

Annual Report July 2017-June 2018

North Gower Winter Carnival

- KPI performed a Murder Mystery at the North Gower Winter Carnival in February
- It is likely we will be asked to provide another for Winter 2019

Display at the Library

- For three weeks in January KPI had a display at the Kemptville Library
- Along with costumes and props we had promotional material for both our organization and upcoming play

Lending and Borrowing Items

- Keeping in line with our by-laws that stated we had a borrowing policy, we actually created one this year
- The form will be available on our Website under the members only page
- It is for items over \$50 in value and states the process by which we either borrow or lend material
- It is to be signed by both borrower and lender and provided to the Producer of any given play

Wardrobe Mistress

- Our best efforts to find a dedicated wardrobe mistress have not been successful (we are still looking)
- Therefore, in the interim the Executive have split the duties outlined in the by-laws and approved a “liaison position” for Helen Visbach who has agreed to assist with helping other community theatre groups who are in need of props and costumes
- Helen will deconflict with KPI before assisting the other groups
- This role removes a burden from the Exec who, in the absence of Helen, would have to assist these other groups

Advertising for Tech Support, Volunteers and Members

- Related to the above (looking for volunteers, the Executive has approved an advertising campaign
- Every 3-4 months, KPI will put a large advert in the NG Times looking for tech support, behind the scenes support, actors, directors and producers
- This will be the responsibility of the Publicity Chair once that individual is identified

Storage

- We are hoping to secure storage outside of the Maplewood Building in Oxford Mills
- There had been some thought to renovating IOOF Hall basement, however that has not moved forward
- The new Executive should consider renting space that is climate controlled
- We will be doing a purge at the Costume Hut in the Fall, as you know many hands make light work so please consider helping out if you can

Letter to NGMC regarding Audio Loop

- Letter sent to Mark Guy and NGMC advising that the audio loop was either incorrectly installed or broken
- This affects our hearing impaired patrons
- Response back from Mark Guy was “he thought it was fixed”
- More about the sound system at the end of this report

Jonsson’s Independent and KPI

- A handful of volunteers attended Jonsson’s Independent prior to the fall play to promote both KPI and the play
- As a result we got several new email addresses and names of interested parties that Caroline has added to the mail chimp account

Sadie Flynn Comes to Big Oak and An Inspector Calls

- Both performances were a financial and audience success
- Re-instituted dinner theatre which has been a resounding success
- Richard will speak to the financials

Fall 2018 Production

- Monica Cleland directing Lafferty’s Wake
- Executive approved decision to hold performances over the course of two weekends at the end of November
- Dinner theatre will be held on both Saturday evening performances

Bursary

- This year we awarded two \$300 bursaries

- Aiden Connors from St. Mike's and Pyper Johnston from NG
- I have advised both schools that this is an ongoing commitment to the schools so they should send us nominations each June

Policy on Working with Children

- The Executive has updated and approved the above mentioned policy
- This item will be added to our By-Laws

On-Line Ticket Sales

- First introduced for Sadie Flynn
- Thanks to Caroline and Richard for getting this done
- It has proven to be very successful
- The Executive approved a motion to discontinue “telephone/email reserve tickets” since purchases can be made on line
- This decision was taken because we have had a few instances where tickets were reserved and never picked up

Behind the Scenes of On-Line Ticketing

- All shows need to be programmed in the software with detailed information
- show times and dinner theatre times.
- Various ticket types have to be programmed (regular, comp, dinner theatre etc.)
- Sales activation dates and closing dates
- Website needs to be linked
- All customer enquiries are answered
- A list of customers who have bought online tickets is generated ½ hour before each performance for use at front of house
- Post show I export all email addresses to our customer mailing list and the show details need to be saved exported and closed off before the next performance is programmed.

Post Production

- Several recommendations were made during the post production meeting
- Sound system at NGMC is inadequate
- Recommendation for KPI to purchase its own sound equipment and train interested members on how to use it—decision for Executive
- Recommendation that KPI should also purchase two more speakers—decision for Executive
- Recommendation to put expiry dates on Gift Certificates—decision for Executive

- Recommendation to redesign Gift Certificates to state “Cannot be applied to Dinner Theatre”—decision for Executive
- Recommendation to reconsider outlets and to provide 2 complimentary tickets to vendors—decision for Executive
- Once meeting with Barb Lacelle is set one of the items to discuss would be meeting with NGMC to discuss the intricacies of “theatre set up and requirements”
- Once the new Executive has approved/or not the recommendations the Production Guidelines will be amended as required

Website:

I continue to update the website with

- Performance and audition details (and removal)
- Ticket page information and activation dates and then removal post show
- Members only page documents
- List of historical plays maintained
- Kemptville kids info
- Current list of executive members
- Other details ad hoc

Facebook:

I post as much information and photos of each show as I can glean from various sources including that sent by the publicity chair and all other newspaper, radio and TV postings.

I often come to rehearsals and take photos.

Currently we have 210 people following our Facebook page, also each post reaches between 500 and 1000 people

Customer list:

- Our customer list (MailChimp) has 230 names. This combined with Facebook means we have direct reach to approximately 400+ people

- We continue to distribute surveys at every event and therefore are collecting more names to add to our list