

Meeting: River Run Centre Board of Directors

Date: February 20, 2008

Time: 5:00 pm

Location: Canada Company Hall

Present:

Will Mactaggart	Colleen Clack	Dennis Deters
Chris Clark	Lloyd Longfield	Alec Robertson (ex officio)
Ella Pauls	Joanne McAuley	Rob Mackay
Cathy Alexander	Karl Wettstein	Murray Short
Angela McEwen – Recording Minutes		

Regrets:

Sally Stelter	Gary Gander	Lorna Guthrie
Jim Moon	Lynn Broughton	

Discussion Items

Item #	Description
1	Approval of Agenda <ul style="list-style-type: none"> Motion to approve the agenda by Dennis Deters. Seconded by Lloyd Longfield. CARRIED.
2	Approve of Minutes of the Meeting of January 23, 2008 <ul style="list-style-type: none"> Motion to approve the minutes of the meeting of January 23, 2008 by Cathy Alexander. Seconded by Murray Short. CARRIED.
3	Staff Report – Colleen Clack <ul style="list-style-type: none"> The person who accepted the Front of House Supervisor has had to retract their acceptance for personal reasons. We will begin the search for this position again. Colleen reviewed the activity report that was handed out; we were pleased with the attendance numbers for the month for RRC Presented events. We added a public performance of The Emperors New Clothes during the same time period that the show was here for Linamar performances, this worked extremely well. Colleen also reviewed the upcoming shows. For several reasons, the Chucky Danger Band performance was cancelled. We may consider bringing them back in the future, if circumstances change and if staff feels it would be a viable event. Colleen reminded the board that we are switching to seasonal programming, rather than programming within the calendar year. In May, we will announce the full season covering the months from October 2008 to May 2009, and then print a brochure around the end of August that will cover the full season. We will still provide an opportunity for our rental clients to purchase ads in the season brochure; details are still being finalized. Colleen reviewed the programming plans for 2008-2009 which were handed out. The board would like to see the attendance numbers added back into the report for rental clients. Colleen agreed that these numbers would be added back on future reports and reminded board

	<p>members that these numbers must be kept confidential.</p> <ul style="list-style-type: none"> There are no significant variances for January; the reason hospitality expenses are low is because the position of Front of House Supervisor has not yet been filled, and accordingly the full budgeted salary is not being spent. The 2008 budget was approved last night at Council. Starting in March, staff will add an annual budget column to the statement.
4	<p>Other Business</p> <p>a) <i>Selection of Vice Chair</i> – Colleen reminded the committee that the by-law requires that the board nominate both a Chair and a Vice Chair. Will plans to call each board member to discuss potential interest in the position of Vice Chair.</p> <p>b) <i>Goals for River Run Centre Board of Directors for 2008</i> – Will handed out the Board's terms of reference that were accepted in May 2007. The board brainstormed potential goals for 2008; these notes will be summarized and e-mailed out for input at the next meeting.</p>
5	<p>Programming Input</p> <ul style="list-style-type: none"> An Eagles Tribute Band was suggested.
6	<p>Correspondence</p> <ul style="list-style-type: none"> There are several nice notes in the binder. There was also one letter from a patron regarding a parking issue, relating to disability spots. Colleen is working with the City's Administrator of Disability Services to look at longer term alternative solutions for onsite accessible parking. Colleen will follow up with the patron.
7	<p>New Business</p> <ul style="list-style-type: none"> <i>Board Vacancies</i> – there will be an ad in the paper on Friday February 22nd; we currently have two vacancies.
8	<p>Next Meeting</p> <ul style="list-style-type: none"> Wednesday, March 19, 2008 – 5:00 pm – River Run Centre

Meeting: River Run Centre Board of Directors

Date: March 19, 2008

Time: 5:00 pm

Location: The Bridge

Present:

Sally Stelter	Chris Clark	Alec Robertson (ex-officio)
Will Mactaggart	Gary Gander	Ann Pappert
Ella Pauls	Colleen Clack	Joanne McAuley
Lloyd Longfield	Murray Short	
Angela McEwen – Recording Minutes		

Regrets:

Cathy Alexander	Karl Wettstein	Dennis Deters
Rob Mackay	Jim Moon	Lynn Broughton
Lorna Guthrie		

Discussion Items

Item #	Description
1	Approval of Agenda <ul style="list-style-type: none"> Motion to approve the agenda by Murray Short. Seconded by Lloyd Longfield. CARRIED
2	Approval of the Minutes of the Meeting February 20, 2008 <ul style="list-style-type: none"> Motion to approve the minutes of the meeting of February 20, 2008 by Joanne McAuley. Seconded by Murray Short. CARRIED
3	Staff Report – Colleen Clack <ul style="list-style-type: none"> Colleen introduced the new Director of Community Services, Ann Pappert. Colleen recently had a very productive meeting with the new General Manager of the Kitchener-Waterloo Symphony. We have received an inquiry from staff in the City's Realty Services about the possible sale of the land owned by the City north of the River Run Centre. Colleen will respond. We are well on our way with plans for the 2008-2009 Professional Entertainment season, and have about 90% of the shows confirmed. We are planning a season launch for May 20th. Colleen will bring the full line up to the board at the May meeting. <i>Activity Report, sales projections</i> – Colleen reviewed the report that was distributed via e-mail. February was a fairly busy month with several River Run presented shows. We have added the attendance figures to the report for rental clients. Colleen reminded the board that this information is confidential. The board requested that we add the percentage of capacity sold for each River Run presented performance. <i>February Statement</i> – Colleen reviewed the statement that was distributed via e-mail. <i>Revised Legislation Relating to Board of Directors Meetings</i> – We received a notice from the Clerks Office regarding the legislation governing River Run board meetings. Our meetings are required to be open to the public, and therefore we need to post agendas and minutes on the City's

	<p>website. Colleen has a copy of the legislation if anyone is interested in reviewing it. The Clerks office can advise us further if it is felt that there is ever a need to go in-camera for a particular agenda item.</p> <ul style="list-style-type: none"> • <i>Fundraising / Sponsorship Update</i> – The committee met last month to review the sponsorship package, and fundraising strategies. Over the next six weeks, we have several meetings set up with current and potential sponsors to discuss 08/09 sponsorship opportunities. The great advantage we have this year is that the majority of the programming is already confirmed. Our goal is to have the key lead sponsors in place by the May 20th announcement, and show sponsors by brochure publication in August. Targets have been set for board members in terms of fundraising and sponsorship responsibilities. Ella Pauls will distribute a list of all previous River Run sponsors for the board to review, and from which board members can brainstorm new leads.
4	<p>Other Business</p> <ul style="list-style-type: none"> • <i>Goals for River Run Centre Board of Directors 2008</i> - Will Mactaggart reviewed the goals that were distributed via e-mail. <ul style="list-style-type: none"> ○ Lloyd Longfield volunteered to be chair of the ad-hoc committee to investigate the possibility of an Arts Gala. Chris Clark, Joanne McAuley, and Sally Stelter also volunteered to be on the committee. The ad-hoc committee will meet and report back at the next meeting. ○ There was a group discussion about the goals. We will add further discussion to the agenda for next month. • <i>Volunteer Update</i> – Alex Robertson handed out the Volunteer Voice. On Monday, April 14, 2008 at 6pm we will be having our annual Volunteer recognition evening. This year, there were enough funds generated through the volunteer tips to be able to host a sit down dinner in Canada Company Hall. Please RSVP to Colleen, Angela or Bonnie McDougall.
5	<p>Programming Input</p> <ul style="list-style-type: none"> • Deferred.
6	<p>Correspondence</p> <ul style="list-style-type: none"> • See binder.
7	<p>Next Meeting</p> <ul style="list-style-type: none"> • Wednesday, April 23, 2008 – 5:00 pm – River Run Centre

Meeting: River Run Centre Board of Directors

Date: April 23, 2008

Time: 5:00 pm

Location: Canada Company Hall – River Run Centre

Present:

Lynn Broughton	Chris Clark	Murray Short
Alec Robertson (ex-officio)	Karl Wettstein	Gary Gander
Will Mactaggart	Sally Stelter	Lorna Guthrie
Rob Mackay	Ella Pauls	Colleen Clack
Joanne McAuley		
Angela McEwen – Recording Minutes		

Regrets:

