



## VANCOUVER CIVIC THEATRES BOARD

### MINUTES

SEPTEMBER 27, 2012

A meeting of the Vancouver Civic Theatres Board was held on September 27, 2012, at 12:01pm, in the Queen Elizabeth Theatre Salon.

**PRESENT:** Rob Haynes, Chair  
Michael Noon  
David Secunda  
Karole Sutherland  
Karen Wilson  
Iris Woo

**ABSENT:** Charles Arrata (Leave of Absence)

**ALSO PRESENT:** Councillor Elizabeth Ball  
Todd Ayotte, Interim Director of Civic Theatres  
Brenda Proskan, General Manager of Community Services

**CITY CLERK'S OFFICE:** Charlene Imai, Meeting Coordinator

#### Approval of Minutes

MOVED by Karole Sutherland  
SECONDED by Iris Woo

THAT the Minutes of the meeting held on July 19, 2012, be approved as circulated.

CARRIED UNANIMOUSLY

#### Leave of Absence Requests

There were no Leaves of Absence requested.

#### Vary Order of Agenda

MOVED by Karen Wilson  
SECONDED by Iris Woo

THAT the order of the agenda be varied to consider Item 7 first.

CARRIED UNANIMOUSLY



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## **7. Remarks from Brenda Prosken - General Manager, Community Services**

Brenda Prosken introduced herself to the Board and provided information on her personal and career background, leading up to her present position with the City of Vancouver as the General Manager of Community Services. The General Manager's portfolio consists of Cultural Services, Social Policy which includes housing, and Licenses and Inspections.

Ms. Prosken advised she is working through the Civic Theatres review, including the business of the Theatres.

### **1. Financial Update**

Karole Sutherland provided a financial update to the end of June 2012, noting significant items which have impacted the current financial status.

There was discussion regarding the Orpheum Annex and rehearsal hall as rentable facilities, as well as the use of the other theatre spaces. It was noted not many people know of the Annex and its availability for rent. To this end, it was emphasized that Civic Theatres needs a marketing department to promote the Civic Theatres. The Board expressed a need for a more attractive and marketable name for the Orpheum Annex.

### **2. Vancouver Civic Theatres Board Feedback**

Iris Woo provided comments regarding maintenance issues in the Orpheum, Queen Elizabeth Theatres and Vancouver Playhouse, and Mr. Ayotte advised he will address the issues with staff.

Board members commended staff for keeping the theatres well maintained.

Regarding a recent concert, concern was expressed about the delay in processing the long line-up which was caused, in part, by the use of only two persons with scanners at the Smith entrance, with no one scanning at the Granville entrance. Mr. Ayotte will follow up with the licensee.

Discussion ensued regarding crowd control. Licensees need to know Civic Theatres staff are there to support and assist as required. The licensees will be advised of this.

### **3. Licensee Relations**

Karen Wilson distributed packages containing brochures of upcoming events to be held by the theatres' licensees.

Ms. Wilson sought and received the Board's approval to continue booking presentations by the theatres' licensees - i.e., Vancouver Recital Society and Friends of Chamber Music.

Concern was expressed regarding business issues between Vancouver Civic Theatres and Vancouver Symphony Orchestra. It was noted Senior City staff will be meeting with VSO staff.

Mr. Haynes requested that Councillor Ball advise Council regarding the Board's concerns.

### **4. Website Discussion**

Board members expressed frustration when trying to access information on the Civic Theatres website - in particular, the calendar of events - no easy way to find information.

Ms. Prosen advised the Civic Theatres website has been prioritized to be dealt with first, to make it more user friendly.

It was agreed the maintenance of the website should be kept at a staff level, rather than sourcing out. Board members were requested to submit any website comments/feedback to Mr. Ayotte.

### **5. Business Review and Strategic Plan Update**

Karole Sutherland provided a brief update on the status of the Strategic Plan and advised it was currently in a stall pattern while regrouping takes place.

Ms. Sutherland informed the Board that Richard Newirth, Managing Director of Cultural Services, will be participating more hands-on, and noted the City is also re-doing its Cultural Plan.

Mr. Ayotte advised information provided by the consultant, whose contract has now expired, will be reviewed and put into a report. The Board will be provided with the report upon completion. Mr. Haynes advised the Board is required to report to Council and that reporting structure should be maintained.

Mr. Ayotte will advise those individuals, who provided input into the Strategic Plan, that their contributions have been acknowledged and are very much appreciated.

## 6. Director's Report - Facilities Update

As noted in the minutes from the last meeting, Mr. Ayotte emailed Councillor Ball, Board members and staff with the following facilities update:

1. The restaurant glass wall and doors facing the plaza have been replaced to address water penetration issues. New flooring has also been installed in the dining room of the restaurant.
2. Plaza sculptures by Cameron Kerr have been installed on the plaza. These were commissioned as part of the City's 125<sup>th</sup> anniversary. The four on the plaza are in place until November 1. The granite and inlay sculpture located at the corner of Hamilton and Georgia is proposed to remain permanently.
3. The Orpheum blade sign replacement project is proceeding. A contractor has been selected to create the replacement sign. Pre-fabrication work is currently underway. Abatement in the area behind the ornamental grill has been completed and the scaffolding has been erected on the roof. Staff are hoping the replacement sign will be in place for the Orpheum anniversary in November but the timeline is still not confirmed.

## 8. New Business

- (a) Councillor Ball and Board members commended Rob Haynes and Todd Ayotte for their contributions to the successful send-off for the now-retired Director of Civic Theatres, Rae Ackerman, and noted the event was enjoyed by all those who attended.
- (b) Mr. Haynes advised Theatres staff will receive a personal letter from the Board requesting comments on how the theatres can be improved.

## Adjournment

MOVED by Karole Sutherland  
SECONDED by Michael Noon

THAT the Vancouver Civic Theatres Board meeting be adjourned.

CARRIED UNANIMOUSLY

## Next Meeting:

DATE: October 25, 2012  
TIME: 12:00 noon  
PLACE: Queen Elizabeth Theatre Salon

The Board adjourned at 1:20 pm.

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