

## **MINUTES**

**February 4, 2015 Susan Taylor Theatre Advisory Committee Meeting**

**Time: 3:30 pm**

**Location: ARHS Library Conference Room**

**Present: Karla Mitchell-Smith, Pamela Hoar, Frank Balcom, Andy Melanson, Vern Miller and Steve Wells**

**Recording Secretary: Raelene Bird**

**Absent: Randy Thompson, Joel Doucet, Harold Daley, Don Smith and Dale Fawthrop**

**I. CALL MEETING TO ORDER BY KARLA MITCHELL-SMITH**

**Karla welcomed new members Steve Wells and Dale Fawthrop.**

**II. ADOPTION OF AGENDA**

**III. ADOPTION OF December 4, 2015 MINUTES ( with 1 error to be corrected)**

**IV. OLD BUSINESS**

a. Curtains are ordered and in the hands of purchasing for acceptance of tenders.

b. Stage Restoration/Lights

Pam advised the members that Jeremy Kinnear, Ron Davis along with the assistance of student Nick Morrison have installed all the lights and they are working. The floors in the theatre have received 3 or 4 more coats of varnish and this is an improvement but not great. Steve Wells is looking into a portable floor which are used in different theatres. These portable floors are used for dance programs and are removed after.

c. Signage & Promotion for upcoming events

Theatre is now up on the website and link has been sent to Town of Amherst and Municipality.

- d. **Electronic Sign** – The Electronic Sign has been installed and 50% of sponsor ship has been confirmed but not received. Jody Miller, VP is still working on getting more sponsorship. Jan Matthews will be in charge of sign announcements and possibly updating the website.
- e. **Terms of reference-** Karla has e-mailed all members a copy of the terms . A copy will be e-mailed to Steve Wells & Dale Fawthrop who are new members.

**V. NEW BUSINESS:**

- i. Finances: Bank balance as of February 4, 2015 - \$5654.21  
Payment from Rotary Club for Strathacona Band performance was received.
- ii. Updates from committees:
- iii. Gratis – Nothing to report  
Maintenance/ Tech – Nick Morrison who is very keen and involved with the lights and sound in the theatre has asked Pam about getting sound board and equipment for the theatre. Pam asked Nick to make a list of things that he feels are needed in the theatre and he could then present it at a meeting for members to view.  
Theatre Promotion – Andrew is meeting with Laura Simpson possible this Friday Feb 6<sup>th</sup>, 2015 in Halifax. Andrew hopes to bring more information to the next meeting. Steve Wells asked with regards to information on groups wanting to rent the theatre for performances and where this information could be obtained. All the information is on the website and can be accessed from there.

**VI. CORRESPONDENCE** – Nothing to report

**VII. STANDING ITEMS -- RENTAL UPDATES**

- a. Feedback sheets – Because theatre renters do not seem to be filling in the Feedback sheets it was suggested that maybe they should be contacted by phone or e-mail with regards to there comments.
- b. School Concerns: Nothing at this time

**VIII. NEXT MEETING – Wednesday, April 8, 2015 @ 3:30pm**

**IX. ADJOURNMENT: Meeting was adjourned @ 4:45pm.**