Lloyd Longfield	Cathy Alexander	Jim Moon
Dennis Deters		

Discussion Items

Item #	Description
1	Approval of Agenda <ul style="list-style-type: none"> Motion to approve the agenda by Murray Short, seconded by Lynn Broughton. CARRIED.
2	Approval of the Minutes of the Meeting of March 19, 2008 <ul style="list-style-type: none"> Motion to approve the minutes of the meeting of March 19, 2008 by Murray Short, seconded by Sally Stelter. CARRIED.
3	Staff Report <ul style="list-style-type: none"> Colleen reviewed the activity report which was e-mailed. The Songbird Café and Cadence (Linamar show) were the only River Run Centre presented events in March. We have hired an Interim Front of House Supervisor, Anna Stewart, who will be joining us on Monday for a three month period until Mid July. We had interviews today for a House Technician position which is available. Supervisor of Technical Services position will be reposted shortly. Red Hat Society – after receiving a letter from the Red Hat Society we immediately cancelled the October 2008 shows as requested. The City's legal department is currently working with the Red Hat Society to reach a mutually agreeable letter of understanding that both parties will sign.. Colleen will advise once a final agreement is reached. Colleen noted that although the months were already closed, the Finance department went back into January and February and made adjustments. As a result, the YTD numbers on the March statement may not balance to the statements previously distributed. All adjustments were expected, but it was assumed they would be processed in March. Colleen explained that the current month and year to date will always match what is in the City's accounting system, and the line added to the bottom of the statement reflects items that have not gone through the City system but we think should be calculated in the current month. There were no unexpected

	<p>variances in the month of March.</p> <ul style="list-style-type: none"> • Our fundraising campaign is going very well, response has been positive. By the next board meeting we should have confirmation of most lead sponsors. A season sponsor, three series sponsors, and three show sponsors have now confirmed, two other series have potential sponsors. Colleen and Ella still have several sponsorship meetings coming up. We also have a confirmed ticket sponsor, and Meridian Credit Union is sponsoring the Volunteer program again this year. • The volunteer appreciation event was well received; this event was paid for using tip money. • Our season launch will be May 20 at 4:15pm; invitations will be in the mail next week.
4	<p>Other Business</p> <ol style="list-style-type: none"> a) <i>Goals for River Run Centre Board of Directors 2008</i> - the goals were handed out. These are basically the same as the ones handed out last month with the addition of number five. b) <i>Arts Gala Committee Update</i> – Lloyd was unable to attend the meeting today, Colleen read an e-mail that he sent summarizing the initial ad-hoc committee meeting that he chaired. The points of discussion included: is the objective to raise money or awareness; coordination from outside agency; involve arts council and artists in discussions; possible mix of classical, folk, dance, etc; sponsor to underwrite a big name performer; long term plan for 2009.
5	<p>Programming Input</p> <ul style="list-style-type: none"> • A suggestion was made to tap into high definition productions of live Opera; they are currently done at movie theatres, including the Galaxy Cinemas in Guelph that screens Live at the Metropolitan Opera performances.
6	<p>Correspondence</p> <ul style="list-style-type: none"> • Ella received a package of drawings yesterday from a class that had seen the Linamar show last week.
7	<p>Next Meeting</p> <ul style="list-style-type: none"> • May 14, 2008 – 5:00 pm, River Run Centre – PLEASE NOTE THIS MEETING IS A WEEK EARLIER THAN USUAL, FINANCIAL STATEMENTS WILL NOT BE AVAILABLE

Meeting: River Run Centre Board of Directors

Date: May 14, 2008

Time: 5:00 pm

Location: Co-operators Hall

Present:	Sally Stelter	Joanne McAuley	Chris Clark
	Cathy Alexander	Will Mactaggart	Gary Gander
	Beverly-Ann Woods	Jim Moon	Dennis Deters
	Colleen Clack	Karl Wettstein	Lloyd Longfield
	Rob Mackay	Ella Pauls	
	Angela McEwen – Recording Minutes		
Regrets:	Lynn Broughton	Alec Robertson	Murray Short
	Lorna Guthrie		

Discussion Items

Item #	Description
1	<ul style="list-style-type: none"> Will welcomed Beverly-Ann Woods to the River Run Centre Board. We have one more position that Council is hoping to fill by our June meeting.
2	Approval of Agenda <ul style="list-style-type: none"> Motion to approve the agenda by Dennis Deters. Seconded by Gary Gander. CARRIED.
3	Approval of the Minutes of the Meeting of April 23, 2008 <ul style="list-style-type: none"> Motion to approve the minutes of the meeting of April 23, 2008 by Gary Gander. Seconded by Dennis Deters. CARRIED.
4	Staff Report <ul style="list-style-type: none"> Colleen reviewed the April activity report, which was e-mailed. We were very busy with Linamar shows this month and the month ended with our first graduating class of the Linamar Program (coming for the full eight years). There is no financial report this month due to the early meeting. Wayne Nero has been hired full time as a house technician to fill a medical leave. The posting is out for Supervisor of Technical Services. Colleen was asked if River Run Centre could work more closely with David Earle, Colleen explained that she has been speaking with him, and we have applied for an Ontario Dances grant. Colleen reviewed the 08.09 Professional Entertainment Season. All listed sponsors are confirmed, we have a number who have not confirmed but we hope to have all of the series named by the time our brochure comes out in the summer. Ella has done a fantastic job of getting sponsorship. Will encouraged the board to work hard to get as many shows sponsored as possible.

5	Correspondence <ul style="list-style-type: none">• See correspondence binder
6	Next Meeting <ul style="list-style-type: none">• June 18, 2008 – 5:00 pm, River Run Centre

MEETING MINUTES



MEETING **River Run Centre Board of Directors**

DATE June 18, 2008

LOCATION Co-operators Hall

TIME 5:00 pm

PRESENT	Rob Mackay	Sally Stelter	Walt Palmer
	Karl Wetstein	Lynn Broughton	Chris Clark
	Will Mactaggart	Joanne McAuley	Murray Short
	Cathy Alexander	Colleen Clack	
	Angela McEwen – Recording Minutes		

REGRETS	Beverly-Ann Woods	Jim Moon	Ella Pauls
	Gary Gander	Dennis Deters	Lloyd Longfield
	Lorna Guthrie	Alec Robertson	

DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	<ul style="list-style-type: none"> Colleen welcomed Walt Palmer to the River Run Centre Board.
2	Approval of Agenda <ul style="list-style-type: none"> Motion to approve the agenda by Murray Short. Seconded by Joanne McAuley. CARRIED.
3	Approval of the Minutes of the Meeting of May 14, 2008 <ul style="list-style-type: none"> Motion to approve the minutes of the meeting of May 14, 2008 by Sally Stelter. Seconded by Joanne McAuley. CARRIED.
4	Staff Report <ul style="list-style-type: none"> a) Colleen reviewed the activity report that was e-mailed. b) We are currently conducting interviews for the Supervisor of Technical Services position and have had the most qualified pool of applicants as of yet. The position was posted longer and in more places than in the past. c) The posting for the Supervisor of Front of House Services position closes today. We currently have an interim Supervisor until mid July who will go back to Sleeman Centre. d) TD Canada Trust have committed to sponsoring the TD Canada Trust Family Series as well as Emilie Claire Barlow, DK Ibomeka and Lori Cullen. Red Car has committed to sponsoring Celtic Blaze.



	<p>e) We have been accepted into a pilot program by OAC, to further the presentation of dance. The first year we will receive \$3,500 for professional development in dance and for Colleen to travel to see dance companies. In the second and third years we will receive between \$20,000 & \$25,000 to present dance. Seven venues are participating in the program.</p> <p>f) Colleen reviewed the River Run Centre Presented Shows report; ticket sales to date are without any advertising except the launch and website. Colleen is pleased with the numbers so far. This report will be updated every month.</p> <p>g) Colleen reviewed the April and May statements that were e-mailed. The Finance Committee discussed breaking development down more to show what amounts offset the cost of River Run presented shows, they also discussed a different way of showing the sponsorship revenue by prorating the series sponsors instead of showing the revenue when it is received. Colleen needs to discuss these ideas with the City's finance department and Ella prior to deciding to implement them. The plant variance is due to higher than expected utility bills. We expect the Linamar Program to be over budget this year based on the timing of programming. June & July statements will be reviewed at the September board meeting and August and September statements will be reviewed at the October meeting.</p>
5	<p>Appointment of Vice-Chair</p> <ul style="list-style-type: none"> Will went round the table asked if any board members were interested in the position of Vice-Chair, Murray Short was the only board member interested and was declared Vice-Chair.
6	<p>Other Business</p> <ul style="list-style-type: none"> At the ninth annual Guelph Awards of Excellence gala last Wednesday, Pat Laurin received the 2008 Downtown Volunteer of the Year for her leadership role in initiating and managing Showcase. RLB was also given the 2008 Workplace Education Award. Colleen sent a note to RLB on behalf of River Run. Will is going to send a card to Pat on behalf of the board.
7	<p>Programming Input</p> <ul style="list-style-type: none"> There was a suggestion to bring in Country and Western as this is a genre we are lacking programming or rentals. Colleen commented that it is definitely a genre that she will look at for the 09- 10 season.

