

Date: Monday, June 19, 2017
 Time: Dinner 5:30pm, Meeting 7:00pm
 Location: Sutton Park Inn, Kincardine

KTG Annual General Meeting Summary

Present

Executive & Board

Shirley Bieman
 Shari Storms
 Rob Millar
 Bonnie Bryan
 Dona Baxter
 Sandy Blackwood
 Caroline Gorski
 Jaki Mayer-Duggan
 Alex Rawlings
 Matt Harvey

Regrets

Melinda Smegal

KTG Members at Large

Andrew French	Sid Duggan
Sarah Foster	Leise Peddie
Chuck Exel	Lorraine Needham
Shane Middlekamp	Sam Hillier
Amber Rawlings	Margaret Visser
Jennifer Neil	Sylvia Berg
Jason Geberdt	Joy King
Gloria Bond	Peter King
Dave Carson	Holly McAdam

Agenda Item		Key points from discussion
1.	Call to order / Welcome	Shirley called meeting to order at 7:00pm. President's Report See Attachment "A".
2.	Approval of Agenda / Announcements Shirley Bieman	Agenda approved. <ul style="list-style-type: none"> <i>Moved by Caroline, seconded by Alex to accept minutes of the previous meeting. Carried.</i>
3.	Presentation of WODL Awards and Nomination Certificates for 2016- 2017	<ul style="list-style-type: none"> See Attachment "B".
4.	Acceptance of Minutes of Previous Meeting Shari Storms	<ul style="list-style-type: none"> Minutes accepted. <i>Moved by Jaki, seconded by Caroline to accept minutes of the previous AGM. Carried.</i>
5.	Business Arising from Minutes / Tabled from Previous Meeting June 12, 2016	<ul style="list-style-type: none"> None
6.	Correspondence	<ul style="list-style-type: none"> Thank you from Bonnie Bryan for card and flowers following the passing of her mother. Thank you card from Eileen Simpson graciously thanking us for our donation of 2 tables to Otrefey Fundraiser. Thank you and Certification of Appreciation from Kincardine Pride for donation of tickets to silent auction. Card received from Richard Yun posthumously (Attachment "F").
7.	Treasurer's Report Rob Millar	<ul style="list-style-type: none"> See Attachment "C". <i>Moved by Rob, seconded by Shane Middlecamp to adopt the report. Carried.</i>

KINCARDINE THEATRE GUILD ANNUAL GENERAL MEETING

8.	Committee Reports	
a)	Technical Manager Alex Rawlings	<ul style="list-style-type: none"> • The technical department had a successful year. We were honoured to be nominated for 3 technical related WODL awards. They were all for the work performed on Joseph and The Technicolor Dreamcoat. The nominations were Best Visual Production, Outstanding Sound Design (Joy King) and Outstanding Lighting Design and Execution (Bill McLaughlin); which Bill ultimately ended up winning. • There was a normal flow of materials being purchased for set construction. The workshop area had mezzanine installed that can now be used to store some of the smaller items. • On the sound side of things, we purchased a wireless mic for Joseph and some new sound cables. The sound computer is getting to the end of its life cycle and as such we will be investigating a new computer and possible software for sound editing / execution. • For lighting this year, we had to make a significant investment in a new computer due to the old one crashing during rehearsals for One Actmanship. The new computer cost is approximately \$400 which is quite a steal. We also had a quote done, thank you Bill, for replacing the conventional spots with LED's. The quote is significant, over \$60,000, and would be part of a long-term plan to update the theatre and would be coupled with any grants that we may be able to apply to this project. • In the next year the technical department is endeavoring to undertake a massive purge. We will be starting with cleaning out under the stage and taking an inventory of all assets. Part of the inventory process will be to determine if an asset is still usable and worth keeping. We will then create dolly's that will enable us to store more items under the stage. • There will be a "standard" set of risers built and stored under the stage to make for easy access during set construction. In the workshop, all the old flats will be inspected and inventoried. Any that are determined to be beyond repair will be scrapped and the remainder will be re-skinned if needed. Any new flats will be a standard size to make set construction more modular. All tools will also be inspected and inventoried. • As always, the volunteers building the sets, running the sound and lighting are the ones who have made the year as much of a success as it was and they deserve a round of applause. Thank you everyone for a great season and I look forward to the next one.

