

NORTH PEACE CULTURAL SOCIETY  
GENERAL MANAGER'S REPORT  
June 3, 1992

#### BUDGETS

Working budgets have been drafted for both the first year of operation and the first six months. I expect to revise the full year budget as more information comes in regarding fund-raising initiatives.

#### BOOKING SCHEDULE

Bookings have been quite steady since arrival. The first booking after the opening is Sunday June 28, a benefit for Northern Dance. At present we have the following booking requests: (to May 31/93)

THEATRE	-	61 ✓
ROOMS (Regular Renters)	-	8
ROOMS		6

There is a low-level buzz in the community that the facility is too expensive for them. I have been attempting to allay this fear on a one to one personal basis by making myself available and stressing the ability to make arrangements to accommodate all groups during this transitional time. The ticket percentage is also misunderstood and suspect. Those I have talked to, I have been able to convince them of the positive benefits to their groups of having a successful, active central ticket service.

#### RATES AND POLICIES

I have completed rates and policies for the Theatre (encl) as well as Rules and Regulations. Feedback welcome.

#### CONTRACTS

I have competed a draft contract for the theatre and the rooms (encl) that I feel just about covers all the bases. It looks scary, but it's pretty straight-forward. I hope it is not too intimidating for the Local Arts groups.

#### STAFF

Pam Mroz and Brenda Bloxham have agreed to the terms and remuneration of their contracts. Pam's official title will be ADMINISTRATOR and Brenda's will be EDUCATION CO-ORDINATOR. We have the UIC opening committee workers until July 12 I believe at which time Pam and I will access the immediate need for a receptionist.

We also have a student in the Art Gallery until September and during August I will be meeting with the Gallery Societies to determine the scope and requirements for the position of the VISUAL ARTS CO-ORDINATOR.

In addition we will have another summer student starting in a week or so as VOLUNTEER CO-ORDINATOR. I created this position to create a system of volunteer workers for the entire building, a method of training and tracking, and a recognition system.

For the CUSTODIAN I have approached several people who are very keen and competent and are quite excited at the possibility of doing this job. Because of the size of the building I have solicited a quote for a 2 or 3 times per week contract for a company to come in and do a big cleaning ie. floors, bathrooms, etc.. Once I have an idea of the total costs, I will advertise the position and make a decision hopefully by the middle of June.

#### EVENT CO-ORDINATOR

I have put feelers out into the community regarding special events. If someone has an idea for a large or small scale project that they are interested in seeing to completion, I would like to meet with them to discuss timing, budget, scope and production structure. I believe this will get the largest number of people involved in direct way, facilitating a "hands-on" involvement in the Centre, production experience and facility support.

This is an area of tremendous growth for the Centre and one that is revenue driven. It will also hopefully encourage people to realize that they can produce, sponsor and otherwise act as entrepreneurs.

#### CONCESSION

I am meeting with Shari Fulton of CRAZY FOR FOOD On Thursday to get some ideas regarding the operation of the space. Due to budget cuts most of the fittings have been deleted except for cold storage and wash area. We could operate it ourselves as a straight concession open limited hours during the day and during theatre rentals, or an outside firm would essentially lease the space from us, outfit it to their own specifications and we would receive a percentage of their gross sales etc..

#### VOLUNTEER PROGRAM

With the above Volunteer Co-ordinator my goal is to bring all the user groups together and try to achieve some consensus regarding developing a volunteer pool which would service the entire Centre. Volunteers would be able to choose an area to work in, they would be trained and properly recognized for their contribution.



### LIBRARY

I need some more information on the Library's lease, when and how it is negotiated, and the policy regarding the multi-purpose room. Do they pay for it? How much? and during what times?

### TECHNICAL DIRECTORS

We had the Sound and Lighting workshop last week and it went quite well. The system is not complete yet and this concerns me. I very much would like to have the participants book time in groups of three in the theatre to get used to working the equipment without the pressure of a show. With the exception of one or two people, I think we would all benefit with some play-time. The extent and expense of the equipment makes me a little bit nervous and protective about who uses it. There is also a serious security concern with the storage and control of the non-secured inventory without having one individual responsible for the system. I'm still working on this one, but cannot really do anything until the system is complete and fully-functional.

### BOX OFFICE SYSTEM

I am in the process of finalizing a box office system to facilitate the selling of all the events at the Centre and elsewhere. There is some very good (although expensive) software available. I am holding off on this for the foreseeable future and we will be using a manual system. The central box office system is a real strength and one that I would like to see expanded, however it is labour intensive and the service charge for tickets sold is a necessary and reasonable expense.

### OTHER FUNDING

I have contacted Cultural Services and the Canada Council to enquire about programs that might apply to a facility such as ours. There is very little, if any, available for the overall operation, but the Gallery and the Artspace might be eligible for dribs and drabs.

### SUPPORT ORGANIZATIONS

I have contacted both CAPACOA (Canadian Arts Presenters) and the B.C. Touring Council and recommend joining both of these groups. The Touring Council has a meeting this fall in the Okanagan of Facility Managers that I feel would be most beneficial. CAPACOA has a very active support group and an exciting conference October 3-6 1992 which I would like to attend.