



VANCOUVER CIVIC THEATRES BOARD

MINUTES

APRIL 21, 2016

A meeting of the Vancouver Civic Theatres Board was held on Thursday, April 21, 2016, at 12:07 pm, in the Queen Elizabeth Theatre Salon.

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

ABSENT: Susan Adams (Leave of Absence)
Sabrina Cordeiro (Leave of Absence)

ALSO PRESENT: Councillor Elizabeth Ball, Council Liaison
Sandra Gajic, Director - Civic Theatres
Norman Armour, Artistic & Executive Director - PuSh Festival
Roxanne Duncan, Managing Director - PuSh Festival
Krista Edwardson, Marketing & Communications Coordinator -
Civic Theatres
Jason Gordon, Food & Beverage Manager - Civic Theatres
Chris Woodburn, Temporary Senior Manager, Theatre Operations

CITY CLERK'S OFFICE: Charlene Imai, Meeting Coordinator

Leave of Absence Requests

MOVED by Christopher Ball
SECONDED by Wendy Soobis

THAT Sabrina Cordeiro be granted Leave of Absence for today's meeting, April 21, 2016.

CARRIED UNANIMOUSLY

Approval of Minutes

MOVED by Wendy Soobis
SECONDED by Christopher Ball

THAT the Minutes of the Vancouver Civic Theatres Board meeting held on March 24, 2016, be approved as circulated.

CARRIED UNANIMOUSLY

1. Welcome and Introductions

Rob Haynes, Chair, welcomed and introduced Norman Armour, Artistic & Executive Director, and Roxanne Duncan, Managing Director, PuSh Festival, followed by roundtable introductions of Board members and staff.

2. PuSh Festival Update

Norman Armour, Artistic & Executive Director, along with Roxanne Duncan, Managing Director, PuSh Festival, provided an overview of the PuSh Festival organization, including past and upcoming projects. The PuSh Festival is a resident company of the civic theatres. Highlights of the presentation included:

- History of PuSh
- Community role
- Strategic priorities
- Sustainability
- Partnerships
- Positive relationship with Civic Theatres staff.

Mr. Armour and Ms. Duncan then responded to questions.

Mr. Haynes thanked Mr. Armour and Ms. Duncan for their presentation.

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The Board recessed at 12:38 pm to give all Board members an opportunity to thank the presenters, and reconvened at 12:41 pm.

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3. Chair's Comments

Highlights of the Chair's, Rob Haynes, comments:

- Mr. Haynes thanked Jason Gordon, Food & Beverage Manager, who has resigned from the Civic Theatres, for all his accomplishments during his employment. Mr. Gordon's accomplishments include increased profits and profit margin, streamlined and updated the food and beverage process, implemented a new hiring process, implemented a new training process (88 shifts to 12). Mr. Haynes noted Mr. Gordon is well respected in the industry. Board members responded with their well wishes to Mr. Gordon, noting he will be missed.

Mr. Haynes then welcomed Chris Woodburn, temporary Senior Manager, Theatre Operations, who provided background on his work experience, followed by roundtable introductions of Board members and staff.

- Behind the Scenes Newsletter - impressive and positive.

- Commended staff for the signage in the theatres – keeps patrons informed.
- When Board members attend events at the civic theatres, that they engage with staff about the positive changes and activities.
- Working with Krista Edwardson re BC Entertainment Hall of Fame, tours of the Orpheum and proposal to include the Queen Elizabeth Theatre.

4. Report: Arts and Culture Policy Council

Wendy Soobis, VCTB's representative on the Arts and Culture Policy Council (ACPC), advised she had no information to report, as the next ACPC meeting is not until May 24, 2016.

Ms. Soobis advised that, as a member of ACPC, she received an invitation from Cultural Services staff to attend a workshop regarding the Cultural Infrastructure Grant (CIS) program, noting the purpose is to discuss emerging directions coming out of the review and to incorporate committee feedback as staff move towards final recommendations. The Chair requested Ms. Soobis to attend on the Board's behalf, and she so agreed.

5. VCT Website Update

Krista Edwardson, Marketing & Communications Coordinator – Civic Theatres, reviewed the components of the new Vancouver Civic Theatres website, including VCT biographical content, venue representation, event planning and attending and calls to action.

Board members provided input and feedback on the various components, and requested Ms. Edwardson to share the draft presentation with Board members, which she agreed to email.

6. Financial Report

Sandra Gajic, Director - Civic Theatres, reviewed the March 2016 Financial Report, and responded to questions.

7. Director's Report

Sandra Gajic, Director - Civic Theatres, referred to her report, and responded to questions.

Adjournment

MOVED by Christopher Ball
SECONDED by James Brown

THAT the Vancouver Civic Theatres Board meeting be adjourned.

CARRIED UNANIMOUSLY

Next Meeting

DATE: Thursday, May 26, 2016
TIME: 12:00 noon
PLACE: Queen Elizabeth Theatre Salon

The Board adjourned at 1:35 pm.

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