KINCARDINE THEATRE GUILD ANNUAL GENERAL MEETING

b)	Theatre Manager Caroline Gorski	<ul style="list-style-type: none"> • This year was relatively calm. Sid and I cleaned out three of the bays under the stage – one to go. The hope is that we can use them for storage in the future. The final clean-up of the theatre has been completed.
c)	Costumes Donna Baxter	<ul style="list-style-type: none"> • The year ended with a new rental location which is considerably smaller, less than 600 square feet; behind the laundromat. • The intention is to use the higher space to add a third row of racks where possible; however, there are limitations due to water pipes that service the whole complex. It was important to the costume committee to find a location in close proximity to the theatre, that could be heated and no stairs. Thank you Sid Duggan for taking on this project. • Needless to say the inventory had to be downsized; thank you to everyone who helped sort and move over to the theatre basement. • I especially would like to thank Pat O'Donnell, Jackie Rosart, Holly McAdam and Judy Snobelen for their continued support and dedication. These ladies have many years of experience and are well qualified to continue the sorting and organizing of the remaining inventory. With better lighting it is obvious there are many items that are beyond repair, stained and damaged from mildew. We have resorted items to be laundered and will begin this process when the racks are in place and they can be hung at the new location, hopefully in the next three weeks. • When the 2017-18 season opens we will have a new home and a new beginning.
d)	Props Donna Baxter	<ul style="list-style-type: none"> • Nothing significant to report.
e)	Program Andrew White	<ul style="list-style-type: none"> • Andrew has resigned from the Board. His position is not up for election so someone will be appointed by the Board. • 2017 / 2018 Season: November 2017 - Giant's Garden (Shirley Bieman) February 2018 - Suburban Standoff (Jen Neil) June 2018 - Blythe Spirit (Phyllis Leighton) • Nothing for Fall of 2018 has been selected yet.

KINCARDINE THEATRE GUILD ANNUAL GENERAL MEETING

f)	<p>Publicity / Digital Strategy Melinda Smegal / Matt Harvey</p>	<ul style="list-style-type: none"> • Our season began in August with a <i>Joseph</i> Kick Off party at Boston Pizza. Due to the overwhelming support we raised awareness and funds to the tune of 10% of the “house” plus money from the silent auction during those 3 hours. Thanks to Doug Kennedy & Boston Pizza for their sponsorship and the resulting check for about \$1100. • Besides publicizing our fall musical, we also had ads out for the end of September Cabaret. The variety of acts brought many laughs, lots of fun and more KTG publicity. • The next event to get KTG noticed was the “Ignite the Arts” night October 24th at the Davidson Center. Our table was “peopled” by some KTG reps and <i>Joseph</i> paraphernalia. Thanks to Bonnie Bryan of the Arts Council and the KT reps who helped that evening. • Although publicity was legally limited to 15 miles from the Theatre, <i>Joseph</i> was an overwhelming success in all ways. Having posters in the school helped get kids excited and involved which, in turn, brought out the parents. • <i>Office Politics</i>, in February, was an entertaining production. We were pleased to have a “World Premier” here in Kincardine! • <i>OneActmanship</i> in May / June was enjoyed by many, having the same cabaret seating as <i>Office Politics</i>. Many patrons commented that they appreciated cabaret seating. Both these plays sold one night as a 2-for-1 and ended up selling out that performance. This seems to be a good idea to bring people in early in the run of the play so the word gets spread more quickly. Thanks to Sarah Foster for handling the publicity thoroughly for both these plays. • Early in 2017 we began a new easily accessible KTG web site and will use this to raise awareness of KTG and to tell of its events/happenings. The plan is to sell business website ads to raise funds and use the website for ordering tickets in the future in addition to publicity. • Thank you to Corinne and Andy for their poster designs this season, to our play program sponsors, businesses who display posters and table tents, KTG members who were interviewed and to all members and supporters who got the word out to friends / family. Word of mouth is the BEST advertisement. Keep up the good “work”! • Website Report from Keith Foster of Zuhl (Attachment E).
g)	<p>Outside Liaison Shirley Bieman</p>	<ul style="list-style-type: none"> • Nothing to report.

KINCARDINE THEATRE GUILD ANNUAL GENERAL MEETING

h)	Membership / Sunshine / Social Sandy Blackwood	<ul style="list-style-type: none"> • <u>Membership</u> <ul style="list-style-type: none"> - Production: <i>Joseph</i> - 32 new members (22 children) - Production: <i>Office Politics</i> - 3 new members - Production: <i>One Actmanship</i> - 1 new member • <u>Social</u> <ul style="list-style-type: none"> - September. Fundraising-Cabaret Donated \$3,064.00 - December. Christmas Party Well attended; highest number to date at 121 attending. - KTG hosted the WODL meeting in June 2017; 19 people attended; charged \$8/Person • <u>Sunshine</u> <ul style="list-style-type: none"> - Various cards, gifts sent throughout the year.
i)	Box Office Rob Millar	<ul style="list-style-type: none"> • Box office is doing well. As usual, the ladies at J'Adorn were wonderful. • The ticket price increase was implemented without incident. • Other than that, nothing to report.
j)	Front of House Jaki Mayer-Duggan	<ul style="list-style-type: none"> • Not a lot has changed this year. House Management is much the same as it has always been. Our system seems to get 'fine-tuned' with every show. This year so far we have used Cabaret seating. It appears this is much more effective for the winter / spring show. Thank you to Shirley who has run a tight ship for our last two productions! • Galas for this past season, have been catered by Rob Millar and his staff from Bean's Bistro and they have been amazing and much appreciated by both KTG members and by our patrons! Thank you to Rob and his staff for making those evenings so memorable! Producers for all our shows should contact Rob for liquor licence and gala info and planning. • Any supplies we have are kept in the basement, on shelves outside the props area. Anyone doing House Management should check there before buying more items. • Linda Pagnotta has made up practical check lists for keeping tabs on house sales and ticket sales. I enclose these with my report (attachment "D"). Thank you to Linda for designing these. It's always a good idea to update and refine our Front of House procedures. New input is always welcome!

