



VANCOUVER CIVIC THEATRES BOARD

MINUTES

SEPTEMBER 24, 2015

A meeting of the Vancouver Civic Theatres Board was held on Thursday, September 24, 2015, at 12:01 pm, in the Queen Elizabeth Theatre Salon.

PRESENT: Rob Haynes, Chair
Christopher Ball
James Brown
Wendy Soobis

ABSENT: Susan Adams, Deputy Chair (Leave of Absence)
Sabrina Cordeiro (Leave of Absence)
Colin Doylend (Leave of Absence)

ALSO PRESENT: Councillor Elizabeth Ball, Council Liaison
Sandra Gajic, Director - Civic Theatres
Krista Edwardson, Marketing & Communications Coordinator
Jason Gordon, Food & Beverage Manager
Guy Leroux, Project Manager - Financial Shared Services
Miles Muir, Technical Director

CITY CLERK'S OFFICE: Charlene Imai, Meeting Coordinator

Leave of Absence Requests

MOVED by Christopher Ball
SECONDED by Wendy Soobis

THAT Susan Adams, Sabrina Cordeiro and Colin Doylend be granted Leaves of Absence for today's meeting, September 24, 2015.

CARRIED UNANIMOUSLY

MOVED by Wendy Soobis
SECONDED by Christopher Ball

THAT Rob Haynes be granted Leave of Absence for the meeting on October 29, 2015.

CARRIED UNANIMOUSLY

Approval of Minutes

MOVED by Christopher Ball
SECONDED by James Brown

THAT the Minutes of the Vancouver Civic Theatres Board meeting held on July 16, 2015, be approved as circulated.

CARRIED UNANIMOUSLY

1. Comments from Chair

Rob Haynes, Chair, provided a brief history, since his time as a Board member, on how the Board operated and what it is currently doing, noting the leadership of former City Manager, Dr. Penny Ballem.

MOVED by Rob Haynes
SECONDED by James Brown

THAT the Vancouver Civic Theatres Board thanks and recognizes the contribution by the former City Manager, Dr. Penny Ballem, and her support for the VCT Board. Dr. Ballem's leadership encouraged and charged the VCT Board to oversee the business and operation of the Vancouver Civic Theatres, and to ensure our theatres are profitable and support the arts community.

CARRIED UNANIMOUSLY

Mr. Haynes also commented, as follows:

- Attended a meeting of all the Playhouse users regarding the Vancouver Opera festival format.
- Attended the launch of Evergreen Cultural Centre.
- Has been invited to attend the Georgia Strait "Best of Vancouver" awards ceremony.

2. Director's presentation of Business Plan/Goals

Sandra Gajic, Director - Civic Theatres, presented the Business Plan/Goals of the Vancouver Civic Theatres, including accomplishments in 2015, and plans for 2016.

Staff responded to questions regarding utilization of the theatres, sponsorship, marketing and bookings.

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The Board recessed at 12:38 pm, and reconvened at 12:46 pm.

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3. Proposed 2016 Budget

Guy Leroux, Project Manager - Financial Shared Services, reviewed the proposed 2016 Budget for the Vancouver Civic Theatres, including revenues and expenditures.

Mr. Leroux, along with Ms. Gajic, responded to questions.

4. Arts and Culture Policy Council Report Back

Wendy Soobis advised the September 8th working session of the Arts and Culture Policy Council was cancelled. The next regular meeting of ACPC is October 6th, and she will report back to the Board following that meeting.

5. Director's Report

Sandra Gajic, Director - Civic Theatres, provided an update on staffing, and referred to the following items in her report:

- Revitalization of VCT
- HR
- Finance
- IT
- Facilities
- Security
- Occupational Health and Safety
- Technical and Production
- Booking and Sales
- Marketing and Communications
- Audience Services
- Food and Beverage

Ms. Gajic and staff then responded to questions regarding the implementation of a new hiring process, development of new job specifications, safety and risk management issues, and booking system.

6. New Business

There was general discussion regarding the conceptual design presentation for the new Vancouver Art Gallery building to be held on September 29, 2015, at the Queen Elizabeth Theatre.

Adjournment

MOVED by Wendy Soobis
SECONDED by Christopher Ball

THAT the Vancouver Civic Theatres Board meeting be adjourned.

CARRIED UNANIMOUSLY

Next Meeting

DATE: Thursday, October 29, 2015
TIME: 12:00 noon
PLACE: Queen Elizabeth Theatre Salon

The Board adjourned at 1:15 pm.

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