

Theatre Board Meeting – June 27, 2022 - Minutes

Board Present	Staff Present	Regrets
Anne Gilligan Aleem Israel Diane Lai Ken MacDonald Ronald Minken Sophia Sun Srinka Wallia	Siobhain Fray Scott Hill Eric Lariviere Chris Rickett	Suelyn Cheong Councillor, Alan Ho Councillor, Keith Irish Ron Lynn Justin Reid Andrew Rosenfarb

1.0 Call to Order and Chair's Opening Remarks

Meeting convened at 5:35pm with Dian Lai in the Chair.

- o Welcome to all.

2.0 Declaration of Pecuniary Interest - D. Lai

None declared.

3.0 Agenda Review, Additions/Changes - D. Lai

None declared.

4.0 Approval of Minutes of the March 28th, 2022 meeting - D. Lai

Approval of April 25th meeting minutes

Moved by Sophia Sun

Seconded by Ken MacDonald

Carried

5.0 General Manager's Report and Staff Updates - E. Lariviere

5.1 Status updates – E. Lariviere

General updates, HR updates

Programs

- o Concluded post pandemic spring season. Ticket sales fluctuated but the programs where well supported with no budgetary concerns.
- o 2022-2023 Season launched on June 6th successfully with Ali Hassan as Co-Host.
- o Combined media and public event and was received very well.
- o Excellent technical and FOH house coordination.
- o 4400 tickets currently sold for this season which includes the shows that were postponed.
- o Subscription sales are slower than last year.
- o Robust single ticket sales.

Partnerships/Sponsorships/Foundation

- o Received a letter from the government in April and they are reviewing the request for the charity status; there are government delays.

5.2 Rental business, staff update - S. Hill

- o Q1 and Q2 have exceeded expectations.
- o Lost a few rentals due to COVID however gained a number of new rentals that will continue through 2023.
- o March break to August is mostly booked.
- o Have a new FOH team that is very strong.
- o Refresher training in September and team recognitions at that time.

- New Discovery and Client Services Coordinator that is very dedicated and on top of it.

5.3 Capital, facility and operation - E. Lariviere (A. Rosenfarb absent)

- Upper courtyard shed has been installed.
- Installation of the video program project has been completed with new TV's.
- 2023 Capital Funding is in progress and confident they will be approved.

6.0 Priority Items: Governance Advisory Board/Committees – E. Lariviere

- Transition year with the creation of the Foundation.

6.1 General Governance – Terms of Reference

Presentation given and attached with minutes

- Reviewed the terms of reference of Advisory Board
- Typically, the Advisory Board recommends to the Council to reassign the current board members for another 4 or 2 years.
- Fundraising to be taken over by the Foundation and Board members to serve on one or the other, not both.
- Expectations of the Foundation is supporting the fundraising side.
- Expectations of Advisory as governance and community advisory for the operations of the theatre and be a much more supportive role to the Foundation; e.g. execution of the Gala.
- Mayor to serve on both Advisory and Foundation.
- Possible advocacy role added for the theatre.

6.2 Sub-committees and task forces – Terms of Reference

Presentation given and attached with minutes

- Reviewed the Terms and Reference of Sub Committees and Task Forces.
- Discovery Committee is not longer active.
- **ACTION:** Recommendation to create a task force in the fall to review and make changes to these terms of reference.

6.3 Advisory Board Recruitment

- Suggested that 16 board members may be too large. It's a good time to refresh the governance of the Advisory Board.

7.0 Working committees and task forces updates

7.1 Markham Performing Arts Awards task force report - S. Sun

Presentation given and attached to with minutes

- Presentation of proposed award winners

Approval of proposed winners

Moved by Sophia Sun

Seconded by Ron Minken

Carried

- Artist agreed upon is Terry at Glassworks to create the awards (York Region).
- **ACTION:** Reach out to Glassworks to see if 8 awards can to be customized for each recipient within budget.
- Combining 2021 & 2022 awards; tentatively scheduled for October 18th.

7.2 Annual Gala Committee - K. MacDonald

- Single ticket sales doing well.
- Selling tables and sponsorships is the primary focus.
- **ACTION:** Need to think about contingency plan in the unlikely event we do not reach goals as expected with sponsorship and table sales.
- **ACTION:** Another contingency plan for the pandemic should there be another occurrence.
- **ACTION:** Need to find an emcee or someone that reflects diversity
 - Ken suggested Lloyd Robertson, Beverly Thompson, Rod Black

- Ron suggested Julie Black, Kaylee Evens, Laila Biali, Laura Fernandez, James Bee
- Aleem suggested Merella Fernandez

8.0 New Business

None declared.

9.0 Date of next meeting:

Monday, September 26th, 5:30 PM

Hybrid meeting: Zoom or Canada Room, Markham Civic Centre

10.0 Adjournment

6:42