MEETING MINUTES



MEETING **River Run Centre Board of Directors**

DATE September 17, 2008

LOCATION Co-operators Hall

TIME 5:00 pm

PRESENT Sally Stelter, Walt Palmer, Karl Wetstein, Lynn Broughton, Chris Clark, Will Mactaggart, Joanne McAuley, Murray Short, Beverly-Ann Woods, Jim Moon, Gary Gander, Dennis Deters, Lloyd Longfield, Lorna Guthrie, Alec Robertson

STAFF Colleen Clack, Danna Evans, Rena Hooey, Dave Horner, Ann Pappert, Ella Pauls

REGRETS Cathy Alexander

DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	Approval of Agenda <ul style="list-style-type: none">Motion to approve the agenda by Dennis Deters. Seconded by Lynn Broughton. CARRIED.
2	Approval of the Minutes of the Meeting of June 18, 2008 <ul style="list-style-type: none">Motion to approve the minutes of the meeting of June 18, 2008 by Sally Stelter. Seconded by Walt Palmer. CARRIED.
3	Staff Report <ul style="list-style-type: none">a) The two new Supervisors at River Run were introduced – Danna Evans, Supervisor of Front of House Services started with River Run at the end of July, and Dave Horner, Supervisor of Technical Services, started with River Run in early August. Colleen also welcomed Rena Hooey, Supervisor of Ticketing and Event Services and Ella Pauls, Supervisor of Development and Communications to the meeting. Each of the Supervisors may attend board meetings when there are items pertaining to their department on the agenda.b) Colleen reviewed the activity reports from June, July and August. June was a particularly busy month, but the months of July and August were quieter while we did annual maintenance and capital upgrades in the theatres.c) After reviewing the financial statements for June, July and August, Colleen made particular note of the August statement which includes the projection through to year end. At this point in time, it is projected that River Run will be on budget for 2008.



	<p>d) Colleen reviewed the highlights of the draft 2009 budget, in particular noting that while the percentage increase over the 2008 budget is 12.5%, this is due in large part to the reallocation of the full-time cleaner from Delhi Recreation Centre to River Run, effective in the fall of 2008. Without the addition of this position, the base budget increase for River Run is 4.3% from 2008 to 2009.</p> <p>A number of concerns were raised about the reallocation of the cleaner position. It was questioned as to the need for a full-time cleaner at River Run when the facility had functioned since opening with part-time cleaning staff. Colleen noted that the volume of events has increased over the first 10 years at River Run, and in the interests of maintaining service level and staff continuity, it was appropriate to have a full-time cleaner. There will be some savings in part-time wages by reducing the number of hours required for part-time cleaning staff once the full-time cleaner starts.</p> <p>The other primary concern raised was the optics of River Run's budget increasing by such a significant amount, and how that might be perceived. Ann Pappert clarified that the staff position was already included in the overall staff complement for Community Services, and it was a management decision to reallocate the position from one facility to another. The increase in River Run's budget due to the cleaner reallocation will be offset by a decrease in Delhi's budget, both of which are contained in the overall budget for Community Services.</p> <p>A question was asked about the projections for River Run Centre presented shows and if they are overly conservative given the new programming direction and the hope that sales will increase as a result. Staff responded that while we do expect that we will see an increase in sales, we do not have enough of a track record to increase the projections any further than has already been done for 2009.</p>
4	<p>Presentation and Discussion regarding River Run rental rates</p> <ul style="list-style-type: none"> Colleen presented a report and series of recommendations relating to the rates for rental of River Run including rent, front of house, box office and technical costs. There were three main factors contributing to the need to review the rental rates and categories: <ol style="list-style-type: none"> Rental rates have not been changed since 1999, and the rates charged for staff related services (technical labour, front of house) have not changed since prior to 2004. It was felt that the categories previously used to define rental clients were ambiguous and left too much room for interpretation. In the interests of transparency and equity, new rental rate categories are required to eliminate the risk of inequitable application of rates, and to recognize the need to provide different rates for not-for-profit or charitable clients, specifically those based in Guelph The current rental rates favour clients renting the facility for non-ticketed events, and charge higher rental rates to ticketed events if they do well with their ticket sales. Industry standard is to charge a higher flat base for non-ticketed events, and have a lower flat base versus percentage for ticketed events in order to address this potential inequity.

	<ul style="list-style-type: none"> • Staff have developed new rental categories, and a revised rental rate structure that differentiates between ticketed and non-ticketed clients. Revised rate structures have also been set out for technical and production services, front of house services, box office services and Capital Reserve Fund (CRF) charges. • The proposed rates will go forward as part of the 2009 budget approval process, and once approved, will be effective for all events taking place after September 1st, 2009. • The Board was provided an overview of all aspects of the proposed rate structure and rental categories. Staff will revise the rate structure and rental categories accordingly to address a small number of items noted by committee members and that could benefit from further clarification. • The Board was asked if they agreed in principal with the new rate categories, proposed rental rates, and proposed rates for other services – no significant concerns were raised.
6	<p>Other Business</p> <ul style="list-style-type: none"> • Volunteer social – Colleen invited all members of the Board to attend a volunteer social, taking place in Co-operators Hall at River Run on Thursday September 18th at 6:00 pm.
7	<p>Correspondence</p> <ul style="list-style-type: none"> • Code of Conduct – Will reported to the board on the draft code of conduct that he received from the City Clerk's office. The Code of Conduct will govern all members of Council appointed Boards and Commissions, including River Run Centre's Board. Will was asked to provide feedback to the Clerk's office, but there was not time to bring the matter to a Board meeting. Will reviewed the document and did not feel that anything in the draft required changing or clarification. The final version will go to City Council for approval on September 22nd, and will subsequently be distributed to all Board members.

MEETING MINUTES



MEETING **River Run Centre Board of Directors**

DATE October 22, 2008

LOCATION Canada Company Hall

TIME 5:00 pm

PRESENT Sally Stelter, Cathy Alexander, Karl Wetstein, Will Mactaggart (Chair), Murray Short, Beverly-Ann Woods, Lloyd Longfield, Lorna Guthrie, Alex Robertson

STAFF Colleen Clack, Ella Pauls

REGRETS Walt Palmer, Lynn Broughton, Joanne McAuley, Jim Moon, Gary Gander, Dennis Deters,

DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	Approval of Agenda <ul style="list-style-type: none">Motion to approve the agenda by Cathy Alexander. Seconded by Murray Shortt. CARRIED.
2	Approval of the Minutes of the Meeting of September 17, 2008 <ul style="list-style-type: none">Motion to approve the minutes of the meeting of September 17, 2008 by Karl Wettstein. Seconded by Lloyd Longfield. CARRIED.
3	Staff Report <ul style="list-style-type: none">a) Colleen updated the board on the ticket sales for the fall season; some of our rental clients are expressing concern about lower than normal ticket sales, and several other similar sized Ontario theatres are feeling that the economy is negatively affecting sales. Currently, River Run presented shows are still generating strong ticket sales, which is felt to be reflective of the new branding, re-visioned programming, and revised marketing strategy.b) Colleen reviewed the activity reports and financial statements for September. Activity levels remain strong, although we have experienced some cancellations of fall rental events. It is still projected that River Run will be on budget for 2008, provided that ticket sales remain strong.c) Ella reported on the successful donor appreciation event, held at River Run on October 18th in conjunction with the Ballet Jorgen Canada performance of Anastasia. Feedback from our donors who attended the event was extremely positive.



4	<p>Council Resolution re City Appointed Committees</p> <p>a) The council approved resolution regarding the code of conduct for City appointed committees was distributed and all committee members were asked to review the document.</p>
5	<p>Programming Input</p> <ul style="list-style-type: none"> Stuart MacLean was suggested as a worthwhile artist to bring back to River Run
7	<p>Correspondence</p> <ul style="list-style-type: none"> Colleen read aloud a letter to the editor that appeared in the Guelph Mercury on October 17th, regarding a rental event that takes place at the Centre in the Square in Kitchener, and the letter writer felt that it reflected badly on River Run that the event did not take place in our venue. Colleen is unaware that this particular client had expressed interest in renting River Run, but will follow-up directly with Centre in the Square to find out more details, with the letter writer, and with the rental client. If deemed helpful, a letter to the editor may be sent to provide clarification, signed by Will and Murray on behalf of the board. Ella read aloud a thank you note that she received from the family member of a River Run donor who recently passed away. The family made note of who important River Run was to this particular donor.

