

**MINUTES of the March 4, 2014**  
**SUSAN TAYLOR THEATRE ADVISORY COMMITTEE MEETING**

**CALL THE MEETING TO ORDER:**

The first meeting of the Susan Taylor Theatre Advisory Committee held its first meeting on March 4, 2014 at 3:30 pm in the Library Conference Room. Principal Hoar welcomed all in attendance and had each person introduce him/herself and note who they represent.

**In Attendance:**

Karla Mitchell Smith, CCRSB  
Bob Janes, Community Representative  
Frank Balcom, Amherst Town Councillor  
Harold Daley, President of Ashford Properties  
Vern Miller, Ashford Properties  
Joel Doucette, Community Representative  
Andy Melanson, Community Representative  
Ruth Nichols, Community Representative  
Pamela Hoar, Principal of ARHS – ACTING CHAIR

**Absent:**

Randy Thompson, Community Representative  
Don Smith, Municipality of Cumberland County – contact was not made with Don so he was unaware of the meeting.

**Observers:**

Debbie Doucette, Administrative Assistant from ARHS in charge of theatre bookings  
Michelle Hicks, Showcase Productions  
Janice Melanson, Showcase Productions

**APPROVAL OF AGENDA – The agenda was approved.**

**NEW BUSINESS**

- i. Overview of the **Terms of Agreement and Purpose of the Committee** was covered by Karla Mitchell-Smith, CCRSB.
  
- ii. **Review of Fee Structure –**
  - a. Discussion was held regarding how soon after a performance we wish to have groups pay. Local groups and repeat groups would be given the option to pay after the fact, within 1 week of their rental.
  - b. When a liquor license is required, the question was asked why there is a \$100.00 extra charge put into place. Debbie to contact Linda Smith regarding this.
  - c. Bob suggested that a 2 week notice be put in place regarding cancellations with exceptions for storms, etcetera.
  - d. Bob recommended that Professional groups pay a damage deposit -- 50% down in advance, especially if they are an outside unknown and first time booking.
  
- iii. **Website / Forms**
  - a. Requested that the contact information be added to the website.
  - b. Contact information (fax/email) will be placed on the Rental Evaluation form.

- c. Remove 2<sup>nd</sup> page of End of Rental Evaluation form and turn it into a 1 page document. Be sure to add the contact information to the 1 page document.
  - d. It was suggested that the Cafe Society could provide catering service for events and this could be added to the website.
  - e. Andy recommended that an inventory list of school (AV) equipment be made. Pam will ask staff member, Scott Coleman, to support this inventory creation. It was also recommended that an inventory list of theatre owned equipment be created also. Once the inventories are compiled, they can be placed on the website for review by potential renters.
- iv. **Guidelines for Use and Gratis** – reviewed by Pam and Karla
- a. Agreed to place the guidelines on the website with the application form.
  - b. Recommended that any Gratis Applications be voted on by the committee via (email).
- v. **Review of Rental Procedures** –
- a. All bookings will go through Debbie Doucette, AA for ARHS who has been assigned the task of rentals.
  - b. Harold Daley and Vern Miller agreed to ask their contacts about the rental process of Horton High and Delbrae Academy because they are P3 schools as well.
  - c. Adult events can proceed on storm days as long as we have custodians who will work. If school is closed, contact would need to be made through Karla Mitchell-Smith's Administrative Assistant, Gail McCormick to ensure a custodian is available and snow removal has / can be guaranteed.
- vi. **Sub Committees:**
- a. It was determined we should have working subcommittees to help maintain capacity.
    - i. Gratis
    - ii. Maintenance / Tech
    - iii. Theatre Promotion
  - b. It was requested that emails go to Pam for suggestions of sub committees and subcommittee applicants.
- vii. **Promotion of the Theatre**
- a. Andy recommended that a link be attached to the ARHS/Susan Taylor Theatre website with the information from Concert tours, concert, NS Promotions, etcetera.
  - b. Prior to the meeting, Karla had asked Mr. Scott Coleman to have his class create a video of the theatre that could be showcased on the website of ARHS. She has also spoken with the Town of Amherst about having a link to our website attached to theirs. Perhaps the Municipality will allow this to happen also? Karla will check in with Scott Coleman for an update on the progress of the video and establish assurance from the Municipality that a link can be added.
  - c. It was suggested that by-laws need to be created and then, once in place, the sub-committees can become active.
- viii. **Financials**
- a. We currently hold a balance of \$3247.60.
  - b. Bob recommended that students be paid for the work they do helping with the theatre. Debbie to research how to pay the students at an amount of \$25.00 per evening.
  - c. Normal day-to-day expenditures may be okayed by the Chairperson and Pam.

ix. **Maintenance**

- a. Pam mentioned that the curtains are 14 years old and soon will need to be replaced and we should start putting money away. Pam suggested that the tear in the curtain be fixed now and then allow the subcommittee to look after the rest.
- b. Bob recommended that the floors need to be resurfaced, some seats need to be fixed and we may need to look into floor covering.
- c. A discussion was held regarding the maintenance process: Harold informed us that if walls were put up or any change was to be made to the structure, Ashford and the school need to be informed and have it checked for the electrical, etcetera and to determine if it would receive the go ahead. If it is a small maintenance project such as painting, repairing seats, etcetera, it is ok to do it.
- d. Ashford's are going to check prices for floor coverings.
- e. Bob suggested things that need to be done now include:
  1. Curtains
  2. Lights (new remote power moving lights that need to be installed). Some AV people will be needed to help. Karla will contact Jim Clattenburg, CCRSB Technology Electrician, to see if he may be able to do this. Harold said if it is a board person, it is okay to have this done; otherwise, it would need to be contracted out to a certified person.

x. **Meeting Schedule**

- a. Pam requested members email her with subcommittee membership interest as well as nominations for Chair of our committee.
- b. We will hold a vote at the next meeting for the Chairperson.
- c. We need to look at placing alternate summer contact information on the website.
- d. It was recommended that we hold 3 meetings annually: on the first Wednesday of October, February and May.
- e. Our next meeting is scheduled for **Wednesday, May 28, 2014 at 3:30 pm**. Thereafter, the 1<sup>st</sup> Wednesday of each of the listed months.

**ADJOURNMENT – The meeting was adjourned at 4:30 p.m.**

**Respectfully submitted,**

**Debbie Doucette and Pamela J. Hoar**

**APPROVED: May 28, 2014**

**Posted to Website: May 29, 2014**