

**SECOND MEETING OF THE YEAR 2013 -  
FLATO MARKHAM THEATRE ADVISORY BOARD  
CITY OF MARKHAM**

**Canada Room, Markham Civic Centre  
Monday, February 25<sup>th</sup>, 2013**

**NOTES**

**ATTENDANCE:**

**Present:**

John Tidball, Chair  
Christiane Bristow  
Alex Chiu  
Suzzette James  
Arun Mathur  
Karyn Toon

**Regrets:**

David Banfield, Vice-Chair  
Jim Jones  
Jennifer Kah  
Stephen Mathieu  
Ronald Minken  
Stephen Timms  
Maureen Weaver  
Ada Yeung

**Staff:**

Bonnie Armstrong  
Scott Hill  
Eric Lariviere  
John Ryerson  
Debbie Watson  
Wendy Woof-Severn

**Guests:**

Phoebe Fu, Manager, Asset  
Management

The meeting convened at the hour of 5:40 p.m. with John Tidball in the Chair.

**1.0 CALL TO ORDER AND CHAIR'S OPENING REMARKS**

- no quorum so defer approval of minutes and election of officials to next meeting

**2.0 DECLARATION OF PECUINARY INTEREST**

- none declared

**3.0 AGENDA REVIEW, ADDITIONS/CHANGES**

**4.0 ADOPTION OF THE MINUTES OF THE FLATO MARKHAM THEATRE FOR PERFORMING ARTS ADVISORY BOARD MEETING HELD ON JANUARY 28<sup>TH</sup>, 2013**

- deferred to the meeting of March 25<sup>th</sup>, 2013

**5.0 GENERAL MANAGER'S REPORT**

**5.1 Items Arising**

- no report at this time

**6.0 PRIORITY ITEMS: PRESENTATION AND DISCUSSION**

**6.1 Election of Advisory Board Chair and Vice-Chair**

- deferred to the meeting of March 25<sup>th</sup>, 2013

**6.2 Capital / Asset Management – Phoebe Fu, Bonnie Armstrong**

- facility assets – over 160 buildings throughout the City
- 25 year life cycle reserve study; co-ordinated with each department
- updated each year to see what needs to be done – “condition assessment”
- capital budget process, when approved staff goes ahead and does replacements, repairs and such
- some programs, e.g. accessibility, are City-wide
- replace like with like then fight for the rest
- ongoing theatre capital projects –
  - façade upgrade study
  - box office area
  - outside area at the front of the theatre
  - total \$626,000 approved for 2013

**7.0 WORKING COMMITTEE REPORTS**

**7.1 Discovery Committee – Karyn Toon, Chair**

- school matinee project – phased in approach vs. all at once
- funding – corporate sponsorship, City and Gala
- start in September, 2013, with Grades 1 and 2
- creating a presentation for potential corporate sponsors
- can't move forward without long-term City commitment
- urgent to get commitments

- also need to go to the school boards
- have a draft “road map” of time lines – Scenario C-2
- need to be able to say that the City will support the project in order to get corporate sponsors; best strategy to get support from City first?
- meet with the Mayor first; Alex Chiu to be present
- also have City of Guelph as a resource
- 2013 budget done so can go in 2014 budget cycle
- will be demonstrating why it is a good program
- private sector representation has to be good
- it is proposed that the solicitation strategy is guided by a “matching gift” principle – all or nothing

**7.2 Sponsorship Committee – Neil Fernandez, Chair**

- no report at this time

**8.0 TASK FORCE REPORTS**

**8.1 Gala Task Force – Jennifer Kah, Chair**

- no report at this time

**8.2 Circle of Stars Subscription Task Force – Suzette James, Chair**

- no report at this time

**8.3 Volunteer Task Force – David Banfield, Chair**

- no report a this time

**9.0 NEW BUSINESS**

**10.0 DATE OF NEXT MEETING**

- Monday, March 25<sup>th</sup>, 2013
- 5:30 pm
- Canada Room, Markham Civic Centre

**11.0 ADJOURNMENT**

- 7:00 pm