MEETING	River Run Centre Board of Directors		
DATE	March 25, 2009		
LOCATION	Canada Company Hall		
TIME	5:00 pm		
PRESENT	Lynn Broughton Ann Pappert Dennis Deters Jordan Wilcox Colleen Clack	Murray Short Lorna Guthrie Will Mactaggert Alan Boivin	Alex Robertson Joanne McAuley Gary Gander Ella Pauls
REGRETS	Karl Wettstein Walt Palmer	Cathy Alexander Beverly-Anne Woods	Lloyd Longfield John Cassano

DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	<p>Standing Items</p> <ul style="list-style-type: none"> • <i>Approval of Agenda:</i> Motion to approve the agenda by Will Mactaggert, seconded Gary Gander. CARRIED - with the addition of two items (Discussion on sponsor recognition event - Colleen, Fundraising committee membership - Will) • <i>Approval of the Minutes of the Meeting of February 18, 2009:</i> Motion to approve the minutes of the meeting of February 18, 2009 by Will Mactaggert, seconded by Joanne McAuley. CARRIED. • <i>Declarations of Conflicts of Interest:</i> no conflicts declared. • <i>Questions arising from Staff Update:</i> <ul style="list-style-type: none"> ○ There was a question about the relatively low ticket sales for Village People. Colleen confirmed that staff are concerned about the softening of sales on many shows this spring, and that it is being felt by other entertainment providers due to the economic decline, not just River Run. She also expressed the concern that patrons were assuming the Village People was a tribute band and so all further promotion for the show would highlight the fact that it is the real Village People, not a tribute show. ○ Concern was raised regarding the overall sales on River Run Centre presented shows, specifically the number of shows that have not yet met their projected ticket sales numbers. Colleen clarified that the projected sales numbers as shown on the report are the estimate at the time of booking the show and negotiating with the artist - these are not the numbers used for calculating revenue for budget purposes. She also reminded the board that while some shows are booked because it is expected that they will be strong sellers, others, such as comedy and family programs, are booked to fill a particular void in the line-up at River Run. These genres are identified as areas for growth and it may take several years to build the sales. Discussion followed about other options for promoting shows and constraints around timelines for booking performances for next season. Colleen reported that as part of the current staff review of River Run Centre's mandate, she will lead an analysis of its current programming and develop a policy framework to guide future program development.

2	<p>Items for Information</p> <ul style="list-style-type: none"> • <i>Linamar Program:</i> Ella provided an overview of the Linamar Program and distributed a one-page summary about the program. She also passed around drawings and letters that have been received in recent months sent in by students who had attended one of our Linamar performances. There was a question about tracking the program's success, and staff confirmed that they would like to do more in the coming years to track the measurable results that the program has had over the past nine years. A brief discussion followed about various ways to enhance the program and better promote its success to the public. Colleen invited board members to consider attending an upcoming Linamar performance to experience the program first-hand. • <i>Sponsor Recognition Events:</i> Colleen reported on the successful lunch event that took place on March 4th, hosted by Mayor Farbridge, at which we recognized our season, series and performance sponsors. A second event is planned for April, following one of our performances, at which we will hold a reception to recognize our in-kind and contra sponsors. Colleen asked for input from the board regarding the date for that event - it is proposed for either Thursday April 23rd as part of the Rik Emmett performance, or Thursday April 30th as part of the Village People performance. After discussion, it was agreed that it was most appropriate to host the event on Thursday April 23rd. Board members will also be invited, and further information will be sent out in early April.
3	<p>Items for Discussion</p> <ul style="list-style-type: none"> • <i>Capital Reserve Fund:</i> Colleen briefed the board on the terms by which the Capital Reserve Fund was originally established, how much revenue had come in since the fund was setup, and what the expenditures have been to date. As part of a review of the process by which expenditures are approved, she requested board input regarding the establishment of any minimum base amount that should be maintained in the fund from year to year. It was decided to table any further discussion to a future meeting and in the interim, Colleen will locate the notes from a few years ago when an ad-hoc committee of Board members met to discuss capital expenditures. • <i>Fundraising Committee:</i> Will briefed the board on the role of the fundraising committee, and asked for volunteers to participate on this ad-hoc committee this year. Alan, Dennis and Murray all offered to sit on the committee. Will and Ella will follow-up.
4	<p>Correspondence</p> <ul style="list-style-type: none"> • Colleen noted the positive feedback received following the March 4th recognition lunch for season, series and performance sponsors.
5	<p>Other Business</p> <ul style="list-style-type: none"> • Alex distributed the latest edition of the Volunteer Voice, and asked board members to mark May 25th on their calendar as it is the annual volunteer recognition dinner. Colleen will be sending each board member a formal invitation with more information. • A question was asked about the changes in parking rates at the City operated parkades and whether staff had received many complaints. Colleen reported that we have received many complaints, all of which have been forwarded to the City's parking office for follow-up. Very few complaints have been received about the \$2.00 charge, but rather most of the complaints relate to confusion about the different schedules and rates depending on time of day, day of week, and whether or not a public event is taking place. Many patrons have received tickets because they misunderstood the parking charges and procedures on a given day and time. Staff will continue to forward all feedback to the parking office, and will update further at a future board meeting.
6	<p>Next meeting</p> <ul style="list-style-type: none"> • April 22, 2009 – 5:00 pm River Run Centre

MEETING	River Run Centre Board of Directors		
DATE	April 22, 2009		
LOCATION	River Run Centre		
TIME	5:00 pm		
PRESENT	Beverley-Ann Woods Alan Boivin Gary Gander Jordan Wilcox Angela McEwen – Recording Minutes	Walt Palmer Will Mactaggart Karl Wettstein Lloyd Longfield	Alex Robertson Joanne McAuley Murray Short Colleen Clack
REGRETS	Lynn Broughton Lorna Guthrie	Ann Pappert Cathy Alexander	Dennis Deters John Cassano

DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	Standing Items <ul style="list-style-type: none"> <i>Approval of Agenda</i> – Motion to approve the agenda by Alan Boivin, seconded by Will Mactaggart. CARRIED. <i>Approval of Minutes</i> <ul style="list-style-type: none"> Lorna Guthrie and Jordan Wilcox had also volunteered to be on the Fundraising Committee – these names are to be added. Motion to approve the minutes of the meeting of March 25, 2009 as amended by Will Mactaggart, seconded by Gary Gander. CARRIED. <i>Declaration of Conflict of Interest</i> – none. <i>Questions arising from Staff Update</i> – none.
2	Items for Information <ul style="list-style-type: none"> <i>Financial Statement March 2009</i> – Colleen reviewed the statement circulated via e-mail. <i>Review of Board Nomination Process</i> – Currently when vacancies occur an ad is put in the paper. As staff we can inform the Clerks' office of a particular need we may have, but after that input, the process is closed to staff. Applications are processed through the Clerks' Department and then the ECO Committee and ultimately approved by Council. Staff are informed as to who has been appointed when a letter goes to the successful candidate. We have asked that the process be changed to allow more input from River Run Centre staff & board. The City is currently undergoing a review of the process for appointing all boards and commissions. <i>Report on Meeting with Chairs of current RRC Standing Committees</i>

	<ul style="list-style-type: none"> ○ Murray reported on a meeting that he had with Colleen, Ella, Will and Cathy to discuss what role those committees play in River Run Centre. ○ After discussion, it was suggested that additional committees might be appropriate for Nominating, Promotions as well as an ad-hoc committee to look at the missions and goals for RRC ○ Colleen clarified that a Promotions committee would be extremely helpful, not necessarily for idea generation, but to identify those board members who could assist with the actual hands on promotion and marketing of performances ○ It was agreed that Colleen would provide an overview at the next Board meeting of the current marketing and promotions initiatives, and then the Board could brainstorm ways that they could be of further assistance. ○
3	<p>Items for Discussion</p> <ul style="list-style-type: none"> • <i>May Meeting Date</i> <ul style="list-style-type: none"> ○ The May meeting is scheduled for May 20, which is the day following the season launch – there was a discussion about whether or not the May board meeting should be cancelled so that board members would be encouraged to attend the season launch. After a discussion it was agreed that the meeting will go ahead and as scheduled as most board members felt that they could attending both events in the same week.
4	<p>Correspondence</p> <ul style="list-style-type: none"> • See correspondence binder
5	<p>New Business</p> <ul style="list-style-type: none"> • Motion that we as a board recognize that the establishment of the strategic direction of River Run Centre is to be in place by the end of 2009 by Karl Wettstein, seconded by Joanne McAuley. CARRIED.

