

## WINGHAM TOWN HALL THEATRE COMMITTEE MEETING

Monday, January 12, 2017 at 9:00 am - Town Hall Council Room

Attendance: Doug Kuyvenhoven, Dr. Dave Magee, Yolanda Teeninga, Karen Kleist, Art Fitzgerald

Regrets: Cherilyn Trick, Pat Jamieson

1. Committee had a quick tour of the Theatre before the meeting
  1. Sprinkler System has been completed
  2. Sample LED House Light has been installed which is so much better.
  3. Attic Access with a new larger access added in north stairwell for greater ease to bring HVAC materials etc. to attic
2. Approval of the Agenda - Motion made by Dave Magee and seconded by Art Fitzgerald to accept the Agenda as distributed. Carried
3. Approval of Minutes from July 11, 2016. Motion made Karen Kleist and seconded by Dave Magee to approve the minutes as distributed. Carried.
4. Business Arising from Minutes: No business arising from minutes
5. Fundraising
  1. Donation from Blackburn Foundation has been received and Art will be in touch with them on how we can do a photo op acknowledging the donation.
  2. No other grants were received or in the works.
6. Business Donors – subcommittee delivered information packages to businesses throughout the town – these were received well in spirit with some able to make donations.

**Our total fundraising goal of \$120,000 has been achieved!** To date we have received \$120,565.
7. Theatre Upgrades
  1. Fire Doors – Approval has been given by council to proceed with the installation of the fire doors. Fisher Glass will be installing panic hardware on existing north and south double doors and a new door with panic hardware at the west exit door beside the stage. Budget estimate is \$14,250, which still needs to be confirmed.
  2. HVAC – Mechanical/Electrical Engineer specifications for Theatre and the Town Hall (split) have been completed. Motion to Council made by Karen Kleist and seconded by Art Fitzgerald: *The Wingham Town Hall Theatre Committee recommends that North Huron Council direct staff to proceed with the RFP for the purchase and installation of the new HVAC equipment for the Wingham Town Hall Theatre, and that this work will be paid from the funds raised by the Wingham Town Hall Theatre committee, and further that the project will proceed only if funds raised are enough to pay for the project which will be confirmed by staff once the RFPs are received and reviewed.* Motion was carried.

Time frame for the RFP for the project is estimated to be Mid-February with the hope of completion by the end of April
  3. House lights: The committee would like to recommend to council to have the house lights changed to 6 LED lights on a dimmer switch from the present 15 that are there now. Doug will follow up with costs with Pat.
  4. Projector/Screen: still to be investigated provided fund available after HVAC is completed.

5. Ceiling Insulation: Recommendation that a layer of insulation be added as well – again if funds available after HVAC.
6. Drywall Repairs & Painting - Prior to grand opening repairs to drywall areas and painting cleaning will need to be completed
8. Other Items:
  1. Recognition Plaques and Name Lists still need to be completed.
  2. Grand Opening ideas were discussed with tentative dates being May 14<sup>th</sup> or May 28<sup>th</sup>. *Doug to contact Thomas Beard to see if he would be interested in helping organize this.*
9. Next Meeting: *Doug will schedule the next meeting sometime in March*
10. Adjournment: Motion by Dave Magee to Adjourn 10:15am