KINCARDINE THEATRE GUILD ANNUAL GENERAL MEETING

k)	<p>Arts, Culture & Heritage Bonnie Bryan</p>	<p><u>Arts Facility Report:</u></p> <ul style="list-style-type: none"> • Phase 2 of the renovations was completed on schedule. In spite of efforts including council presentations and singing telegrams etc., the final phase, phase 3 which primarily includes a complete overhaul of the Scougall Gallery did not make the cut for the 2017 budget. We will continue our efforts and hope for success in next year's budget. • The shared workshop with the wood turners has been working out OK and thanks to everyone for their continuing cooperation. • We have not yet met to discuss new lease agreements, but do not anticipate any great change to what we have now. • Because the Tourist Information booth has now been relocated back to the 21 Highway site, a Tourist Kiosk will be established in the Scougall Gallery to supply a central in-town service. It will have a student staff member for the summer and then will have an interactive computer for the rest of the year, along with the brochures. <p><u>Arts, Culture Heritage Committee:</u></p> <ul style="list-style-type: none"> • We launched a photo competition "Anything but Sunsets" with great success last summer. • We also hosted the first "Ignight the Arts" evening in October. Over 30 exhibitors set up displays, with the aim to promote their group or business, to recruit volunteers and to solicit cross-interest and promotion within the arts community. We have scheduled the second annual Ignight the Arts for September 25th this year. • We purchased Pride flags to be flown during Pride week in the Municipality. This coordinated extremely well with the newly formed Pride Committee. • The public use piano has now been installed outside at the Centre for the Arts. So far, Linda of the Scottish Festival has been enjoying the musical ambiance outside her office window. • Council referred a request from Bluewater Summer Playhouse for assistance in meeting their rent arrears to our committee for input. The ACH committee's 'raison-etre' is to support and promote the arts in the community. Some members of the committee had big concerns for fiscal responsibility. All this was sent back to council. This issue was on last week's agenda. Council did not supply enough sympathy to get BSP out of their predicament and will vote at the meeting on the 21st as to whether or not they will forgive a portion of the back rent. I will speak further on this issue later in the agenda.
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KINCARDINE THEATRE GUILD ANNUAL GENERAL MEETING

l)	Archives Leise Peddie	<ul style="list-style-type: none"> Will be having discussions with Matt Harvey regarding setting up a sub-committee regarding archiving, adding history, past shows, etc. to the new KTG website.
m)	Past Production "One Actmanship" Director Act I: Amber Rawlings Director Act II: Jen Neil Stage Manager: Caroline Gorski Producer: Sylvia Berg	<ul style="list-style-type: none"> Very successful show!!! Well done everyone.
n)	Current Production "The Giant's Garden" Director: Shirley Bieman Musical Director: Pat Lowry Producer: Margaret Visser Stage Manager: Caroline Gorski	<ul style="list-style-type: none"> Auditions went well last week with 59 trying out. We had 12 men auditioning for the role of the Giant! The casting is not complete as yet. Curtain time for all evening performances will be 7:30 pm, 2 pm for the matinees. We will make sure the public knows this when they purchase tickets. Performance dates are: November 16 and 17 @ 7:30 pm November 18 and 19 @ 2:00 pm November 23 and 24 @ 7:30 pm November 25 and 26 @ 2 :00pm November 30 and December 1 @ 7:30 pm December 2 @ 2:00pm Rehearsals begin Tuesday, September 5 at 7pm. Weekend rehearsal is scheduled for October 28 and 29.
		<p>Acceptance of Reports. <i>Moved by Caroline, seconded by Jaki to accept minutes of the previous meeting. Carried.</i></p>
9.	Ad Hoc Committee Reports	
a)	Scholarship Bonnie Bryan / Leise Peddie	<ul style="list-style-type: none"> Contacted the schools; deadline is June 30th. Only have a few applications so far.
b)	Telegams Bonnie Bryan	<ul style="list-style-type: none"> Nothing to report.
10.	Other Business	
a)	35th Anniversary Celebrations 2017	<ul style="list-style-type: none"> June 16, 2018 Garden Party. Committee comprised of Shirley Bieman, Jaki Mayer-Duggan and Matt Harvey. Anyone with any ideas, please let the committee know.
b)	Other	<ul style="list-style-type: none"> Discussion re Bluewater Summer Playhouse and their financial difficulties.
c)	Next Meeting	<ul style="list-style-type: none"> Next AGM will be June 11, 2018.