MEETING	River Run Centre Board of Directors		
DATE	June 17, 2009		
LOCATION	Co-operators Hall		
TIME	5:00 pm		
PRESENT	Joanne McAuley Lynn Broughton Lorna Guthrie Gary Gander Colleen Clack Angela McEwen – Recording Minutes	Beverley-Ann Woods Karl Wettstein Cathy Alexander Walt Palmer Ella Pauls	Alex Robertson Alan Boivin John Cassano Murray Short
REGRETS	Jordan Wilcox	Will Mactaggart	Lloyd Longfield

DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	<p>Standing Items</p> <ul style="list-style-type: none"> • Approval of Agenda – approved • Approval of Minutes of the Meeting of April 22, 2009 – approved • Declarations of Conflict of Interest – no conflicts declared • Questions Arising from Staff Update <ul style="list-style-type: none"> ◦ Colleen reviewed the staff report which was distributed via e-mail
2	<p>Items for Information</p> <ul style="list-style-type: none"> • Financial Statements – April and May 2009 <ul style="list-style-type: none"> ◦ Colleen reviewed the financial statements which were distributed via e-mail. We have not accrued for losses and expenses from the flood, as we are not certain what we will be reimbursed for from insurance. Two more columns will be added to the statement for June to show where we should have been without the flood expenses and the projected variance due to the flood. • Follow up from Victoria Day flood <ul style="list-style-type: none"> ◦ The stage floor is our primary area of concern. As well, curtains and rigging were damaged, and the orchestra pit lift is damaged because the motors were submerged. Most of the repairs will happen over the summer months. We are currently in the process of replacing the deluge system with a fire curtain, a system more commonly used in theatres. June events will run as scheduled with temporary flooring and equipment in place.

	<ul style="list-style-type: none"> • Federal Infrastructure funding <ul style="list-style-type: none"> ◦ River Run Centre was included in the City's infrastructure application; we will receive a total of 2.25 million from the three levels of government. Projects must be completed by March 2011 and include: energy conservation, accessibility – more accessible seating in Main Stage, life cycle replacements – roof, generator, caulking, upgrades to the parking lot and the fire curtain.
3	<p>Items for Discussion</p> <ul style="list-style-type: none"> • Promotions and Marketing Committee <ul style="list-style-type: none"> ◦ There was a discussion of promotion and marketing ideas. John Cassano, Alan Boivin, Gary Gander, Lynn Broughton and Walt Palmer volunteered to sit on the committee, Colleen will check with Jordan Wilcox as he expressed an interest previously in sitting on a Promotions and Marketing Committee.
4	<p>Correspondence</p> <ul style="list-style-type: none"> • See correspondence binder
5	<p>Next Meeting</p> <ul style="list-style-type: none"> • September 16, 2009 – 5:00 pm – River Run Centre

MEETING	River Run Centre Board of Directors		
DATE	September 16, 2009		
LOCATION	Canada Company Hall		
TIME	5:00 pm		
PRESENT	Lloyd Longfield Walt Palmer Murray Short Dennis Deters	Karl Wettstein Lynn Broughton Alan Boivin Cathy Alexander	John Cassano Jordan Willcox Lorna Guthrie Joanne McAuley
STAFF	Angela McEwen – Recording Minutes Colleen Clack Ella Pauls		
REGRETS	Gary Gander Will Mactaggart	Beverley-Ann Woods	Alex Robertson

DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	<p>Standing Items</p> <ul style="list-style-type: none"> • Approval of Agenda – approved • Approval of Minutes of the Meeting of June 17, 2009 – approved • Declarations of Conflict of Interest – no declarations • Questions arising from Staff Update – no questions of comments
2	<p>Items for Information</p> <ul style="list-style-type: none"> • Financial Statements – June, July and August, 2009 (Colleen) <ul style="list-style-type: none"> ◦ June, July & August were distributed via e-mail. Four columns regarding the flood have been added, this projects what Colleen thinks insurance will cover. Colleen will continue to adjust based on expenses and what items are covered by insurance. Colleen reviewed the August statement in detail. ◦ 2010 Budget numbers are to be identical to 2009 with the exception of salaries, and the draft has gone forward to Senior Management for review. • Follow up from Victoria Day flood (Colleen) <ul style="list-style-type: none"> ◦ Repairs are progressing - the stage floor has been replaced, the main curtain arrived yesterday, and the fire curtain has been installed. Orchestra pit will be fixed in the middle of November when we have a week with no scheduled events.

	<ul style="list-style-type: none"> • Fundraising update (Ella) <ul style="list-style-type: none"> ○ We are doing slightly better than budget despite that fact that, for a variety of reasons, grants are down. We have had a fairly strong sponsorship response this year. Some sponsors have increased their sponsorship and some new sponsors have come on board. The strength of our program is helping with sponsorship. ○ The overall results for the fundraising campaign are still dependent on a strong individual donor response this fall. • Promotions update (Colleen) <ul style="list-style-type: none"> ○ A promotions committee was struck at the last board meeting in June, and they have met twice since. ○ The committee looked at two key initiatives where staff resources are not available. <ul style="list-style-type: none"> ▪ An initiative to solicit corporate group sales, Colleen has suggested eight performances that have inventory and are a good fit. The committee will create a list and vet it through staff to make sure we are not approaching corporations that have already been targeted for sponsorships. ▪ An initiative to promote our new uGO program, which is modelled on the eyeGO program and is for University and College students. At this point it is being offered on all River Run Centre presented shows with the hope that many of our rental clients might join in. The committee is looking at ideas for how to get the information to University and College students. ○ We are in the process of a facelift of our website; while it is not a completely new website, it will look like quite different and refreshed. ○ Our newly designed season brochure was delivered the last week of August by mail to approximately 10,000 patrons. An additional 10,000 copies will be distributed to several locations in the community and at River Run's box office.
3	Items for Discussion <ul style="list-style-type: none"> ▪ Strategic Plan – Colleen has a meeting in early October to begin laying out the process for developing River Run's strategic plan and will defer an update on this item until the October board meeting.
4	Correspondence <ul style="list-style-type: none"> ▪ See correspondence binder – no new correspondence
5	Next Meeting <ul style="list-style-type: none"> ▪ October 21, 2009 – 5:00 pm – River Run Centre

MEETING River Run Centre Board of Directors

DATE Wednesday, October 21, 2009

LOCATION Co-operators Hall
TIME 5:00 pm

PRESENT Will Mactaggart Beverly Ann Woods Murray Short
Cathy Alexander Walt Palmer Dennis Deters
Karl Wettstein Lloyd Longfield

STAFF Colleen Clack Angela McEwen – Recording Minutes

REGRETS John Cassano Lynn Broughton Jordan Wilcox
Alan Boivin Lorna Guthrie Joanne McAuley
Gary Gander Alex Robertson

DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	<p>Standing Items</p> <ul style="list-style-type: none"> • Approval of Agenda – Approved • Approval of Minutes of the Meeting of September 16, 2009 – Approved • Declaration of Conflict of Interest – no conflicts declared • Questions arising from Staff Update – the capacity on the ticket count chart in the staff report needs to be adjusted, the wrong capacity is listed.
2	<p>Items for Information</p> <ul style="list-style-type: none"> • Board Vacancies - we have received resignations from two board members, Lloyd Longfield and Gary Gander. The terms for an additional three board members expire in November, however they are eligible for renewal. All positions will be advertised in November by the Clerk's office. • Financial Statements – September 2009 – this item was deferred to the November meeting • Promotions update <ul style="list-style-type: none"> ○ Today's Promotions Committee meeting was rescheduled to November. ○ After many River Run Centre presented shows, Colleen has e-mailed patrons, to thank them for attending and asking for feedback. We've had a very high rate of response, and 90 to 95% of responses have been positive, with very few providing any negative feedback. Patrons are especially happy at being informed about hockey games and the potential parking challenges. Colleen responds to all e-mails. ○ Since our shows are rarely reviewed by local media, we are running advertorials following certain shows using quotes and feedback from patrons that we receive via the e-mail feedback.

