

**MINUTES: Susan Taylor Theatre Advisory Committee Meeting**

**October 15, 2014**

**Location: ARHS Library Conference Room**

**Present: Karla Mitchell-Smith, Pamela Hoar, Frank Balcom, Andy Melanson**

**Recording Secretary: Raelene Bird**

**Absent: Randy Thompson, Joel Doucet, Vern Miller/Harold Daley, Don Smith**

**I. CALL MEETING TO ORDER by KARLA MITCHELL-SMITH @ 3:30 pm**

**II. ADOPTION OF AGENDA**

**III. ADOPTION OF MAY 28, 2014 MINUTES** with 2 corrections.

**IV. OLD BUSINESS**

- a. Pam informed members that the floor had been sanded and filled over the summer; but, there are still concerns regarding the splinters kids are getting during Dance class. It was suggested that this will be an ongoing issue and will have to be maintained on a regular basis.
- b. Joel has received certification to use the scissor lift. The lighting issue was discussed and Andrew confirmed it was not an electrical issue but a technical one.
- c. Rental Review Procedures – Pam stated that she had updated the cancellation notice to reflect that Payment was expected at return of application (in advance). Members felt this was not appropriate as in most cases they are billed and able to pay in 30 days. If it is a familiar organization they should be allotted 30 days and if they are professional groups who are not familiar, payment arrangements should be made at time of billing. Pam is going to speak to Eudora with regards to the wording.
- d. Custodial pricing - \$18.06 + 14%. Questions arose as to whether HST was included in this and what other items are included in the 14%. Pam will check with Eudora regarding this.
- e. Andrew spoke with regards to Theatre contracts and stated he had been on the Delbrae Academy website which had a seating plan and he was very impressed with the website. Suggestion was made that all membership take a moment to review the website: <http://www.strathspeyplace.com/>

- f. Inventory update – Pam presented a list of inventory which Scott Coleman provided to her. It seems the large items are on the list but the smaller items like microphones and cording will need to be added. Pam will speak with Scott about this. Once compiled, the list will be uploaded to the website and updated as required.
- g. Promotion of the Theatre: The committee viewed the promotional video created by Mr. Coleman’s Film and Video12 and Communications Technology 11 classes. We found the students did a great job on the video but we will need to have the volume increased (EQ). Pam will speak with Mr. Coleman about this.

Karla and Pamela will get in contact with Joel again regarding the details which will be contained on the Facebook page that he has begun setting up. The three had a meeting at ARHS in September to begin this work.

**V. NEW BUSINESS:**

- i. Finances: Bank balance as of October 15, 2014 is \$5455.12.  
Pam will contact Eudora Ripley, Chignecto Family of Schools, Business Manager with regards to wording of rental contract and what the 14% entails when paying for custodial services.
- ii. Operational / Maintenance Updates:
  - a. Check with Fire Retardant company to obtain a quote for stage curtains to be treated. This item will be tabled until further information is acquired. Pam and Karla will research grants which may be available to support the purchase of new curtains (Pam / Ship’s Company Theatre), (Karla--other).
  - b. Andrew will speak with Gary Snook and Joel Doucet regarding installation of the new lights. A technician is required as opposed to an electrician.
- iii. Restoration of softwood on the stage has been completed but it will be an ongoing problem which will have to be visited frequently. Membership will go see the results after the meeting is adjourned.
- iv. Signage and Promotion for Upcoming Events: Andrew gave an update on the Bringing It Home Program. After researching the program further, it has been determined that because we are not considered a non-profit organization; we do not qualify.

The Stadacona Band is scheduled to perform in the Theatre on October 30<sup>th</sup> @ 7pm (sponsored by Amherst Rotary).

- v. Signage: At the present time it is very difficult to advertise on the school's existing sign. Quotes have been taken on the purchase of a new electronic sign which will be very expensive. We need to secure 50% of the cost of the new sign and our VP, Mr. Miller, has been meeting with business owners with regards to sponsorship and a letter has been drafted to send out to potential businesses in order to secure the 50% of the cost (\$10,000.00). A specific ask letter addressed to the Theatre Advisory Committee will be forward to Karla for e-mailing to committee members for a determination of whether the Committee will sponsor the ARHS purchase of the sign and if so, the amount of the sponsorship.
- vi. Pamela suggested a letter and, perhaps a gift, be sent to Bob Janes for his many years of service to the Theatre. Tabled until the next meeting when there are more members present.
- vii. Suggestion was made to make a donation in memory of Ruth Nichol's passing. A suggestion of a \$25.00 donation to L.A. Animal Shelter was recommended. Karla will send this out to the Committee so it can be dealt with immediately.
- viii. Meeting Date Change – Request was made to change the April meeting date to the 2<sup>nd</sup> Wednesday of the month which **will now take place on April 8<sup>th</sup>**.
- ix. Karla presented a draft version of the ARHS Theatre Advisory Committee – Terms of Reference for viewing and she will e-mail to members who were not able to attend for comments next month.
- x. New membership -There are two spots open for community members of the Theatre Committee. Karla suggested opening this up and reviewing again. Karla to put a notice in the paper.

#### **VI. CORRESPONDENCE**

Letter, M. Hicks re: reimbursement – this letter will be sent electronically so as to circulate amongst members for a decision.

#### **VII. NEXT MEETING – WEDNESDAY, DECEMBER 3, 2014 @ 3:30 pm in the ARHS Conference Room.**

**VIII. ADJOURNMENT – 5:45 pm**

**Respectfully submitted,**

**Raelene Bird, ARHS Administrative Assistant**

**Approved: December 3, 2014**

[December 3, 2014]