KINCARDINE THEATRE GUILD ANNUAL GENERAL MEETING

11.	Election of Officers Caroline Gorski	
	Re-election:	<p><u>Up for Re-election:</u> Shari Storms, Rob Millar, Melinda Smegal, Sandy Blackwood</p> <p><u>For Appointment by the Board:</u> Replacement for Andrew White</p> <p><u>Nominees:</u> Rob Millar, Melinda Smegal, Sandy Blackwood, Sarah Foster, Jen Neil, Phyllis Leighton, Sam Hillier, Amber Rawlings</p> <p><u>Elected:</u> Rob Millar, Sandy Blackwood, Sam Hillier, Sarah Foster Jen Neil appointed by the Board to fill Andrew White's position.</p>
12.	Adjournment	<i>Moved by Sandy, seconded by Rob to adjourn meeting. Carried.</i>
1.	Executive Meeting Called to Order Shirley Bieman	
2.	Next Executive Meeting	<ul style="list-style-type: none"> • Board Member Positions: <ul style="list-style-type: none"> – President – Shirley Bieman <i>*Executive Position</i> – Secretary – Sam Hillier <i>*Executive Position</i> – Treasurer – Rob Millar <i>*Executive Position</i> – Technical Manager – Alex Rawlings – Theatre Manager – Caroline Gorski – Costumes – Donna Baxter – Props – Donna Baxter – Program Committee – Jen Neil – Publicity / Digital Strategy – Matt Harvey / Sarah Foster – Outside Liaison – Bonnie Bryan – Membership / Sunshine / Social – Sandy Blackwood – Box Office – Rob Millar – Front of House Manager – Jaki Mayer-Duggan – Arts Facility – Bonnie Bryan – Archives – Matt Harvey / Leise Peddie
3.	Rental of Theatre for Corporate Functions	<ul style="list-style-type: none"> • Discussion regarding rental price for corporate functions. • Have a rental agreement drawn up by a lawyer including all renters must have their own insurance and are liable for all insurance. <p><i>Moved by Matt, seconded by Sam to set theatre corporate rental price at \$700.00 / day and the renter is responsible for their own insurance and for all liabilities. Defeated.</i></p>
4.	Next Meeting	<ul style="list-style-type: none"> • Next Board meeting set for September 11, 2017 at 7:00pm. • Membership cost increase tabled until September meeting.
5.	Adjournment	<i>Moved by Caroline, seconded by Sandy to adjourn meeting. Carried.</i>

KINCARDINE THEATRE GUILD ANNUAL GENERAL MEETING

ATTACHMENT A

President's Report for AGM for 2016 - 2017

Once again KTG had 3 very successful productions in 2016-2017. The season started with the very popular musical, *Joseph and the Amazing Technicolor Dreamcoat* by Andrew Lloyd Webber directed by Jaki Mayer-Duggan followed by the world premiere of *Office Politics*, written and directed by Corinne Robertson-Brown. One Actmanship by Norm Foster directed by Amber Rawlings and Jennifer Neil rounded out our playlist.

Both Joseph and Office Politics were adjudicated but the WODL Preliminary Adjudicator Lindsay Price. Joseph received 10 nominations, winning in 3 categories. Office Politics was nominated for 4 awards, winning 2 of these. Bravo to all involved!

Costume Room Saga: In January, we learned that a new place had to be found for our huge costume collection. After a few months of searching, we now have a new room with a 5-year lease at \$200/month. It's a much smaller space but it is on the ground floor and the ceiling is high. It's in the building behind Century 21 with access through a back door and eventually an east door off the alley. At present the new racks are being built/installed and we will need help moving all the costumes from the basement of the Arts Centre to their final home. So, stay tuned!

KTG has been the recipient of generous financial assistance. These were unexpected and gratefully received.

1. \$3000 – from Bluewater Summer Playhouse - a grant of \$3000 they received from the Society of Energy Professionals as BWSP's share of the cost of the new house light dimmers. (Total was \$10,000 which KTG paid in 2016).
2. \$1500 – from Community Foundation Grey Bruce for a new-to-us photocopier (installed in May 2017). Thanks to Margaret Visser for applying for this.
3. \$5000 – from the estate of Wilk Gillin, a longtime member who passed away in December 2016.

KTG is excited to have launched a new website this past winter. The goal is to make it more user friendly for smartphones and tablets as well as regular computers and to push tickets sales.

We were so sorry to have lost 3 of our KTG members since our last AGM. Doug Pellett passed away last fall, Wilk Gillin in December and Richard Yun in March. To remember them we have named the KTG Scholarship for 2017 the Doug Pellett Memorial Scholarship. A performance of One Actmanship was dedicated to Wilk and to Richard, May 19 to Wilk and June 1 to Richard.

Once again, we hosted the Western Ontario Drama League Executive meeting on Sunday, June 4 in the Scougall Gallery. Thanks to Sandy Blackwood for providing the delicious lunch for the 19 Board members present.

To assist local groups with fundraising we typically donate 2 sets of 2 seat vouchers. For this year we did this for:

1. Bluewater Summer Playhouse Fashion Show
2. Kincardine Rotary Auction
3. Kincardine Legion
4. Kincardine Area Health Care Foundation

The theatre space was used by these outside groups this year.

1. Bluewater Summer Playhouse their Fashion Show in April
2. Bluewater Christian Fellowship – a concert on Easter Saturday

KINCARDINE THEATRE GUILD ANNUAL GENERAL MEETING

ATTACHMENT A Cont.

Many of our members are participating in the Bruce County Heritage Documentary Project over the summer. When completed, these videos will be shown on TVO and given to schools, etc.

Our 35th Anniversary celebrations start with next season, 2017-2018. Preliminary plans are in the works for a 'Party in the Park' in June of 2018. A list of all the plays we have done since 1982 will be included with the programs during the season.

We are always looking for new Directors and people who would like to learn some of the backstage jobs, e.g. lighting, sound, stage management.