3	<p>Items for Discussion</p> <ul style="list-style-type: none"> • Ticket refund policy <ul style="list-style-type: none"> ○ Colleen explained that for some time now we have had a “no questions asked” refund policy up to the moment the performance begins. This is highly unusual in the industry, with very few theatres offering refunds like. We don’t intend to eliminate refunds completely, but would like to change to only offering refunds a minimum of 24 hours in advance of the show. After discussion, the board suggested amending the policy to be a minimum of 48 hours in advance of the show. • Brochure Advertising policy <ul style="list-style-type: none"> ○ Currently any client who is selling tickets at the box office can purchase an ad in the brochure in the Partners on Stage section. There was discussion regarding the fact that some of these events are not actually performances but are other events like lectures. We have received two patron complaints about this. We are also struggling with the title “Partners on Stage” for this section of the brochure as it implies a financial connection between the organizer and River Run. After discussion it was recommended that we change the name of the section but we will continue accepting ad purchases from all clients who are selling tickets through our box office regardless of the nature of the event.
4	<p>Correspondence</p> <ul style="list-style-type: none"> • See correspondence binder
5	<p>Next Meeting</p> <ul style="list-style-type: none"> • November 18, 2009 – 5:00 pm – River Run Centre

MEETING **River Run Centre Board of Directors**

DATE November 18, 2009

LOCATION River Run Centre
TIME 5:00 pm

CHAIR Murray Short

AGENDA ITEMS

ITEM #	DESCRIPTION
1	Standing Items <ul style="list-style-type: none">• Approval of Agenda• Approval of Minutes of the Meeting of October 21, 2009• Declarations of Conflict of Interest• Questions arising from Staff Update
2	Items for Information <ul style="list-style-type: none">• Financial statement – October, 2009 (Colleen)• Promotions update (Lynn)• Strategic Plan Process (Colleen)
3	Items for Discussion <ul style="list-style-type: none">• Board Recruitment
4	Correspondence <ul style="list-style-type: none">• See correspondence binder
5	Adjournment and Next Meeting <ul style="list-style-type: none">• December 16 – 5:00 pm – Murray’s House – Details to follow
6	Tour of Main Stage Repairs

MEETING **River Run Centre Board of Directors**

DATE Wednesday, January 20, 2010

LOCATION Co-operators Hall

TIME 5:00 pm

PRESENT	Murray Short	Jean McClelland	Walt Palmer
	Alex Robertson	Joanne McAuley	Greg Pinks
	Beverly-Ann Woods	Elsa Stolfi	Karl Wettstein
	Colleen Clack	Alan Boivin	Dennis Deters
	Angela McEwen – Recording Minutes		
REGRETS	Cathy Alexander	Lynn Broughton	Lorna Guthrie
	Ann Pappert	Will Mactaggart	Jordan Willcox

DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	Introductions <ul style="list-style-type: none"> Murray introduced our three new board members and had all board members introduce themselves.
2	Standing Items <ul style="list-style-type: none"> Approval of Agenda – the agenda was approved with the addition of Haiti Relief. Approval of Minutes of the Meeting of November 18, 2009 – approved. Declarations of Conflict of Interest – none declared. Questions arising from Staff Report <ul style="list-style-type: none"> The drop in ticket sales is mostly in comedy and family series
3	Items for Information <ul style="list-style-type: none"> Board Meeting Procedures <ul style="list-style-type: none"> Murray explained that the agenda has three main sections: Items for Information, Items for Discussion, and Items for Decision. Minutes are publicly posted through the City of Guelph website. There are specific procedures to follow in order for a meeting to go in camera and specific times when the board can go in camera. We try to keep meetings to one hour. AODA Training <ul style="list-style-type: none"> This is required for all staff & volunteers in public sector organizations under the Accessibility for Ontarians with Disabilities Act. The training was provided to the Board who were present and quizzes were distributed that need to be completed and handed in. Those board members not at the meeting will be asked to complete the training on line and submit their quiz as well. 2009 Financial Update <ul style="list-style-type: none"> 2009 has not been closed yet. We are hoping to get the flood insurance claims all solved before the month closes. If the flood was taken out of the equation we would have hit budget, unfortunately

	<p>we are looking at a variance in excess of \$30,000.</p> <ul style="list-style-type: none"> • 2010 Budget Update <ul style="list-style-type: none"> ◦ The budget was passed in December. Items reduced or eliminated from the budget include catering, travel & conference, the full-time cleaner, one full-time technician, as well as a partial summer shutdown. The summer will be used to do all maintenance with only full time staff, and bookings will be limited to the one-week summer camp as well as wedding receptions. Additionally, salary savings equivalent to five days unpaid for all city staff in 2010 were part of the final budget. ◦ Colleen reviewed the graph showing the number of events per year at River Run since opening. Ideally, the current resources allow us to accommodate 450 to 475 events in a year. Further discussion regarding usage will come out of the strategic planning process. • Haiti Relief <ul style="list-style-type: none"> ◦ A group of community members approached staff regarding a proposed fundraiser at River Run with the proceeds going to Haitian relief efforts. A report is going to Council from staff on Monday, requesting that all fees be waived for this event up to a maximum \$5,000 as well as waiving CRF.
4	<p>Items for Discussion</p> <ul style="list-style-type: none"> • 2010 Meeting Schedules <ul style="list-style-type: none"> ◦ Colleen handed out three scenarios. The reason the scheduling issue has come up is because five times in 2010 the financial statements will not be ready by the third Wednesday. Please offer feedback via e-mail to Colleen and Murray. ◦ Motion to approve that the River Run Centre Board of Director Meetings be changed to the fourth Wednesday of the month by Walt Palmer. Seconded by Dennis Deters. CARRIED. • Appointment of Vice-Chair <ul style="list-style-type: none"> ◦ Murray will be asking for nominations for Vice-Chair at the March or April meeting. The Vice-Chair would become the 2011 Chair. Murray would like to wait the few months to give the new members a chance to become familiar with the board.
5	<p>Correspondence</p> <ul style="list-style-type: none"> • There was no correspondence this month
6	<p>Next Meeting</p> <ul style="list-style-type: none"> • Wednesday February 24, 2010 – River Run Centre

MEETING **River Run Centre Board of Directors**

DATE Wednesday, February 24, 2010

LOCATION Co-operators Hall
TIME 5:00 pm

PRESENT	Jean McClelland	Alex Robertson	Karl Wettstein
	Lynn Broughton	Walt Palmer	Alan Boivin
	Elsa Stolfi	Will Mactaggart	Joanne McAuley
	Greg Pinks	Murray Short	Cathy Alexander
	Ella Pauls	Colleen Clack	
	Angela McEwen - Recording Minutes		
REGRETS	Beverly-Ann Woods	Dennis Deters	Lorna Guthrie
	Ann Pappert	Jordan Wilcox	

DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	Standing Items <ul style="list-style-type: none"> • Approval of Agenda – approved. • Approval of Minutes of the Meeting of January 20, 2010 – approved. • Declarations of Conflict of Interest – none declared. • Questions arising from Staff Report <ul style="list-style-type: none"> ◦ A question was asked whether or not the total percentage in the future could be separate into completed shows and upcoming shows. Colleen commented that there were only three shows left in MS so we would change the chart for next season.
2	Items for Information <ul style="list-style-type: none"> • Financial – Colleen <ul style="list-style-type: none"> ◦ 2009 year-end – Colleen reviewed the 2009 financial statement. ◦ 2010 budget update – the 2% reduction in payroll has not been reflected as of yet, pending details on how it is to be worked in. • 2010 staff work plan – Colleen <ul style="list-style-type: none"> ◦ Colleen reviewed projects/committees in the Community Services Department that RRC staff are involved in that are not directly related to River Run. • Infrastructure Stimulus Funding project timelines – Colleen <ul style="list-style-type: none"> ◦ Colleen reviewed the impact of the stimulus funds of \$2,270,000 and the projects that are planned for the summer of 2010.

