

MINUTES

May 28, 2014 Susan Taylor Theatre Advisory Committee Meeting

Time: 3:30 pm

Location: ARHS Library Conference Room

I. CALL MEETING TO ORDER by Pamela Hoar

II. ADOPTION OF AGENDA – 1st by Bob Janes; 2nd by Frank Balcom

III. ADOPTION OF MARCH 4, 2014 MINUTES with 2 corrections.

IV. OLD BUSINESS

- a. Chair of Advisory Committee – At this time Pamela Hoar and Karla Mitchell-Smith were the only names brought forward for Chair. It was determined that Karla and Pamela would co-chair for now until such time that we establish by-laws.
- b. Sub-Committees – Membership: Gratis, Maintenance/Tech, Theatre Promotion
 - i. Concerns were expressed regarding the need to concentrate on the facility (splinters from the softwood stage, lighting, etcetera). For example, it took 5+ hours for Bob and his son to reset the lights after the last production.
 - ii. Karla indicated that Operations have said they will accommodate us as best they can.
 - iii. Bob clarified that our issue with the lights is not an electrical issue, it is a technical one.
 - iv. Discussion was had regarding how to solve our capacity issue with a qualified technician and whether/how to train 3 people in climbing so the changing of the lights between shows won't be a problem. Specifically, we need a number of people with Fall Lift Training.
 - v. Vern Miller will inquire whether Ashford will open up their staff climbing training to allow someone to train with them. Three people were identified to receive training: Gary Snook (Showcase), Corey Janes (already has the training) and Joel Doucet (TAC).
 - vi. It was also noted that SSI in Moncton could be called upon to do this if we required.
- c. Website – The ARHS website was viewed and everyone was shown where the theatre information was stored and what categories exist (Announcements, Committee Minutes, Forms).
 - i. Catering Services have now been placed under **Announcements**
 - ii. Our Contact Information has been placed under **Announcements**

- iii. We were shown where the Gratis Guidelines and Gratis Application were located.
- iv. Review Rental Procedures – it was determined that we would add “2 weeks cancellation notice” to this document. Pamela to update.
- v. Changes made to the formatting of the Rental Pricing sheet (school rental prices have been removed).

d. Payment Structure

- i. We may need different expectations for professional groups and local groups
- ii. 1 week may be too quick for a turnaround for a group to pay us for their rental. Standard practice is 30 days.
- iii. Bob was concerned regarding who would be responsible for calling these people.
- iv. Eudora Ripley, Business Manager, explained the Standards of Practice for CCRSB. She explained that 30 days would likely be appropriate but she stressed that ARHS is a very busy place and the hardship of this decision would fall to Debbie Doucette, Administrative Assistant, who has been given the task of booking the theatre.
- v. Randy spoke of the situation at the Wandlyn Inn. He informed us that local groups were direct billed and had 30 days to pay. All other groups had to **pay to use immediately**. “Payment is expected with the return of this application.” Pam to add this to the application form, realizing that this will be in effect for professional groups, not local groups. We agreed to monitor and revisit if it puts added strain on the ARHS office staff.

e. Theatre Contracts -- Vern Miller

- i. Vern has inquired regarding a theatre contract at Delbrae Academy but not at Horton High since his company has no dealings with Horton High. He is hoping to stop in next week and will forward the information to the committee when he gets information on bookings, by-laws and billing/payment structure.

f. Liquor License--\$100 extra charge

- i. This fee is a CCRSB policy. Groups are expected to get their own liquor license. Set-up normally occurs in the atrium.
- ii. This may be an issue with Operations. Karla will inquire.

g. Inventory Update

- i. ARHS Inventory – Pam will inquire what the full inventory is with Scott Coleman. Items include: the hanging lights, new LCD projector, hanging screen, staging and 2 sets of stairs belong to ARHS.
 - ii. Theatre Inventory – Bob has made arrangements with Scott Coleman to bring the items he’s been storing back to Scott so Scott can store them. There are lights, a new board, brackets for the new lights, mice, cords, stands (3 are in the band room, including a rolling stand), lam fuses, lamp, amps, 2 speakers, 2 wireless mics with receivers, a new mixer and an old mixer (broken but may be able to get someone in town to look at it and fix it), old lights.
 - iii. Debbie will compile the full list and we will place it on the website.
 - iv. It has been suggested that we keep a sign out list as people sign out items they wish to use during rentals.
- h. Promotion of the Theatre
 - i. The promotional video is currently in progress with Mr. Coleman and his students.
 - ii. Joel has offered to help with this if there is any help they need. He also suggested we need more than a video.
 - iii. Joel also believes we need still photos as well and a graphic showing the dimensions and seating. It was noted that we have a form showing seating but Pamela has been instructed to retitle the form so people will realize that’s what the form is. Apparently when Raveen was performing, he created a seating document so he could sell his tickets. It was suggested that we could contact him and try to get an electronic copy of the seating form so we can use it.
 - iv. Karla has contacted the Town and Municipality regarding placing our forms up on their websites.
 - v. The question arose whether we should look into creating an informational Facebook page (where no comments could be made) so we can promote the shows which are happening in the theatre. Karla will explore this idea with the CCRSB Communications Officer.
- i. Paying students for their services:
 - i. This happened for the Investors Group in May. Two students were paid \$25.00 for their services for the evening and an opportunity for them to have some training.
 - ii. We can pay students under \$500 in one calendar year according to Revenue Canada.
 - iii. Eudora Ripley believes a timesheet for the students would be helpful

1. School Cheque Requisition (used for the honorarium).
2. The AA will write cheques once the Cheque Req is filled in and approved.

V. NEW BUSINESS:

- a. Finances: Eudora Ripley, Chignecto Family of Schools, Business Manager
 - i. Currently in the account: \$3592.60
 - ii. CCRSB Procedure and process to govern spending was reviewed
- b. Operational / Maintenance Updates:
 - i. cost of repairs: roles and responsibilities
 - ii. repairs since last meeting
 - iii. installation of new lights
 - iv. restoration of softwood on the stage
 - v. curtains – need to review if they will be sprayed with a fire retardant or if we will look at a long term plan for replacing.
- c. Bylaws
- d. Meeting Frequency
- e. Notification of Meeting Dates
- f. Signage and Promotion of Upcoming Events
 - i. Bringing It Home Program

6. CORRESPONDENCE (*this goes after old and new business*)

- a. email from Michelle Hicks & Janice Melanson, March 5, 2014
 - i. Payment Structure—request we reconsider the 1 week after performance and instead switch it to 30 days
 - ii. Procedure / Process to govern spending
 - iii. Theatre Foundation Financials (former society of the Theatre)
 - iv. Draft *Conflict of Interest Policy*

VI. RENTAL UPDATES

- a. *Feedback Sheets* from recent renters

b. School Concerns

VII. NEXT MEETING – Wednesday, October 1, 2014

VIII. Meeting adjourned at approximately 6:30 pm

Respectfully submitted,

Debbie Doucette (Recording Secretary) and Pamela J Hoar (Co-Chair)

APPROVED: October 15, 2015 (with 2 corrections)