



VANCOUVER CIVIC THEATRES BOARD

MINUTES

JANUARY 29, 2015

A meeting of the Vancouver Civic Theatres Board was held on Thursday, January 29, 2015, at 12:03 pm, in the Queen Elizabeth Theatre Salon.

PRESENT: Rob Haynes, Chair
Susan Adams
Sarah Kim
Wendy Soobis
Karen Wilson

ABSENT: Michael Noon (Leave of Absence)
Karole Sutherland, Vice-Chair (Leave of Absence)

ALSO PRESENT: Councillor Elizabeth Ball, Council Liaison
Sandra Gajic, Director, Civic Theatres
Sandra Elliot, Audience Services Manager, Civic Theatres
Jason Gordon, Food & Beverage Manager, Civic Theatres
Peter Kendall, Booking Coordinator, Civic Theatres
Miles Muir, Technical Director, Civic Theatres

CITY CLERK'S OFFICE: Charlene Imai, Meeting Coordinator

Leaves of Absence Requests

MOVED by Wendy Soobis
SECONDED by Sarah Kim

THAT Karole Sutherland be granted Leave of Absence for today's meeting (January 29, 2015).

CARRIED UNANIMOUSLY

MOVED by Karen Wilson
SECONDED by Wendy Soobis

THAT Susan Adams and Sarah Kim be granted Leaves of Absence for the meeting on February 26, 2015.

CARRIED UNANIMOUSLY

Approval of Minutes

MOVED by Susan Adams
SECONDED by Karen Wilson

THAT the Minutes of the meeting held on November 20, 2015, be approved as circulated.

CARRIED UNANIMOUSLY

1. Chair's Comments

Rob Haynes, Chair, welcomed senior staff from the Civic Theatres Department - Miles Muir, Technical Director; Jason Gordon, Food & Beverage Manager; Sandra Elliot, Audience Services Manager; and Peter Kendall, Booking Coordinator. Staff introduced themselves and briefly provided their backgrounds. Board members responded with their introductions.

Mr. Haynes congratulated Councillor Ball on her re-election and expressed appreciation for her Council representation on the Board.

2. Resident Companies Report

Karen Wilson reported on the following:

- Friends of Chamber Music
- Vancouver Opera
- Received old programs from the Orpheum, dating back to the 1920s, which Ms. Wilson turned over to the Director, Civic Theatres
- Les Ballets Trockadero de Monte Carlo show at the OET - issues re ticket scanning, as well as parking meters in the parking garage.

Staff responded to questions and addressed concerns.

3. Orpheum Annex Discussion

Board members offered suggestions about how the Orpheum Annex venue can be improved to enhance this space.

Staff responded to questions and provided an update on the status of work approved, some of which are in progress, including:

- Additional staff hired to work in the Annex
- New "Annex" sign ordered
- Entrance door will be painted
- Lighting on the outside.

Mr. Haynes noted the Board chose the name "Orpheum Annex" for this venue, but sought ideas from staff.

4. “Restructuring/Senior Leadership Team” clarification

Sandra Gajic, Director, Civic Theatres, provided an update on the restructuring of the Civic Theatres Department, noting the Deputy Director position has been eliminated.

Mr. Haynes requested Ms. Gajic to keep the Board apprised of any structural changes within the Civic Theatres Department.

5. Director’s Report

Sandra Gajic reviewed the 2014 year-end financial report, including revenues and expenditures.

Board members sought clarification from Councillor Ball on the process available to the public or staff to obtain budget-related, or other, information, and Councillor Ball responded accordingly.

Mr. Haynes emphasized the value of having staff attending the Board meetings.

Ms. Gajic and staff provided updates on their respective areas and responded to questions, including:

- HR - new organizational chart for Civic Theatres
- Booking and Sales
- Audience Services
- Marketing and Communications
- Community Engagement
- Food and Beverage
- IT
- Security
- Parking
- Operational Health and Safety.

Ms. Gajic responded to questions regarding the theatre rental grants process which is managed by Cultural Services.

Mr. Haynes reminded staff, that pursuant to the Vancouver Civic Theatres Board By-law, that the Board can advise Council on the schedule of rates and rentals for the civic theatres. Ms. Gajic agreed to provide that information to the Board prior to submission to Council.

6. Approval of 2015 Vancouver Civic Theatres Board Meetings Schedule

MOVED by Susan Adams
SECONDED by Wendy Soobis

THAT the following 2015 Vancouver Civic Theatres Board meeting dates be approved:

- February 26, 2015
- March 19, 2015
- April 23, 2015
- May 21, 2015
- June 18, 2015
- July 16, 2015
- August - No Meeting
- September 24, 2015
- October 29, 2015
- November 26, 2015
- December 17, 2015 (TENTATIVE)

CARRIED UNANIMOUSLY

7. New Business

- (a) Sandra Gajic, Director, Civic Theatres, provided an update on Complimentary Tickets issued to staff.
- (b) Karen Wilson enquired about the Business Plan and Ms. Gajic advised it is being used by staff.

Next Meeting

DATE: Thursday, February 26, 2015
TIME: 12:00 noon
PLACE: Queen Elizabeth Theatre Salon

The Board adjourned at 1:35 pm.

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