3	<p>Items for Discussion</p> <ul style="list-style-type: none"> • Staff report, what information should be included – Murray <ul style="list-style-type: none"> ○ Murray would like a conversation of what types of information the board would like to see at board meetings. Colleen will take that information, analyze and determine what staff can realistically provide. Items discussed were: <ul style="list-style-type: none"> ○ RRC presented shows showing a percentage of ticket sales past vs present (benchmarking). ○ Pace for the box office – compare tickets sales from year to year ie. Where were we last year compared to this year at this time – ticket sales/attendance/ sponsorship etc. ○ List of shows that are missing sponsors ○ Governance – In order to determine what information would be helpful, we need to know what the Board's role is, what the Board's job is on certain items ○ Assist in putting meaning to the numbers for ticket sales, are we ahead or behind expectations. ○ Summarize – goals by show (either the purpose of booking or a numerical goal) and an overall season goal
4	<p>Correspondence</p> <ul style="list-style-type: none"> • See correspondence binder
5	<p>Next Meeting</p> <ul style="list-style-type: none"> • Wednesday, March 24, 2010 – River Run Centre – 5:00 pm

MEETING **River Run Centre Board of Directors**

DATE March 24, 2010

LOCATION Co-operators Hall
TIME 5:00 pm

PRESENT	Jean McClelland Greg Pinks Dennis Deters Ann Pappert Angela McEwen – Recording Minutes	Walt Palmer Murray Short Cathy Alexander Colleen Clack	Alan Boivin Alex Robertson Will Mactaggart Ella Pauls
---------	--	---	--

REGRETS	Lynn Broughton Joanne McAuley Lorna Guthrie	Elsa Stolfi Beverly-Ann Woods	Karl Wettstein Jordan Wilcox
---------	---	----------------------------------	---------------------------------

DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	Standing Items <ul style="list-style-type: none"> Approval of Agenda – approved with the addition of website review to items for information. Approval of Minutes of the Meeting of February 24, 2010 – approved. Declarations of Conflict of Interest – none declared. Questions arising from staff update - Colleen reviewed the board report that was e-mailed. Approximately \$21,000 was donated to the Red Cross from the Help Haiti concert.
2	Items for Information <ul style="list-style-type: none"> January and February 2010 statements – Colleen <ul style="list-style-type: none"> It was noted that the Plant cost centre now has both revenue and expense - this revenue is a nominal amount we charge back to dance competitions for cleaners. 2009 is not closed completely yet. There are still flood expenses and revenue going through in 2010 - about \$16,000 in expenses has gone through in 2010 for which we do not yet have offsetting revenues. We are off our revenue target which we are concerned about, but not necessarily surprised by as our revenue targets going in to the year were going to be a stretch. We are working to keep our expenses as much in line as possible. Colleen explained how she calendarizes the budget. The boards' focus on driving revenue is going to be critical this year. Still no final resolution on how the 5 days off is going to work.

	<ul style="list-style-type: none"> • Downtown Secondary Plan Open House – Colleen / Walt <ul style="list-style-type: none"> ◦ Walt will send the links to the plan presentation to Colleen so she can forward it to the board. Major themes involve food and culture. Colleen to find out if the board has a chance to submit responses after our next meeting, we can discuss via e-mail if the submissions are due earlier. • Website Review – Ella <ul style="list-style-type: none"> ◦ Ella reviewed our updated website which is scheduled to go live tomorrow night.
3	Items for Discussion <ul style="list-style-type: none"> • Staff report, new report templates – Colleen <ul style="list-style-type: none"> ◦ Colleen handed out a report based on information requested at the last meeting. Murray feels that this report gives us the information we were looking for. A variance column was requested. • RRC Board Vice-Chair – Murray <ul style="list-style-type: none"> ◦ Murray reminded the board that he is looking for a vice chair, please feel free to contact either Colleen or Murray if you are interested.
4	Correspondence <ul style="list-style-type: none"> • No new correspondence this month
5	Next Meeting <ul style="list-style-type: none"> • Wednesday, April 28 – 5:00 pm • Mark your calendars, May 12 - Volunteer appreciation dinner; May 18 - Season Launch.

MEETING **River Run Centre Board of Directors**

DATE April 28, 2010

LOCATION Canada Company Hall
TIME 5:00 pm

PRESENT	Lynn Broughton	Beverly-Ann Woods	Alex Robertson
	Joanne McAuley	Greg Pinks	Jean McClelland
	Elsa Stolfi	Karl Wettstein	Walt Palmer
	Murray Short	Colleen Clack	
	Angela McEwen – Recording Minutes		
REGRETS	Dennis Deters	Cathy Alexander	Alan Boivin
	Will Mactaggart	Lorna Guthrie	Jordan Wilcox
	Ann Pappert		

DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	Standing Items <ul style="list-style-type: none"> Approval of Agenda – approved Approval of Minutes of March 24, 2010 – approved Declarations of Conflict of Interest – none declared Questions arising from staff update – no questions
2	Items for Information <ul style="list-style-type: none"> Volunteer Appreciation – the event is on May 12th, and staff/board members will be serving the volunteers. If any board members are available to help, please contact Colleen March 2010 statements - Colleen reviewed the financial statement that was handed out. <ul style="list-style-type: none"> We are down on revenue which is not totally unexpected. We are doing as much as possible to control expenses and are looking at other ways to increase revenue. Plant expenses down due to the savings to utilities. Both expenses and revenues from the insurance claim are going through the technical department, some of the revenues received in 2010 were for 2009 expenses. The budget may be restated due to the utility savings. The 5 days lay off for all staff will be reflected in June, July and August. Changes have been made to February after the month closed so YTD will not balance with previous statements. 2010/2011 Season line up – Colleen reviewed the 2010/2011 season line up,

	<p>which will be launched on May 18. We will try to get as many show sponsors as possible before the brochure comes out in August.</p>
3	<p>Items for Discussion</p> <ul style="list-style-type: none"> • Promotions Committee, update and membership - The committee met last month and discussed the following: <ul style="list-style-type: none"> ○ Corporate rewards and recognition program, the committee has not moved forward on this yet, but have decided to work with the list that they have and harvest a larger list if this goes well. ○ Reviewed the uGO program which is selling quite well, to date we have sold over 200 tickets through the program; the committee will follow up with more advertising opportunities for the program. ○ The committee needs one more board member - if you are interested speak to Colleen or Lynn. ○ The committee also discussed the downtown secondary plan. ○ Lynn is looking into something called Steal the Deal, which is a web based program which may be a vehicle for us, maybe partnering with downtown restaurants. • Response to Downtown Secondary Plan – it is important that our comments be submitted. Colleen will forward our brainstorming notes to the appropriate person.
4	<p>Correspondence</p> <ul style="list-style-type: none"> • See correspondence binder
5	<p>Next meeting</p> <ul style="list-style-type: none"> • Wednesday, June 23rd – 5:00 pm (Note the May Board Meeting has been cancelled)

MEETING **River Run Centre Board of Directors**

DATE June 23, 2010

LOCATION Co-operators Hall
TIME 5:00 pm

PRESENT	Jean McClelland	Jordan Wilcox	Alan Boivin
	Walt Palmer	Lynn Broughton	Joanne McAuley
	Karl Wettstein	Beverly-Ann Woods	Greg Pinks
	Lorna Guthrie	Elsa Stolfi	Alex Robertson
	Cathy Alexander – Chair	Colleen Clack	
	Angela McEwen – Recording Minutes		

REGRETS	Dennis Deters	Will Mactaggart	Murray Short
----------------	---------------	-----------------	--------------

DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	Standing Items <ul style="list-style-type: none"> Approval of Agenda – approved Approval of Minutes of April 28, 2010 – approved Declarations of Conflict of Interest – none declared Questions arising from staff update – no questions
2	Items for Information <ul style="list-style-type: none"> May 2010 Statements – May was a solid month; our actuals were quite close to budget. A “projected to year end” column will be added to the statement for the September board meeting. Infrastructure Stimulus Projects <ul style="list-style-type: none"> Fire curtain project is complete. Staff Parking Lot – will be paved, lit and gated. Work to happen in late summer. HVAC & solar hot water heater – we only have a three week window in the summer to get the lobby work done for this project, however we expect that this will be sufficient. Roof – tender closed this week, will also take place over the summer. Accessibility upgrades – we will be relocating the sound board in order to add more accessible seats into the theatre. This will result in a drop in inventory, but the exact number has not been determined. We will also be adding an accessible box office counter. Promotions Committee Update – Lynn welcomed Jean to the committee.