A huge thank you to everyone who has come out to help with whatever jobs need to be done from ushering to set teardowns, etc. etc. This organization would not function without all the willing, hard-working volunteers who answer the call for help.

Respectfully submitted,
Shirley Bieman
President, Kincardine Theatre Guild
June 19, 2017

KINCARDINE THEATRE GUILD ANNUAL GENERAL MEETING

ATTACHMENT B

Award Winners:

Performance by an Actress in a Supporting Role (Out of Festival)

Sarah Hoyland, Office Politics, Kincardine Theatre Guild

Outstanding Performance by a Juvenile (In and Out of Festival)

Jared Petrie, Office Politics

Most Promising Newcomer (In and Out of Festival)

Jason Geberdt, Joseph and the Amazing Technicolor Dreamcoat

Outstanding Cameo Performance (In and Out of Festival)

Phyllis Leighton, Joseph and the Amazing Technicolor Dreamcoat

Outstanding Lighting Design and Execution (Out of Festival)

Bill McLaughlin, Joseph and the Amazing Technicolor Dreamcoat

Nominations:

Outstanding Performance by an Actor in a Supporting Role (Out of Festival)

Ron Boucher, Joseph and the Amazing Technicolor Dreamcoat

Outstanding Ensemble Production (Out of Festival)

The Cast of Joseph and the Amazing Technicolor Dreamcoat

Best Visual Production (Out of Festival)

The Cast of Joseph and the Amazing Technicolor Dreamcoat

Outstanding Performance by a Juvenile (In and Out of Festival)

Carson Rutledge, Joseph and the Amazing Technicolor Dreamcoat

Outstanding Cameo Performance (In and Out of Festival)

Paul Dennis, Office Politics

Outstanding Cameo Performance (In and Out of Festival)

Peter King, Joseph and the Amazing Technicolor Dreamcoat

Best Visually coordinated Costumes of a non-rental Nature (Out of Festival)

Holly McAdam, Joseph and the Amazing Technicolor Dreamcoat

Outstanding Sound Design (Out of Festival)

Joy King, Joseph and the Amazing Technicolor Dreamcoat

KINCARDINE THEATRE GUILD ANNUAL GENERAL MEETING

ATTACHMENT C

TREASURER'S REPORT 2016 ANNUAL GENERAL MEETING June 19, 2017

Current Balances are as follows (as of June 12, 2017)

CHEQUING: \$28,574.00 (some items have not cleared the account – see attached Statement)

SAVINGS: \$ 570.73*

3 Year Escalator Investment approximately \$6,500.00

CURRENT INITIATIVES & FUTURE GOALS FOR NEXT SEASON

The past year has been challenging to keep up with all the accounting processes. Tasks have not always been addressed in a timely fashion, but much of this has been rectified in the past few weeks with bringing on some support for the Treasurer position. This is a 12 month per year position, too big for one person to address alone. Three years ago, the plan was to ensure there was a second person familiar with accounting processes and the software to act as an assist to the Treasurer. Unfortunately, this did not happen. Since early May, Donna Baxter has been assisting with the accounting, and together we have been developing processes to increase effectiveness, many of which I am hoping will be further implemented in the Fall. These systems and processes will benefit the Executive in getting information, benefit the membership in timely reimbursement, benefit our suppliers with prompt, monthly payments, and allow for the Executive and Producers / Directors a clearer understanding of revenue vs expenses and promote higher ownership and accountability.

FUTURE ENDEAVOURS INCLUDE:

- Further organizing the Treasurer position (which must be treated like a part-time job, meaning that dates need to be set weekly and monthly to complete time-sensitive tasks). There are duties that need to be addressed weekly (such as mail and bill sorting, bank deposits); bi-weekly to monthly (accounts payable, cheque processing and securing a second signature, posting invoices and payments, filing, bank statement reconciliation, banking, report to the Board); during Productions (increased banking, weekly visits to the box office, petty cash coordination, summarization and posting, invoice collection and reconciliation, Production specific summaries); Annually (tax preparation and annual reporting). This can be time consuming and securing an assistant to help with the legwork is paramount to it operating smoothly. Since May, this has worked well.
- Producers / Directors have been using the Petty Cash system for several Productions now. Unfortunately, the Treasurer is still being contacted both via email or physically, by individual members who require production-specific payment. Each cheque that is written costs 80 cents, and many of these should be processed through Petty Cash. The Petty Cash system will be revised for the Fall production to work out these issues so adequate monies are projected and are made available to the Producer / Director for prompt payment through them to Production participants.
- One avenue to help with the Petty Cash issue is to use past data that has been collected on production expenses that have been or should have been expensed through petty cash, and provide the Producer with more information to develop their production-specific budget. This would include meeting with the Producer at the beginning of the production schedule to explain the process and provide mentorship. Having an Assistant working with the Treasurer will facilitate this as a workable process.

KINCARDINE THEATRE GUILD ANNUAL GENERAL MEETING

ATTACHMENT C Cont.

