



Operations Committee Report

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Committee Members: Terry Barna, John Bigelow, Stephen Young, John Watson, Trevor Middleton, Craig Yeaman (volunteer)

Introduction

The Operations Committee (formerly Building and Operations) continued this year with its main focus being management of KWMP's building at 14 Shaftsbury Dr. This includes repair and maintenance of the building and grounds, assessment of needs and future plans as well as management of rental groups and collection of associated income. The committee also manages grant applications for KWMP.

Rentals

In 2016/17, our building was used extensively for both our own show (Seussical) and for other arts groups from the Region. Outside renters included KW Glee, KW Youth Theatre, Lost and Found Theatre, Singers' Theater and JM Drama, as well as for private instruction. Rental Income for 2016 was over \$13,000, a new high for the organization. Primary components of rental income are building and parking lot rental. During the year the committee looked specifically at current rental rates for both the building and parking lot and took steps to ensure they are in line with market value and in keeping with the best interests of KWMP.

Repair and Maintenance

A key focus for the committee this year was creating a list of items needing attention and estimating the costs needed to complete the associated repairs and upgrades. Urgent items that were dealt with included various minor repairs... Key priorities for the coming year will be decided by the incoming committee members, but are expected to include roof repairs, lighting upgrades and lock/security system upgrades.

Grants

The Operations committee pursued a number of grant sources this year. Successful applications were made to the cities of Kitchener and Waterloo for total funding of \$7,000, including \$1,000 of

in-kind services. The committee also made an ambitious application to the Trillium Foundation for an Ontario 150 grant in the amount of over \$150,000 to tackle a long list of repairs and building upgrades suitable for improving the utility of the building for various user groups, including improving it as a performance venue. Our application was not granted, but the activity was a good start on dreaming about the future of our building.

The committee has also begun an application to the Rick Hansen Foundation for accessibility upgrades to the building, including adding washrooms to the main floor. It is expected that this grant application will be made in the second half of 2017.

Other

Members of the Operations committee also participated in a number of activities organized and/or sponsored by ArtsBuild. This included seminars on managing facility rentals and their mentorship program, wherein we have been partnered with a volunteer with extensive experience in the performing arts industry who will mentor us for one year at no cost to KWMP.

Conclusion

2016/17 was a year of good progress for the Operations committee, with many interesting challenges ahead. Looking forward to 2017/18, the committee has begun the process of identifying the key needs for the building and considering funding sources to help fund the needed repairs and upgrades.

Respectfully submitted,

Dale Brubacher-Cressman, Chair

On behalf of the Operations Committee