



VANCOUVER CIVIC THEATRES BOARD

MINUTES

DECEMBER 13, 2012

A meeting of the Vancouver Civic Theatres Board was held on Thursday, December 13, 2012, at 12:07 pm, in the Queen Elizabeth Theatre Salon.

PRESENT: Rob Haynes, Chair
Susan Adams
Michael Noon
Wendy Soobis
Karole Sutherland, Vice-Chair
Karen Wilson
Iris Woo

ALSO PRESENT: Todd Ayotte, Interim Director of Civic Theatres

CITY CLERK'S OFFICE: Charlene Imai, Meeting Coordinator

Election of Chair and Vice-Chair

Following due process and by acclamation, Rob Haynes and Karole Sutherland were declared Chair and Vice-Chair, respectively, of the Vancouver Civic Theatres Board for the 2013 term.

Leave of Absence Requests

There were no Leaves of Absence requested.

Approval of Minutes

MOVED by Michael Noon
SECONDED by Karole Sutherland

THAT the Minutes of the Vancouver Civic Theatres Board meeting held on November 22, 2012, be approved as circulated.

CARRIED UNANIMOUSLY

1. New Member Briefing

Rob Haynes, Chair, welcomed new members, Susan Adams and Wendy Soobis.

Mr. Haynes then spoke to and distributed an information sheet regarding the Vancouver Civic Theatres Board, including Board responsibilities, Board house seats, protocol relating to attendance at meetings and parking.

2. Chair's Comments

Rob Haynes introduced the following persons to the new members:

- Councillor Elizabeth Ball - Council Liaison
- Todd Ayotte - Interim Director of Civic Theatres
- Charlene Imai - Meeting Coordinator.

Though he was not present at the meeting, Mr. Haynes also mentioned Richard Newirth, Managing Director, Cultural Services - the Staff Liaison.

Mr. Haynes reflected on 2012, including:

- Changes in the way the Board perceives itself;
- Retirement of Rae Ackerman, former Director of Civic Theatres, and Todd Ayotte who has stepped in as the Interim Director;
- More participation and input from Board members this term;
- Strategic Plan.

Mr. Haynes noted the Board is an advisory board appointed by Council and appears to be moving in the direction of a management board in future. Mr. Haynes emphasized the confidentiality of the Board's discussions. Mr. Haynes advised that, following each Board meeting, he would like to send a personal letter to each Council member to keep them informed of the Board's activities, and any response would be conveyed through Councillor Ball. Mr. Haynes also advised he would like to see the old process renewed, particularly the Board's reporting process.

To that end, Councillor Ball provided the history of the reporting process to Council, noting Board minutes were distributed to each Council member after the meeting, and annual reports of committees were presented at Council meetings. Currently, "reports of activities" of civic agencies are distributed to Council members in the form of a memo - not a presentation to Council.

In response to a question, Karole Sutherland provided background on the Strategic Plan process, including the Board's involvement.

Mr. Haynes commended Iris Woo for her work in providing feedback regarding the civic theatres after she or other Board members have attended an event. In the new year, Ms. Woo will no longer be responsible for this task. Instead, Ms. Woo will be working with Mr. Haynes, between meetings, to determine what the Board/Staff might do differently to improve the audience's theatre experience.

3. Approval of 2013 VCTB Meetings Schedule

MOVED by Michael Noon
SECONDED by Karen Wilson

THAT the 2013 Vancouver Civic Theatres Board Meetings Schedule be approved as circulated.

CARRIED UNANIMOUSLY

4. Financial Update

Todd Ayotte provided an update on the financial status of the Civic Theatres and, for the benefit of the new Board members, explained the process. He also reviewed the 2013 grants application process.

Mr. Ayotte then responded to questions.

5. Licensee Relations

Karen Wilson informed the Board that she, together with Todd Ayotte, met with approximately 20 members of the dance community in the Orpheum Annex. The main concern expressed by the group was the three-week hold policy.

It was brought to the Board's attention that the three-week hold policy was initiated by the community, not the City. It was agreed this policy should be revisited. Mr. Haynes suggested, as the three-week policy is standard in most theatres, that any variance should be done on a trial basis for the dance community first before revisiting and changing the overall policy.

The Board commended Mr. Ayotte for convening the meeting to support the dance community, and suggested it may be valuable to meet with other groups in this same way.

Ms. Wilson agreed to write up a report regarding further licensee relations matters, and email it to Board members.

As the guest presenters had arrived, it was agreed to vary the order of the agenda to accommodate Item 8 next.

8. Resident Companies

Karen Wilson introduced and welcomed Eric Wilson, General Manager, and Paris Simons, Chair of the Board, Friends of Chamber Music.

Mr. Wilson, along with Mr. Simons, updated the Board on the status of Friends of Chamber Music.

Mr. Wilson advised that, for all these years, Friends of Chamber Music have had wonderful support from Vancouver Civic Theatres staff and expressed nothing but praise and appreciation for staff's efforts.

Highlights of Mr. Wilson's comments regarding Friends of Chamber Music included its secure and positive financial status, volunteer staff, ticket sales, marketing, Sunday series and its success with the Playhouse.

Wendy Soobis left the meeting at 1:08 pm.

Following their presentation, Messrs. Wilson and Simons responded to questions, after which Mr. Haynes thanked them for attending. Ms. Wilson escorted the guests from the meeting room.

6. Vancouver Civic Theatres Board Feedback

In her final comments to the Board, in her role as civic theatres feedback provider, Iris Woo commented on maintenance issues, particularly the soap dispenser in the women's washroom in the Orpheum. Mr. Ayotte advised he will bring this matter to the attention of janitorial staff.

Ms. Woo also noted follow-up on previous maintenance issues had been completed.

7. Director's Report and Board Questions

Todd Ayotte provided an update on the marketing and development of the Civic Theatres, noting that he met with the City's Finance staff about bringing a person in for a short term; someone, as part of his/her marketing responsibilities, who can identify sectors that staff can reach out to. If there is a job posting for this position, the Board would like to review the posting before it goes out.

Mr. Ayotte also provided updates on the following:

- RFP went out and has now closed for the parking garage. The Evaluation Committee will be reviewing the RFPs received on December 14th, and implementation will occur early in the new year;
- Strategic Plan, noting Karen Levitt is honing the VCT initiatives, and Richard Newirth and his staff are also currently working on the Cultural Strategy Plan;
- Reviewing rental rates and doing comparisons with other similar national venues;
- Permitting other groups to use the Fly Tower to promote their events, as was done for the Vancouver Opera's "Pirates of Penzance";
- Rental of Vancouver Civic Theatres space for office purposes.

With the aid of a visual presentation, Mr. Ayotte provided comparisons of 2011 actuals and 2013 holds for events in the Playhouse.

9. Goals for 2013 Board of Directors

Due to time constraints, this item was postponed to next Board meeting, January 24, 2013.

10. New Business

The Board was advised Friends of Chamber Music is co-producing a show with the Vancouver Recital Society, and Vancouver Opera ticket sales are up from what was projected. The Board applauded Vancouver Opera for the marketing of its show "Pirates of Penzance".

11. Adjournment

MOVED by Michael Noon
SECONDED by Karole Sutherland

THAT the Vancouver Civic Theatres Board meeting be adjourned.

CARRIED UNANIMOUSLY

The Board adjourned at 1:37 pm.

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Next Meeting

DATE: January 24, 2013
TIME: 12:00 noon
PLACE: Queen Elizabeth Theatre Salon