- To revise and develop a Production-specific Budget Template that includes all fixed KTG expenses (i.e. theatre rent, costume room rent, telephone, photocopier, iContacts, non-production specific marketing expenses (i.e. pens, web page, office supplies, to name a few)). The Guild's primary source of revenue is through box office sales, so each production needs to have these fixed costs built into their budgets. (Other sources of revenue such as advertising revenue should offset general marketing expenses, but any deficit would be absorbed through the productions). Grants, donations or any other unexpected revenue should be put in a holding or savings account for those unanticipated emergencies that occasionally arise, and not be used for day-to-day expenses.
- The purchase of a new computer and updated version of Quickbooks (already approved by the Board) to be more effectively set up to process KTG revenue and expenses and be ready to use beginning September 1, 2017. This would be a summer project for the accounting team to get ready to be in place for the targeted implementation date.
- A thorough forensic look at and a breakdown of expenses from this current season with recommendations for costs savings initiatives to be presented and discussed in the first Executive meeting in September. One way to save costs is through coordination & consultation with Board Members to ensure each production is aware of what we have in storage (i.e. lumber for sets, house supplies for front of house, etc. to avoid purchasing items over and over that we already have).
- The development of a Treasurer's procedure manual outlining roles, responsibilities, duties and processes to be available for the Board and the general membership to be used as guide in the future and as an educational tool.

Respectfully Submitted
Rob Millar

KINCARDINE THEATRE GUILD ANNUAL GENERAL MEETING

ATTACHMENT C Cont.

Kincardine Theatre Guild Profit & Loss July 1, 2016 - June 30, 2017

Ordinary Income/Expense		
Miscellaneous Revenue		\$15,064.00
Box Office Revenue		\$70,099.05
Transfer in from Savings (rights for Joseph)		<u>\$7,000.00</u>
Gross Income		\$92,163.05
Expenses		
Advertising and Promotion		
Web Expenses	\$3,592.81	
Other	\$1,607.78	
Total Advertising and Promotion		\$5,200.59
Awards and Grants		\$1,000.00
Bank Service Charges		\$156.26
Community Fundraiser		\$3,064.00
Costumes		\$366.97
Hospitality Social		\$2,856.64
House		\$93.16
Insurance		\$2,160.00
Lighting		\$502.54
Membership and Adjudication		\$350.00
Office		\$2,173.40
Productions		
<i>Joseph</i>	\$26,229.01	
<i>Office Politics</i>	\$10,910.05	
<i>One Actmanship</i>	\$6,584.78	
Total Production Cost		\$43,723.84
Rent		
Costume Room	\$3,912.00	
Theatre	\$6,953.38	
Total Rent		\$10,865.38
Shop		\$679.67
Social		\$979.66
Sound		\$241.40
Stage Management		\$81.86
Sunshine		\$835.36
Telephone		\$642.08
Theatre Manager		\$705.57
Uncategorized Expenses		\$213.00
WODL		\$430.97
Total Expenses		<u>\$77,322.35</u>
NET PROFIT		<u><u>\$14,840.70</u></u>

* interim statement awaiting final taxes from the accountant

KINCARDINE THEATRE GUILD ANNUAL GENERAL MEETING

ATTACHMENT C Cont.

KTG PRODUCTION SUMMARY - JOSEPH

Theatre Capacity – 212 seats per night X 11 shows	2,332
Seats Filled Over the Run of the Production	2,276
Empty Seats	56

POTENTIAL REVENUE

Potential Revenue per show night: 212 seats @\$20.00 or \$25.00	
Maximum Potential Revenue per night (based on adult tickets)	\$5,300.00
Maximum Potential Revenue for the run (11 shows @ adult price)	\$58,300.00

ACTUAL BOX OFFICE REVENUE

Box Office Sales (2,140 tickets)	
– Debit / Credit Sales	\$32,275.00
– Cash Sales	14,975.00*

**includes Volunteer Appreciation (MofK)

Ticket Sales Revenue	\$47,250.00
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TICKET SALES NET

\$47,250.00

Gift Certificates \$15.00 value (7 tickets)
Gift Certificates \$18.00 value (33 tickets)
Gift Certificates \$ 20.00 value (7 tickets)
❖ Vouchers won at previous shows (20)
Adjudicator (1 ticket)

Production Revenue	\$47,250.00
Production Expenses	
Adjudication	300.00
Advertising / Auditions	474.60
Costumes	794.00
Gala	2560.00
House	361.02
Petty Cash	1950.00
Programs	2724.72
Props	38.66
Royalties/scripts	9000.33
Set Construction	1087.79
Off-site rehearsal space	325.00
Production	839.59
Lighting	3029.01
W/E rehearsal	1497.60
Sound	287.17
Stage Management	11.29
Tee Shirts (tax)	233.53
Tickets/Posters	700.60
Rent	1679.08
Total Production Expenses (assuming all expenses have been submitted)	-\$26,229.01

NET PROFIT

\$21,020.99

KINCARDINE THEATRE GUILD ANNUAL GENERAL MEETING

ATTACHMENT C Cont.

