

**KANATA THEATRE  
GENERAL MEETING  
SEPTEMBER 27, 2015**

- \* The President, Barbara Kobolak, welcomed all members, new and old.
- \* **Motion:** to accept the Minutes of the General Meeting of June 7, 2015 was moved by Karl Wagner, seconded by Alain Chamsi and unanimously **carried**.
- \* The treasurer, Jim Clarke, presented the audited financial statement for the 2014/15 fiscal year. He explained and enlarged on a few points after questions from the floor.  
**Motion:** that the members of Kanata Theatre receive the audited financial statements for the 2014/15 season as presented by the treasurer.  
Moved by Andrew Williams, seconded by Ron Gardner and unanimously **carried**.
- \* **Motion:** that the current auditors of Kanata Theatre, Kelly Huibers McNeely Professional Corporation, be retained for the financial year ending June 30, 2016.  
Moved by Jim Clarke, seconded by Alain Chamsi and unanimously **carried**.
- \* The President asked the membership to confirm Resolution 1 (see below)  
The treasurer explained the advantages of having the term of a director's appointment coincide with the fiscal year.  
  
**Resolution** - confirming the resolution of the directors passed August 17, 2015, changing the term of office of each director so that it commences on July 1 and ends on June 30.  
Moved by Jim Clarke, seconded by Alain Chamsi, unanimously **carried**.
- \* The President called on each Board Member to give a short account of their duties.

**Vice President** - Gordon Walls

- \* The serving of champagne on opening night was a great success and will be continued. Gordon asked for anyone who has a Smart Serve card, or who is willing to acquire one, to contact him.
- \* Gordon is forming a committee to look into improving internet services within the theatre. He asked for interested volunteers with the necessary skills to get in touch with him.

**Treasurer** - Jim Clarke

- \* Jim asked for a volunteer to take over this interesting job next season.

**Membership and Training** - Trina Malcolmson

- \* Recent problems with bulk emails have been fixed.
- \* A Makeup workshop has taken place.
- \* Trina is planning workshops on accents, and possibly set construction.

**Publicity** - Susan Sinchak

- \* Susan has been working with a student graphic artist from Algonquin College. He has produced excellent posters and signs for each of this season's plays.
- \* Susan is advertizing in social media, event calendars and local newspapers. There was a short TV segment for 4000 Miles.

**Box Office** - Gordon Marwood

- \* Gordon thanked the Box Office staff for their hard work.
- \* There are now 3 and 4 play subscription packages besides the regular full season subscriptions.
- \* There are Early Bird specials available for Mary Poppins, which is selling well.
- \* Online ticketing is well used.
- \* Gordon is looking into introducing ticket scanning.

**Student Member** - Jenny McCracken

- \* Jenny liaises between Kanata Theatre and Kanata high schools. Some students fulfill their volunteering obligations at the theatre.

**Plays** - Alain Chamsi

- \* There are 10 people on the Playreading Committee.
- \* A Christmas play for 2016 needs to be found.
- \* Nobody volunteered to host summer playreadings last season. Alain is working on a new approach for next summer.
- \* Alain asked the membership to think about how to celebrate KT's upcoming 50<sup>th</sup> anniversary.

**Operations** - Ron Gardner

- \* The roof was replaced on schedule. Thanks to many KT volunteers the result of the flood caused by torrential rain was dealt with.
- \* The stage curtains are being re-fireproofed and new borders are being installed this week.
- \* The floor in the rehearsal room was sanded and painted.
- \* Problems with the automated HVAC system are being addressed.
- \* The access code to the playhouse was changed on September 1, 2015.

**Other Business**

- \* The President reported that at its meeting held August 17, 2015 the Board passed the following resolution:

‘Resolved that the Organizational By-law of Kanata Theatre be amended by deleting section 2.1 which reads as follows:

“2.1 Board and offices The affairs of Kanata Theatre shall be managed by a board (the “Board”) of ten directors, of whom four constitute a quorum, consisting of the holders of the following offices:

President

Vice-President

Secretary

Treasurer

Director, Plays

Director, Publicity

Director, Membership and Training

Director, Playhouse Operations

Director, Box Office

Immediate Past President.”

and substituting therefore the following:

“ 2.1 Board and offices The affairs of Kanata Theatre shall be managed by a board (the “Board”) of eleven directors, of whom four constitute a quorum, consisting of the holders of the following offices:

President

Vice-President

Secretary

Treasurer

Director, Plays

Director, Publicity

Director, Membership and Training

Director, Building Operations

Director, Theatrical Operations

Director, Box Office

Immediate Past President.””

The President reminded the meeting that notice of the amendment was given in the September Greasepaint as provided in the By-law. It was pointed out that the amendment passed by the Board did not address the method of filling the vacancies created by the new positions. It was moved seconded and carried that the resolution be amended by adding thereto the following as section 2.1.1:

“2.1.1 Transitional. The offices of Director, Building Operations and Director, Theatrical Operations shall be deemed to be new offices and the Board may appoint members to fill those two offices for a period commencing with the date on which this section comes into effect and ending on June 30, 2016, and the persons so appointed are eligible for election and re-election to their respective positions in accordance with the provisions of this By-law.”

- \* Some members were concerned about the proposed change. The issue was addressed by many members, both pro and con. Below is a summary of the points made during the discussion (“theatre elves” are members who help in various capacities).

### **Pros**

- there is a need for a division of the Operations portfolio as the responsibilities entailed are too great for one person.
- the Operations director is a project manager dealing with a very large project
- the position involves meetings a minimum of twice a week plus multiple evenings and is very demanding
- the load must be spread
- the Operations director is ultimately responsible even though he has a lot of help from theatre elves.
- some portfolios have been made easier through digital applications. This has not been possible in Operations.
- some responsibilities have been attached to Operations which should not be in that portfolio.
- a financial split is not a problem

## Cons

- why change the number of directors when the theatre elves help with so much of the work.
- a committee should be appointed to look into the governance of Kanata Theatre rather than appointing an extra director.
- there should be some strategic planning ( the President pointed out that this is being done by the Board)
- a volunteer member should be appointed to assist the Operations director
- a temporary measure needs to be put in place

At the conclusion of the discussion a ballot was conducted and the following resolution was passed:

### RESOLVED THAT

the resolution of the Board passed August 17, 2015 as so amended be confirmed.

Proposed by Alain Chamsi, seconded by Don Lillico. It was voted on in a secret ballot and **carried**

- \* Ann Williams needs help with landscaping. She could do with a few younger volunteers.
- \* Don Lillico lamented the fact that there has been a drop in helpers for Front of House. A suggestion was made to recruit more young people from high schools and through KT's own youth program. Would it be possible to use fewer people per night, eg. only one person per door? Traditionally the cast from the previous play should help out with FOH.
- \* The President congratulated the director, cast and crew of 4000 Miles.
- \* The directors of this season's performances gave a short overview of their plays.

Radium Girls	“	Tom Kobolak
Mary Poppins	“	Sonja Francis
Cat's Cradle	“	Susan Monaghan
The Odd Couple	“	Jim Clarke & Ron Gardner
Calendar Girls	“	Tania Carrière
- \* There will be a KT float in the Kanata Santa Claus Parade on November 14<sup>th</sup> entitled “Jolly Holiday with Mary”
- \* Andrew Williams reported on KT's youth program. It is very popular - the four performances of Shrek were sold out. Due to the number of applicants there are now two groups on Friday evening and two groups on Saturday.

The meeting was adjourned at 21:50