	<p>Items discussed included: Hospitality Thursday which is a concept to be a tourist in your town (see Guelph Wellington Tourism for a listing of restaurants, hotels and attractions) – this is currently a summer project. The committee also looked again at the corporate lead list that was started in the spring; the committee will proceed with this list to get companies to do group sales for specific shows as a corporate rewards program. The committee also discussed the possibility of an open house by invite and promoting River Run through local events and festivals.</p>
3	<p>Items for Discussion</p> <ul style="list-style-type: none"> • Downtown Secondary Plan – Colleen will keep the board updated if anything comes up over the summer. The meeting last week focused on the Woods site. The next draft of the plan will be coming forward later in the fall.
4	<p>Correspondence</p> <ul style="list-style-type: none"> • No correspondence
5	<p>Next Meeting</p> <ul style="list-style-type: none"> • Wednesday, September 22nd - 5:00 pm

MEETING **River Run Centre Board of Directors**

DATE September 22, 2010

LOCATION Co-operators Hall
TIME 5:00 pm

PRESENT	Ann Pappert Ella Pauls Cathy Alexander Greg Pinks Lorna Guthrie Murray Short	Karl Wettstein Alan Boivin Dennis Deters Jean McClelland Walt Palmer	Colleen Clack Beverly-Ann Woods Elsa Stolfi Joanne McAuley Will Mactaggart
---------	---	--	--

REGRETS Jordan Willcox

DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	Standing Items <ul style="list-style-type: none"> • Approval of Agenda – approved • Approval of Minutes of June 23, 2010 – approved • Declarations of Conflict of Interest – none declared • Questions arising from staff update – no questions
2	Items for Information <ul style="list-style-type: none"> • August 2010 Financial Statements - August was slow due to construction, and so both revenue/expenses are down. However, year to date is still close to budget. It was noted that the year to date for 2009 is not a good comparison as flood incurred expenses are shown. • Community & Social Services Department Realignment <ul style="list-style-type: none"> ○ Ann Pappert, Executive Director of Community & Social Services, provided an update on the departmental realignment, and the newly created Arts, Culture and Recreation Division. Headed up by Colleen Clack as General Manager, the division will include River Run Centre, Sleeman Centre, Guelph Museums, Market Square Programming and the Arts & Culture office. ○ Part of the realignment will be to unite River Run Centre and Sleeman Centre under a shared management structure, to be rolled out in the coming 6 – 12 months.

3	<p>Items for Discussion</p> <ul style="list-style-type: none"> • Cultural Advisory Board <ul style="list-style-type: none"> ○ The resolution passed at the September City Council Governance Committee was reviewed, specifically as it pertains to River Run Centre and the proposed creation of a new City Cultural Advisory Committee that would replace the existing River Run Centre Advisory Board. The two approved recommendations are that: <ul style="list-style-type: none"> ▪ staff continue to investigate the potential of a City Cultural Advisory Committee in 2011 ▪ new recruitment to the River Run Board be paused at this time, to allow for further consultation with the current Board, the community and staff ○ Timeline for the proposed changes are that the Terms of Reference be completed by Spring of 2011, in preparation for the new committee being in place for Fall of 2011 ○ Draft terms of reference will come to the River Run Board meeting in October, and the City's new Arts and Culture Program Officer will attend the meeting to participate in the discussion
4	<p>Correspondence</p> <ul style="list-style-type: none"> • A letter has been received from Lynn Broughton indicating her resignation from the River Run Advisory Board
5	<p>Next Meeting</p> <ul style="list-style-type: none"> • Wednesday, October 27th - 5:00 pm

MEETING **River Run Centre Board of Directors**

DATE October 27, 2010

LOCATION River Run Centre
TIME 5:00 pm

PRESENT Karl Wettstein Walter Palmer Greg Pinks
 Joanne McAuley Jean McClelland Elsa Stolfi
 Will Mactaggart – acting chair Astero Kalogeropoulos Colleen Clack
 Angela McEwen – recording minutes

REGRETS Cathy Alexander Lorna Guthrie Murray Short
 Alan Boivin Dennis Deters Beverly-Ann Woods
 Jordan Willcox

DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	Standing Items <ul style="list-style-type: none"> Approval of Agenda – approved Approval of Minutes of September 22, 2010 – approved Declarations of Conflict of Interest – none declared Questions arising from staff update <ul style="list-style-type: none"> Colleen noted that October ticket sales have not been as strong as expected. We have had two rental cancellations in the past week due to low ticket sales. To address the sales numbers for River Run shows, staff assignments have been adjusted so that one staff person can be dedicated to marketing going forward. Colleen introduced Astero Kalogeropoulos – Arts & Culture Program Officer.
2	Items for Information <ul style="list-style-type: none"> September 2010 Financial Statements <ul style="list-style-type: none"> Colleen reviewed the statements that were sent out via e-mail. A section was added to the statement with year-end projections. Currently, we are forecasting a \$40,000 shortfall, primarily due to the decrease in rental activity. Staff are looking at ways to cut expenses as much as possible to lessen the shortfall.
3	Items for Discussion <ul style="list-style-type: none"> Cultural Advisory Board – draft terms of reference <ul style="list-style-type: none"> The board reviewed and commented on the draft that was handed out Colleen will bring a revised version of the document to the next meeting.

	<ul style="list-style-type: none"> • Board Secretary <ul style="list-style-type: none"> ◦ Colleen asked if there was a board member who would be willing to take minutes at the meetings. Due to the number of board members absent from the meeting, she will follow-up with an e-mail request. One suggestion was that Board members could take turns. • Board Social <ul style="list-style-type: none"> ◦ Will be hosted by Murray & Jessica Short. Colleen will poll the Board members via e-mail to see if whether December 15 or 22 would be the preferred date.
4	Correspondence <ul style="list-style-type: none"> • No correspondence this month
5	Next Meeting <ul style="list-style-type: none"> • Wednesday, November 24, 2010 – 5:00 pm

Looking ahead

- *All Board members who responded said that December the 22nd was the preferred date for the Board Social, so we will proceed with that date.*

MEETING **River Run Centre Board of Directors**

DATE November 24, 2010

LOCATION River Run Centre
TIME 5:00 pm

PRESENT	Alan Boivin	Jean McClelland	Greg Pinks
	Cathy Alexander	Beverly-Ann Woods	Murray Short
	Joanne McAuley	Karl Wettstein	Dennis Deters
	Walter Palmer	Lorna Guthrie	Elsa Stolfi
	Colleen Clack	Astero Kalogeropoulos	
	Angela McEwen – Recording Minutes		

REGRETS	Will Mactaggart	Jordan Willcox
---------	-----------------	----------------

DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	Standing Items <ul style="list-style-type: none"> Approval of Agenda – approved Approval of the Minutes of the Meeting of October 27, 2010 – approved Declarations of Conflict of Interest – none declared Questions arising from Staff Update – Colleen pointed out how well November shows are selling.
2	Items for Information <ul style="list-style-type: none"> October 2010 Financial Statement <ul style="list-style-type: none"> Colleen reviewed the financial statement that was handed out and noted that plant projections are based on energy savings due to HVAC upgrades, solar hot water heater.
3	Items for Discussion <ul style="list-style-type: none"> Cultural Advisory Board – draft terms of reference <ul style="list-style-type: none"> The board reviewed and commented on the draft that was distributed staff will take the committee's comments, along with input from the staff liaisons of other committees to produce a revised draft The draft will then go to Clerks and the Director of Community Services for review in advance of the next board meeting
4	Correspondence <ul style="list-style-type: none"> No correspondence
5	Next Meeting <ul style="list-style-type: none"> Wednesday, February 23, 2011 – 5 pm , River Run Centre

MEETING	River Run Centre Board of Directors	
DATE	February 23, 2011	
LOCATION	River Run Centre	
TIME	5:00 pm	
PRESENT	Jean McClelland Cathy Alexander Will Mactaggart Colleen Clack Guests – Lynn and Marianne(Volunteer Centre) Mary McGimsie – Recording Minutes	
	Alan Boivin Greg Pink Elsa Stolfi Astero Kalogeropoulos	
REGRETS	Joanne McAuley, Walter Palmer, Beverly-Ann Woods, Karl Wettstein, Lorna Guthrie Jordan Wilcox, Murray Short and Dennis Deters	

DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	Standing Items <ul style="list-style-type: none"> Approval of Agenda – approved Approval of the Minutes of the Meeting of November 24, 2010 – approved Declarations of Conflict of Interest – none declared
2	Items for Information <ul style="list-style-type: none"> Ticket Sales Report <ul style="list-style-type: none"> Staff reviewed the sales for the recent and upcoming performances and noted that revenue on RRC presented shows is slightly below budget year to date (66% vs 68% budget amount) 2010 Draft Year End Financials <ul style="list-style-type: none"> Colleen reviewed the financial statement Expecting to be within \$5,000 of budget amount
3	Items for Discussion <ul style="list-style-type: none"> Arts. Culture & Entertainment Advisory Committee - Terms of Reference – final review of the report <ul style="list-style-type: none"> The committee reviewed the current draft, made some suggested changes for better clarity; the committee also reviewed the comments submitted by two of the members who were unable to be at the meeting Staff will take comments, discussion and suggested changes to City Clerk and Director of Community Services for review and discussion

	<ul style="list-style-type: none"> ○ Staff will be taking a report, including the final version of the Terms of Reference will be presented to the Community and Social Services Committee in April
4	Correspondence <ul style="list-style-type: none"> • staff distributed the invitation to the Creative Spacemaking Workshop being held on April 5th
5	Next Meeting <ul style="list-style-type: none"> • Wednesday, March 23, 2011 – 5 pm , City Hall Meeting Room B