

## MINUTES

December 3, 2014 Susan Taylor Theatre Advisory Committee Meeting

Time: 3:30 pm

Location: ARHS Library Conference Room

- I. **PRESENT:** Karla Mitchell-Smith, Pamela Hoar, Frank Balcom, Andy Melanson, Joel Doucet, Harold Daley, Don Smith and Raelene Bird.  
**REGRETS:** Vern Miller & Randy Thompson
- II. **CALL MEETING TO ORDER** by KARLA MITCHELL-SMITH
- III. **ADOPTION OF AGENDA**
- IV. **ADOPTION OF October 15, 2014 MINUTES**
- V. **OLD BUSINESS**
  - a. Curtains- Pam stated that she had received a quote from Atlantic On-Site to restore/fire retardant existing curtains and the estimate received was \$2910.00. Suggestions were made that maybe it would be more efficient cost wise to either replace or clean/restore just the side panels and back as the other curtains are in good shape. Because we are a non-profit organization we may be able to apply for some grants once we know which direction we are going in. It was also suggested we speak with MLA Farrell and Armstrong.
  - b. Stage Restoration/Lights –Pam stated that she had been speaking with George Kinnear with regards to the stage floor. They will be varnishing the floors over the Christmas Break. Joel received certification for the scissor lift and is not able to use our lift to install and test lights. Karla is going to check with CCRSB Property Services as to who is certified in the board to do this procedure. This process will take a couple of hours and Joel will be available to work with this employee. It was suggested that this be done over the Christmas Break as well.
  - c. Signage & Promotion for upcoming events
    - i Pam stated that the Video release is now on line on the ARHS website: [www.arhs.ccrsb.ca](http://www.arhs.ccrsb.ca). It has not been placed on other websites but will be done very shortly. Eg: Town of Amherst, Municipality etc. Scott

Coleman edited the video to improve the volume . Karla will send the link to the Town and County.

- ii Facebook – Joel is still working on this. He is now looking for images to place on the site. Pam and Scott will send some pictures for advertisement on the site.
- lii ARHS Website update – Pam stated the website has been updated. She has received the seating chart from Raveen and will place this on the website as it is the same layout but the chart is larger and can be viewed easier.

- d. **Electronic Sign** – The Electronic Sign has been ordered and it takes approximately 6 – 8 weeks for delivery and installation. This order was placed around the 2<sup>nd</sup> week of November. A copy of the application was being e-mailed to Vern so that he could get signature from Harold. Mr. Miller has secured 50% in donations for the sign and we thank the Susan Taylor Theatre committee for their generous \$500.00 donation.
- e. **Thank you** - It was agreed that a Lifetime theatre membership be purchased for Bob Janes (as a couple) as a thank you for all his work with the theatre over the years.
- f. A donation was made to the LA Animal Shelter in memory of Ruth Nichols.
- g. **Terms of reference-** Karla is working on the language in the contract. Hopefully she will be able to send out a draft before Christmas.
- h. **New Membership** – Debbie Buott Matheson, Communications for the Board, did up an advertisement for new membership for the newspaper and Harold Daley will review and select members. Pam put it on the website.
- i. **Correspondence—Michelle Hicks/Janice Melanson**  
Karla reviewed the letter received from Michelle Hicks & Janice Melanson with regards to reimbursement. It was decided that we would pay the \$60.00 for the contractor and if they would like to sell us the harness we will pay them \$210.00 for this item. The spotlight was offered to them from Springhill High School at no cost (usual charge is \$50.00) and Pam had suggested that she pick it up if need be. Janice declined the offer, stating she would pick up; therefore, it was decided they would not be reimbursed for travel.
- j. **Delbrae website:** Karla viewed the website: <http://www.strathspeyplace.com> and was very impressed. She liked the size, building and found it to be very user friendly. It gave all members an idea of what we are capable of doing in our theatre to possibly bring in more revenue for upgrades.

- k. Andrew has agreed to set up a meeting with Music Nova Scotia's Bring It Home. He will ask them to come to our February meeting to provide us with further information.
- l. **Inventory List** – Pam has posted this list on the website and will update as we go along.
- m. **Custodial Fees** – Custodians received 18.06 + 14% - Included in this cost is vacation & benefits.

**VI. NEW BUSINESS:**

- i. Finances: Bank balance as of Dec 3, 2014 - \$4930.12.  
Andrew questioned whether we received the payment from Rotary Club for Strathacona Band performance. Pam could not find it on the report and she would check with Debbie with regards to this.
- ii. Updates from committees:
- iii. Gratis – Nothing to report  
Maintenance/ Tech – Nothing to report  
Theatre Promotion – Nothing to report

**VII. CORRESPONDENCE** – Nothing to report

**VIII. STANDING ITEMS -- RENTAL UPDATES**

- a. Feedback Sheets from recent renters: Upcoming rentals and any feedback sheets from Stadacona Band.
- b. School Concerns: Nothing at this time

**IX. NEXT MEETING** – Wednesday, February 4<sup>th</sup>, 2015 @ 3:30pm

**X. ADJOURNMENT: Meeting was adjourned @ 4:52pm.**