KTG PRODUCTION SUMMARY – Office Politics

Theatre Capacity – 108 seats per night X 8 shows	864
Seats Filled Over the Run of the Production	616
Empty Seats	248

POTENTIAL REVENUE

Potential Revenue per show night: 108 seats @\$20.00	
Maximum Potential Revenue per night	\$2,160.00
Maximum Potential Revenue for the run (8 shows)	\$17,280.00

ACTUAL BOX OFFICE REVENUE

Box Office Sales (616 tickets)	
– Debit / Credit Sales	\$4,660.00
– Cash Sales	\$5,060.00
 Ticket Sales Revenue	 \$9,720.00

TICKET SALES NET \$9,720.00

2 for 1 (54 tickets)	
Gift Certificates \$18.00 value (27 tickets)	
Gift Certificates \$ 20.00 value (6 TICKETS)	
❖ Vouchers (including won at previous shows (39)	
Adjudicator (4 seats)	
Cash Bar Revenue	\$690.25

Production Revenue **\$10,410.25**

Production Expenses	
Adjudication	\$0.00
Advertising / Auditions	\$2603.00
Costumes	\$0.00
Gala	\$1344.00
House	\$217.90
Petty Cash	\$1000.00
Programs (including posters & tickets)	\$988.75
Props	\$0.00
Royalties/scripts	\$0.00
Set Construction	\$1211.63
Off-site rehearsal space	\$0.00
Production	\$501.58
Lighting	\$1017.00
W/E rehearsal	\$346.91
Sound	\$0.00
Stage Management	\$0.00
Tee Shirts (tax)	\$0.00
Tickets/Posters (included in program line)	\$0.00
Rent	<u>\$1679.08</u>
Total Production Expenses (assuming all expenses have been submitted)	-\$10,910.05

NET PROFIT (LOSS) (\$500.25)

KINCARDINE THEATRE GUILD ANNUAL GENERAL MEETING

ATTACHMENT C Cont.

KTG PRODUCTION SUMMARY – OneActmanship

Theatre Capacity – 100 seats per night X 8 shows	800
Seats Filled Over the Run of the Production	567
Empty Seats	233

POTENTIAL REVENUE

Potential Revenue per show night: 100 seats @\$20.00	
Maximum Potential Revenue per night	\$2,000.00
Maximum Potential Revenue for the run (8 shows)	\$16,000.00

ACTUAL BOX OFFICE REVENUE

Box Office Sales (567 tickets)	
– Debit / Credit Sales	\$6,000.00
– Cash Sales	\$3,100.00
Ticket Sales Revenue	\$9,100.00

TICKET SALES NET

\$9,100.00

2 for 1 (50 tickets)
Gift Certificates \$18.00 value (8 tickets)
Gift Certificates \$ 20.00 value (12 TICKETS)
❖ Vouchers (including won at previous shows (42)

Cash Bar Revenue \$765.70

Production Revenue \$9,865.70

Production Expenses	
Adjudication	\$0.00
Advertising / Auditions	\$428.27
Costumes	\$0.00
Gala	\$694.60
House	\$93.90
Petty Cash	\$1400.00
Programs (including posters & tickets)	\$1209.39
Props	\$57.54
Royalties/scripts	\$949.85
Set Construction	\$242.00
Off site rehearsal space	\$0.00
Production	\$0.00
Lighting	\$0.00
W/E rehearsal	\$163.85
Sound	\$0.00
Stage Management	\$0.00
Tee Shirts (tax)	\$0.00
Tickets/Posters (included in program line)	\$0.00
Rent	\$1679.08

Total Production Expenses (assuming all expenses have been submitted) -\$6,584.78

NET PROFIT

\$3,280.92

KINCARDINE THEATRE GUILD ANNUAL GENERAL MEETING

ATTACHMENT D

OFFICE POLITICS: Things to do:

At the beginning

Note: Please see below for some of the tasks that need to be completed in this role. (I used the template provided, by Jaki Mayer-Duggan, to use as a guide to prepare this document.) Details are listed in her hand out, as only a breakdown has been provided to have it as an “at a glance” visual.

TASK	RESPONSIBLE PERSON	DEADLINE	DATE STARTED	DATE COMPLETED
Find out if there will be a GALA – YES Friday, Feb 10.	Rob and staff @ Beans	N/A	N/A	N/A
Find out if there will be a draw – YES , to be done at intermission (make copies, as needed)				
Pick up set of keys, and House folder from Caroline				
Get floor plan from producer for chair set up (layout)				
Confirm when we can set up chairs prior to dress rehearsal (Tues, Feb 7 @ 8:00pm)				
Find the magnetic numbers for chairs/letter decals for floor rows				
Find out who is doing programs, posters, etc-				
Decorate backboard, with Producer, and as per director’s expectation				
Consult and/or discuss GALA details/responsibilities with Producer of show				
Prepare and make arrangements for GALA ,				
Check concession booth for current stock (if any) prior to purchasing new stock				
Decide on what to sell/buy for at concession booth (see list)				
Make new sign for concession price list				
Pic up and drop off at J’Adorn. i.e. Tickets, ticket sheet, (see handout for store hours)				

KINCARDINE THEATRE GUILD ANNUAL GENERAL MEETING

ATTACHMENT D Cont.

