

MINUTES

April 8th, 2015 Susan Taylor Theatre Advisory Committee Meeting

Time: 3:30 pm

Location: ARHS Library Conference Room

Present: Pamela Hoar, Andy Melanson, Vern Miller, Joel Doucet, Don Smith, Randy Thompson and Steve Wells

Recording Secretary: Raelene Bird

Absent: Karla Mitchell-Smith, Frank Balcom and Dale Fawthrop.

- I. CALL MEETING TO ORDER BY Pamela Hoar.**
- II. ADOPTION OF AGENDA motioned by Don Smith and Joel Doucet**
- III. ADOPTION OF February 4th, 2015 MINUTES motioned by Randy Thompson and Don Smith.**
- IV. OLD BUSINESS**
 - a. Curtains in theatre were installed on March 30th.
 - b. Stage Restoration- restoration on the floors has been done but is still not ideal. Steve Wells inquired into a portable floor but the cost was approximately \$30,000.00. Suggestions were made as to inquiring into a second hand portable floor.
 - c. Signage & Promotion for upcoming events – Sign has been installed and comments are very positive. Steve Wells talked about outside comments concerning booking of the theatre with regards to its position within the High School and atmosphere. After speaking with some people in the business some of the issues were:
 1. Reconnecting with being back in the High School
 2. Signage – advertising on separate sign. Possibly saving and reinstalling old sign specifically for this purpose.
 3. Entrance dedicated to these venues. Maybe decorate entrance and block off stairways /windows etc. Possibility of curtains hung to give it a tunnel affect.
 4. Bar and beverage usage.
 5. Reply on time for venues.

It has been suggested that an estimate be done with regards to reinstalling the old sign or possibly rented a portable sign when needed. The other issues are being reviewed as well.

6. **Video Release** - Karla has forward the video release to Town of Amherst and Municipality.
7. **Facebook** – Joel stated that there was no update and he did not feel he would have time to do this. Steve Wells said that he would do the update to Facebook and the CCRSB website . Mrs. Hoar was to send the Susan Taylor e-mail to Mr. Wells.
8. **Seating Chart** is being revamped by Julie and should be complete to post on the website soon.
9. **Terms of reference** have been passed for this year and will be reviewed next year.

V. NEW BUSINESS:

- i. **Finances:** Bank balance as of April 8th, 2015 - \$5892.00
CANSa payment was not on statement and Pam was going to look into.
- ii. Updates from committees:
- iii. **Gratis** – 100 Women Who Care- looking into using the Theatre 4 times per year for presentations from assorted organizations. This would run 4 times per year from June 2nd to the 30th.
- iv. **Maintenance and Tech:** New lights have been installed and all is going well.
Theatre Promotion – Andrew reported with regards to his meeting with Music Nova Scotia. Membership fees are \$75.00 and this would include a monthly newsletter which informs people with information about the site, venues and any events that will be taking place in the theatre. Andrew was going to sent all members' information as a PDF and a decision would be made at the June meeting. Don Smith suggested that a committee be formed to get involved in venues stating that members in the municipality would be interested as well.

VI. CORRESPONDENCE – Nothing to report

VII. STANDING ITEMS - Upcoming & past events –A report was given to all members with regards to upcoming events. Pam mention that feedback sheets are not being filled out by renter's and suggestions have been made that we may have to be mailed out.

- a. School Concerns: Nothing at this time

VIII. NEXT MEETING – Wednesday, June 3, 2015 @ 3:30pm

IX. ADJOURNMENT: Meeting was adjourned @ 4:40pm.