



VANCOUVER CIVIC THEATRES BOARD

MINUTES

JULY 19, 2012

A meeting of the Vancouver Civic Theatres Board was held on July 19, 2012, at 12:02 pm, in the Queen Elizabeth Theatre Salon.

PRESENT: Rob Haynes, Chair
Charles Arrata
David Secunda
Karole Sutherland
Karen Wilson
Iris Woo

ABSENT: Michael Noon (Leave of Absence)

ALSO PRESENT: Councillor Elizabeth Ball*
Rae Ackerman, Director of Civic Theatres
Todd Ayotte, Deputy Director of Civic Theatres
Amanda Tipper, Intern, Vancouver Civic Theatres
Richard Newirth, Managing Director, Cultural Services

CITY CLERK'S OFFICE: Charlene Imai, Meeting Coordinator

*Denotes absence for a portion of the meeting

Announcement by Rob Haynes, Chair

Being the last Vancouver Civic Theatres Board meeting attended by our current Director of Civic Theatres, Rae Ackerman, the Board would like to recognize his retirement and long service to the Vancouver Civic Theatres. This Board also recognizes his long standing service to the artistic and business community across the country, and dedicate this meeting to Rae Ackerman.

Leave of Absence Requests

A Leave of Absence was approved for Charles Arrata for the September 27, 2012 Board meeting.

Approval of Minutes

MOVED by Karole Sutherland
SECONDED by David Secunda

THAT the Minutes of the meeting held on June 21, 2012, be approved as circulated.

CARRIED UNANIMOUSLY

1. Financial Update

Todd Ayotte, Deputy Director of Civic Theatres, provided a brief update on the second quarter review, and advised he, together with Karole Sutherland, will provide a more formal presentation at the September Board meeting.

2. Vancouver Civic Theatres Board Feedback

Iris Woo advised she had no comments to submit at this meeting.

Rob Haynes reminded Board members that part of a Board member's role is that when he/she attends a theatre event, that positive or negative comments regarding the theatre experience be submitted to Ms. Woo by way of an e-mail.

Mr. Haynes submitted comments regarding housekeeping and lighting issues at two recently-held concerts, and Mr. Ackerman responded accordingly.

3. Licensee Relations and Booking Policies Discussion

As indicated in the June minutes, Karen Wilson advised she is working on preparing packages of upcoming events to be held by the theatres' licensees, noting they will be ready for September unless Board members want them earlier.

Ms. Wilson gave staff updates regarding the Vancouver Chamber Choir and Ballet BC.

Ms. Wilson enquired about the existence of Vancouver Civic Theatres' booking policies. Staff advised there is a written booking manual, and responded to questions.

MOVED by Karen Wilson
SECONDED by Karole Sutherland

THAT the Vancouver Civic Theatres Board endorses the current long standing booking policy which is "industry standard practice", and requests staff to post it and other relevant policies to the Vancouver Civic Theatres website.

CARRIED UNANIMOUSLY

4. Business Review and Strategic Plan Update

Karole Sutherland, Board representative on the Working Committee, introduced Karen Levitt, the City's Director of Business Planning Secretariat who, together with Todd Ayotte, is co-leading the team.

Ms. Levitt, with the aid of a PowerPoint presentation, provided a Business Review and Strategic Plan update.

Councillor Ball arrived at this point in the proceedings.

5. Facilities Update

Todd Ayotte advised he would e-mail the Facilities update information to Board members.

6. Rae Ackerman Retirement Party Plans

Mr. Haynes informed Board members that Mr. Ackerman's retirement party will take place on Friday, September 21, 2012, and that he is currently working out the details with staff.

7. New Business

- (a) Mr. Ackerman advised that as of August 1st, Max Reimer will be renting a small VCT office for himself.
- (b) The Board briefly discussed the whereabouts of the Vancouver Playhouse Theatre Company files.

MOVED by Karen Wilson
SECONDED by Karole Sutherland

THAT the Vancouver Civic Theatres Board meeting be adjourned.

CARRIED UNANIMOUSLY

Next Meeting:

DATE: September 27, 2012
TIME: 12:00 noon
PLACE: Queen Elizabeth Theatre Salon

The Board adjourned at 1:08 pm, and an informal coffee/cake reception for Rae Ackerman followed, attended by former Council Liaisons to the Board: George Puil and Raymond Louie; and former Board members: Harbir Batra, Susan Gomez, Catherine Green, Diana Lam, Barbara McLean and Norman Young.

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