Get the Ushers

TASK	RESPONSIBLE PERSON	DEADLINE	DATE STARTED	DATE COMPLETED
Create email for Shirley to send out to membership (i.e. show dates, contact info, etc				
Prepare a final schedule of volunteers to have as a reference for each show. Include duties				
One half hour before the show, be upstairs and wait for stage manager to "hand over house" so that you may let patrons upstairs (LOCK door downstairs),hang sign, and plug in door bell				
Delegate duties to ushers. i.e assign back door, elevator, downstairs, washroom check, lights, door locking, collecting survey etc(See list)				
Have 2 people working the concession booth -make coffee before hand				
Have ushers stay for whole show, and help clean up afterwards				
At intermission (see handout) for specific duties				
After intermission (see handout) for specific duties				
After each show (see handout) for specific duties				

End of whole show run

See handout for specific duties, this is usually done when we strike the set and clean up after the production.

*CONFIRM that Front of House person (s) availability for shows

*Rob to provide House with float \$\$ for concession booth.

BATHROOMS NEED TO BE CLEANED AND FLOOR WASHED, and CHAIRS SET UP PRIOR TO OPENING NIGHT.

House to provide a report (total amt) on both of the cash boxes, and will provide original colour coded ticket sheets/tickets/gala tickets, # of tickets sold, by me, at the door to Rob. House to submit expenses/receipts for concession purchases for the run, **Gala,(N/A)**, backboard, to treasurer (Rob).

AS PER Shirley's email.....Set tear-down and general theatre clean-up is slated for Sunday Date/time TBD. Everyone is encouraged to come and help.

Clean the box office after the matinee, and bring any leftover pop, water/chips/cookies (if any) to the cast party.

KINCARDINE THEATRE GUILD ANNUAL GENERAL MEETING

ATTACHMENT D Cont.

SHOW DATE	# TICKETS SOLD	PAID BY CASH	PAID BY CREDIT	TOTAL \$\$
Friday, February 10 8:00 pm (Gala)				
GALA TICKETS				
Saturday, Feb 11 2:00pm (Matinee)				
Sunday, Feb 12 2:00pm (Matinee) *Adjudication				
Thursday, Feb 16 8:00pm				
Friday, Feb 17 8:00 pm				
Saturday, Feb 18 2:00pm (Matinee)				
Friday, Feb 24 8:00pm				
Saturday, Feb 25 2:00pm (Matinee)				

KINCARDINE THEATRE GUILD ANNUAL GENERAL MEETING

ATTACHMENT D Cont.

BOX OFFICE CONCESSION FLOAT

Started with \$_____ provided by Rob Millar, Treasurer

Ended with \$_____ count at end of show run

Note: Keep concession \$\$\$\$ separate (in envelop) from the KTG box office \$\$\$ tickets sold (in envelop).

Keep cash box in locked cabinet in KTG box office, and ensure that office door is locked at the end of the show.

Thanks,
Front of House Manager

KINCARDINE THEATRE GUILD ANNUAL GENERAL MEETING

ATTACHMENT E

Report: Website Usage

Respectfully submitted by the team at ZUUL



Overview

With phase one of development complete, we have summarized the website usage data below to track against our goals, and inform our next steps.

Raw Data

With phase one of development complete, we have summarized the website usage data below to track against our goals, and inform our next steps. Here's the raw data.

	Data	% Change
Sessions Number of times anybody has come to the website.	1,406	n/a
Users Number of unique people that have visited the website	925	n/a
Page Views Number of pages that have been viewed on the website	5054	n/a
Page Views per Session Average number of pages that people view when they go to the website	3.59	n/a
Bounce Rate Percentage of people that only visit one page	35.14%	n/a
Facebook Number of sessions from Facebook posts or adverts	182	n/a
Advertisements Number of sessions from online advertising (kincardinerecord.com)	15	n/a

KINCARDINE THEATRE GUILD ANNUAL GENERAL MEETING

ATTACHMENT E Cont.

Report: Website Usage

Respectfully submitted by the team at ZUUL

The logo for ZUUL, consisting of the letters 'ZUUL' in a white, stylized, sans-serif font, centered on a black square background.

Data Summary

What we're seeing is that we have almost a thousand different people have visited our website and on average they're visiting 3.59 pages for each visit. So we have an engaging website.

The most popular pages are the homepage, show pages and ticket pages.

Our facebook posts are successful, accounting for ~15% of all traffic, and online advertising accounting for 1%.

Recommended Next Steps

The original proposal had phase 2 being population of historical content, but I think most value we can add to the website would be to start a review of ticket vendors and plan out how we add online ticket sales to the website. This is not to say that we ignore the historical content, this can be added as we get it in tandem with the online ticket sales work.

We're seeing a stronger return on Facebook than traditional online adverts, we should spend more on Facebook to get even more people on the website.

KINCARDINE THEATRE GUILD ANNUAL GENERAL MEETING

ATTACHMENT F

To KTG

Thank you for all the years of joy and happiness. As you know it was the Theatre Guild that led me to meeting Karen and our early life together as a couple was involved in putting on shows. As we had kids Karen was more involved as I did more bookkeeping and support things.

Through it all the KTG family was wonderful.

Now as the curtain closes for me (who knows you may see me in act II and if it is a prologue, I will definitely be there!).

I wanted to bow to all of you for your work and passion not only putting on wonderful productions but truly building a large, extended, and occasionally dysfunctional family.

That family has been wonderful to us and so Thank you.

Your kindness is
greatly appreciated.



Now on with the show,
I'll be watching from a new seat

Richard Yeo