84%

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

To date, 149 tickets have been sold for *Shrek the Musical Jr*.

## 5. Box Office Opening Hours

For *Night Sky*, the Box Office departed from its traditional two-week pre-production opening period, by opening for only one week before. There had been almost nothing to do on many shifts for several recent plays. This is most likely a result of the success of on-line sales. The one-week opening seemed to be successful, as many shifts were still not very busy. Most of the business was ticket exchanges, which cannot be done on-line. As a result, it is anticipated that the one-week pre-production opening will stay in place.

## 6. 2015-2016 Season Preparation

The ticketing system has been set up and the season subscription renewal process has been started. All of the personalized renewal letters have been printed and "envelope stuffing" will begin in about a

month's time. Jackie Kormylo, in association with another of the KT teens, has agreed to coordinate the distribution of the renewal letters at *The Lion in Winter* and the subsequent sets of ticket at *The Black Bonspiel of Wullie MacCrimmon*.

## **7. Box Office Operational Responsibilities**

The initiative to spread the workload in the Box Office is continuing. Three of the existing Box Office staff have offered to take over some of the roles from the Director: Carol Hussey will be responsible for training and development, and Box Office roster preparation; Linda Panther for financial administration; and Jacquie Blair for office administration. Several internal offers of help have been received for the subscription renewal process. Some further devolution of responsibilities is being sought.

## **8. Backup Internet Service**

Provision of a backup internet service is still being investigated. The original device, a USB cellular modem from Rogers Wireless, is no longer available. Various alternatives are being examined.

Gordon J. Marwood  
Director, Box Office  
8 February 2015