



## VANCOUVER CIVIC THEATRES BOARD

### MINUTES

SEPTEMBER 22, 2016

A meeting of the Vancouver Civic Theatres Board was held on September 22, 2016, at 12:03 pm, in the Queen Elizabeth Theatre Salon.

**PRESENT:** Rob Haynes, Chair  
Susan Adams, Deputy Chair  
Christopher Ball  
Sabrina Cordeiro  
Wendy Soobis

**ABSENT:** James Brown (Leave of Absence)

**ALSO PRESENT:** Councillor Elizabeth Ball, Council Liaison  
Sandra Gajic, Director, Vancouver Civic Theatres

**CITY CLERK'S OFFICE:** Maria Castro, Meeting Coordinator

#### Leave of Absence Requests

MOVED by Sabrina Cordeiro  
SECONDED by Susan Adams

THAT James Brown be granted Leave of Absence for today's Vancouver Civic Theatres Board meeting, September 22, 2016, and the meeting on October 20, 2016;

FURTHER THAT Susan Adams be granted Leave of Absence for the Vancouver Civic Theatres Board meeting on October 20, 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 June 23, 2016, be approved as circulated.

CARRIED UNANIMOUSLY

#### VARY ORDER OF AGENDA

It was agreed to vary the order of the agenda to consider Item 3 after Item 4.

*Note: for clarity the minutes are recorded in chronological order.*

## 1. Introductions and Chair's Comments

The Chair announced the resignation of Jacob Kojfman and noted that the next round of appointments will be in November, with applications being accepted in October.

Councillor Ball reminded members of the importance of filling out the application form completely when applying for a vacancy on the VCTB.

The Chair also commented on the following:

- Vancouver Civic Theatres offered free guided summer tours of the historic Orpheum Theatre; and
- BC Entertainment Hall of Fame inductees: Steve Edge, Linda McRae, Michael J. Fox, and Jazzy B.

The Chair led a discussion on bringing back a regional theatre, and suggested the Board explore possibilities in the upcoming months.

## 2. Presentation and Discussion

In the absence of the presenter, Kathleen Llewellyn-Thomas, General Manager, Community Services, this item was postponed to a future Board meeting.

## 4. Proposed 2017-2018 Budget

Guy Leroux, Associate Director, Vancouver Civic Theatres, reviewed the proposed 2017-2018 Budget, including revenues and expenditures.

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

MOVED by Christopher Ball  
SECONDED by Wendy Soobis

THAT in support of an increased focus on sales and marketing of the civic theatres, the Vancouver Civic Theatres Board strongly recommends that there be an annual budget item of \$10,000, to be managed by the Director, Vancouver Civic Theatres, for Sales and Hosting expenses.

CARRIED UNANIMOUSLY

MOVED by Wendy Soobis  
SECONDED by Sabrina Cordeiro

THAT the Vancouver Civic Theatres Board accept the proposed Vancouver Civic Theatres draft budget for 2017-2018, as presented at the September 22, 2016, meeting.

CARRIED UNANIMOUSLY

## 3. Rental Rates Follow up Discussion

Sandra Gajic, Director, Vancouver Civic Theatres, reviewed the proposed rental rates for 2017-2018, and responded to questions.

MOVED by Christopher Ball  
SECONDED by Wendy Soobis

THAT the Vancouver Civic Theatres Board accept the proposed rental rates for 2017-2018, as presented at the September 22, 2016, meeting.

CARRIED UNANIMOUSLY

## 5. Arts and Culture Policy Council Report

Wendy Soobis reported on her attendance at the Arts and Culture Policy Council meeting on July 19, 2016, including an update on organizational changes in Cultural Services, Arts and Culture policies related to the Grandview-Woodlands Plan, and Culture as the Fourth Pillar of Sustainability.

For more information on the Arts and Culture Policy Council meeting of July 19, 2016, view the minutes at: <http://vancouver.ca/docs/council/acpc20160719min.pdf>.

## 6. Director's Report

Sandra Gajic, Director, Vancouver Civic Theatres, provided updates on the activities of Vancouver Civic Theatres, including:

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

Ms. Gajic also announced that she is excited to be involved with the “Explore Options for Increasing City Support for Music and Musicians” motion, which was passed by Council at the Standing Committee on Policy and Strategic Priorities meeting on February 24, 2016. This initiative explores strategies which would make the city more music and musician-friendly, including working with broad music communities and associations, creating a working group supported by City resources which will bring recommendations to Council later in 2017, on how to make Vancouver a Music City.

For more information regarding the February 24, 2016, Standing Committee on Policy and Strategic Priorities meeting, the motion is available for viewing at:  
<http://council.vancouver.ca/20160224/documents/pspc9.pdf>

Ms. Gajic is also co-managing the Gaps in Cultural Infrastructure Project initiative by Cultural Services. A report to Council is expected in Q1 2017.

Christopher Ball expressed interest in providing input regarding theatre technology needs for Vancouver Civic Theatres.

## **7. Website Update and Discussion**

Sabrina Cordeiro provided an update on the new website, and along with Christopher Ball and Wendy Soobis, agreed to meet with Krista Edwardson, Marketing and Communications Coordinator, to discuss key audience, and review website content and design layout. The Board will conduct a final review of the new website prior to going “live”.

## **8. New Business**

None.

## **Adjournment**

MOVED by Susan Adams  
SECONDED by Sabrina Cordeiro

THAT this meeting be adjourned.

CARRIED UNANIMOUSLY

## **Next Meeting**

DATE: Thursday, October 20, 2016  
TIME: 12:00 noon  
PLACE: Queen Elizabeth Theatre Salon

The Board adjourned at 1:39 pm.

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