

Annual Report 2017

President (Debbie MacGillivray)

Executive Reports

- At the suggestion of the Treasurer, Richard Pickard members of the Executive prepare a report for each executive meeting. This serves two purposes:
 - reports are shared with the Executive prior to the meeting which helps to keep meetings focused (discussion occurs only when a decision is required)
 - it provides a documented account of the activities of the Executive members

Constitution

- Constitution and By-Laws were updated and can now be found on the Members Only page of our Website

Production Guidelines

- The Guidelines were updated and are now available on the Members Only page of our Website
 - This is an “evergreen” document that will be updated as needed based on post-production meetings

Inventory

- Costume Hut Inventory report was completed (28 pages of “stuff” in a searchable document)

KPI in the Community

- KPI is once again a member of Kemptville Chamber of Commerce
- Participated in the Canada Day Parade last year
- Made a donation to House of Lazarus during the Christmas season
 - Executive agreed to continue this tradition, donating to a different charity each year
- Bursary was awarded to a North Grenville District High School graduate in 2016
 - No bursary was awarded this year due to an administrative oversight
 - We will be amending the By-laws to ensure High Schools are contacted well in advance of the commencement ceremony

KPI Productions

- Two very successful plays this year (Treasurer, Richard Pickard can speak to the amount each play netted
 - Social Security
 - The Man with Bogarts Face

Ongoing Items

- Developing a policy for borrowed and loaned items that may become damaged before during or after performances
 - Solicited other community theatre groups who, without exception, said they did not have one but would be interested in KPIs when completed
- The Executive is currently discussing ways to ensure that the Reading Committee and KPI Directors work together in choosing plays that Directors want to direct.
 - The purpose is to ensure that the Reading Committee's work is valued and Directors have an opportunity to suggest plays for the committee to read

Vice President (Caroline Marshall)

Social Media:

- Twitter account has been deleted as it has not been used
- Our Facebook account has been given a facelift - cleaned up and settings have been adjusted to allow the administrator to approve all posts before adding to the timeline. Members are encouraged to post any KPI related pictures or information
- Caroline is currently the Facebook administrator however; 3 others have the access credentials and can post or approve member's posts
- Producers and Directors are also encouraged to share events such as auditions, rehearsals etc.

Membership Skills Update:

- An online survey was sent to all members in order to update skills and areas of interest. The master list is maintained by the treasurer

New members:

- Sign-up sheet - Survey inserts are now handed out with programmes and include checkboxes for people who would like to become members and also to be notified about future productions
- A welcome email template has been created to send to all potential members who have expressed interest in joining KPI including information about how to join
- An expectations document has been created that is to be handed out to cast and crew before each production and/or upon payment of membership dues

Website changes:

- **Members only page:**

Is now up and running and includes the documents below

- Constitution and guidelines
- Production Guidelines
- Cue sheets.

- We will also post things such as: information about next play, who's directing, rehearsal calendar, meeting information, etc.

- **Online ticket sales:**

- Tickets will be sold online for the fall production. This will be managed by Caroline and Richard. Method of payment will be PayPal. General seating only
- The website will reflect this in the coming weeks as well as announcements when sales "go live"

Mailing lists:

A mailing list has been established on the "MailChimp" system for those patrons who wish notifications about upcoming plays

We will be able to add to this list each time someone buys a ticket online

There is an option to unsubscribe at any time

Municipal Centre Liaison (Lee Gaw)

- Basic bookings for plays were done through Lisa Kmiel - i.e. actual show dates with a dress rehearsal on the Tuesday night before opening and a tech rehearsal on the Sunday afternoon before
- After the director is in place, additional bookings for practices and workshop time were added per the director's wishes
- Theatre bookings - according to their literature - may only be made one year in advance, but we were able to book for the spring of 2018 well in advance, and have the contract
- A change this year is a deposit of \$100.00 required when the contract is in place and the balance is usually due a little before the play opening
- Lee has reported the poor flow of water in bathroom taps - at least 3 times. They seem to be working now
- Lee also reported the terrible state of the stage after KYMTC leaves. This time there were gouges in the floor, and I did not want us to be responsible for them. Nothing has been done yet.

Promotion (Paul Rochon)

Parade

- Canada Day Parade 2016 Paul borrowed a metal hay wagon from local farmer to be used in parade, towed by Paul's vehicle
- Applied to Kemptville Rotary Club to participate in 2017 Canada Day Parade
 - Arranged with local farmer to use his metal hay wagon for the parade

Chamber of Commerce

- Looked into the possibility of joining North Grenville Chamber of Commerce
- Reported back to KPI benefits of being part of Chamber
 - Executive approved
- Attended Chamber of Commerce meeting (with Laura Drover) in November
- Joined NG Chamber of Commerce starting January 1st, 2017

EODL

- Attended EODL Meeting in September, April and November
- Attended EODL One Act Festival (Perth)

Blood Donor Clinic

- Ran a Blood Donor Clinic in October sponsored by KPI and promoted upcoming play.
- Similarly ran a Blood Donor Clinic in February
 - Handed out \$5 off coupons for upcoming plays to donors

KPI T-Shirts

- Contacted Sew Kool (local business) for price and product
- Received orders from KPI members for T-Shirts

Promotion and Sponsorship

- Placed the publicity signs for Spring play at various locations in Kemptville and gathered after play
- Made a proposal to Executive regarding approaching a local business to sponsor opening night of our Fall production
 - The approach is similar to other community theatre groups
 - Opening night tickets are provided in bulk to a local business who in turn provides a lump sum payment to theatre group
 - Purpose is to try to get new patrons interested in attending
 - Executive approved proposal
- Spoke to Robert McVeigh, General Manager of Myers Kemptville about the benefits of sponsoring the October 2017 opening night for \$800
 - Received verbal confirmation from Robert McVeigh, Myers Kemptville will sponsor opening night October 2017

- Acquired permission from Independent Grocery store for KPI to promote Fall play and dinner in entrance lobby for October 13,14,20 and 21st. Booked in by Steve Jonsson

Dinner Theatre for Fall Play

- Suggested a Caterer known to be reasonable in price with good quality food
 - Contracted Leather Works Catering and agreed on date and price
 - Found error in rental charge for Lion's Hall at Municipality for the Dinner Theatre
 - Error has been amended

Publicity (Monica Cleland)

- Updated the input to the North Grenville Community Guide for 2017/18 Season
- Submitted a 50th celebration article to the special edition of the North Grenville Times, celebrating Canada's 150th
- Provided assistance/write/up for the welcoming letter to new KPI members
- Provided publicity news articles and contacted Ottawa radio stations re plays. Also, placed in Ottawa Citizen
- Contacted COGECO for Diane's play last fall, for taping on their cable show
- CBC Radio also did a taping with me for their show "In Town and Out"
- During the run of the rehearsals, tried to get articles in NG Times and the EMC. Near production, (2 weeks prior), I submitted to the Manotick Messenger as well
- Submitted all input to the local Public Service Announcement pages 1 month prior to productions. (Regional Round-up, Community Calendar, Community Events pages)
- Sent a notice out to all the Public Service Announcement pages listed above to remind people of the auditions being held in June, and to invite new people
- Started using Facebook more for publicity