



Minutes

Meeting: Performing Arts Centre – User Group Committee Meeting (UGC) #9
Project: Performing Arts Centre Project
Place: City Hall, 3rd Floor, Committee Room 1
Date: April 21, 2011
Time: 12:00 – 1:30 p.m.
Recorder: Thevaki Ganesharajah

Meeting Attendees

Present	Mark Elliott (Chair)	City of St. Catharines	ME	melliott@stcatharines.ca
Absent	Janis Barlow	NAC Rep – (Primary) (Co-Chair)	JB	janis@barlowandassociates.com
Present	Jack Mills	Niagara Symphony	JM	jack.mills@niagarasymphony.org
Present	Jane Gardner	Carousel Players (Primary)	JG	jane@carouselplayers.com
Present	Pablo Felices Luna	Carousel Players (Alternate)	PFL	pablo@carouselplayers.com
Present	Derek Knight	MIWSFPA (Primary)	DK	dknight@brocku.ca
Absent	Brian Power	MIWSFPA (Alternate)	BP	bpower@brocku.ca
Present	David Vivian	MIWSFPA (Alternate)	DV	dvivian@brocku.ca
Present	Debbie Slade	Director, Brock CFA	DS	dslade@brocku.ca
Present	Alan Titley	CFA (Primary)	AT	atitley@brocku.ca
Present	Sara Palmieri	CFA (Alternate)	SP	spalmieri@brocku.ca
Present	Mary Jo Mullins	Niagara Dance Co. (Primary)	MJM	info@niagaradancecompany.com
Present	Kim Fiocca	Niagara Dance Co. (Alternate)	KF	swandance232@gmail.com
Absent	Stephen Remus	NAC (Alternate)	SR	director@nac.org
Absent	Robert Cooper	Chorus Niagara (Primary)	RC	rmcooper@rogers.com
Present	Josephine Henderson	Chorus Niagara (Alternate)	JH	bobjohenderson@sympatico.ca
Absent	Hugh Gayler	Chorus Niagara (Alternate)	HG	hgayler@brocku.ca
Present	Diana McAdorey	Chorus Niagara (Alternate)	DM	cnadmin@becon.org
Present	Annie Wilson	Suitcase in Point (Primary)	AW	annie@suitcaseinpoint.com
Absent	Deanna Jones	Suitcase in Point (Alternate)	DJ	deanna@suitcaseinpoint.com
Absent	Kate Leathers	Barlow and Associates	KL	kate@barlowandassociates.com

Absent	Rick Lane	Director, RCS, City of St. Catharines	RL	rlane@stcatharines.ca
Present	Rebecca Cann	Cultural Planning Supervisor, City of St. Catharines	RC	rcann@stcatharines.ca
Present	Kelly Reichheld	Manager, Programs & Cultural Services, City of St. Catharines	KR	kreichheld@stcatharines.ca
Absent	Derek Beckley	PRISM	DB	dbeckley@prismpartners.com
Present	Jim Enright	PRISM	JE	jenright@prismpartners.com
Present	Thevaki Ganesharajah	PRISM	TG	tganesharajah@prismpartners.com
Present	Donald Schmitt	DSAI	DS	dschmitt@dsai.ca
Absent	Gary McCluskie	DSAI	GM	gmcccluskie@dsai.ca
Present	Michael Treacy	DSAI	MT	mtreacy@dsai.ca

ITEM	DESCRIPTION	ACTION
9.1	Approval of Agenda Approval of agenda with no changes by AW and AT.	
9.2	Approval of Minutes from Meeting #8 – April 15th, 2011 Approval of minutes with no changes by JM and DS.	
9.3	Business Arising from Previous Minutes 8.3.1.5 UGC meeting schedule: moving forward the UGC meetings are to occur every other week as required. 9.3.1 Clarification on the process for Room Data Sheets: these are to be filled over the course of time by DSAI and reviewed by the UGC. 9.3.2. Referencing an email from Robert Cooper: the chorus and orchestra can be accommodated on the stage that is being proposed in the Concert Hall. 9.3.2 Concert Hall: 800 seating capacity includes the choir loft, if the choir loft is removed then this seating can be allocated to the main auditorium.	
9.4	Correspondence None.	
9.5	New Business 9.5.1 Summary of Facilities Tours 9.5.1.1 Notes taken from the Facilities Tours were distributed via email to the UGC.	

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	<p>9.5.1.2 The tours were informative and useful and the information garnered will be used in the building program discussion.</p> <p>9.5.2 Update on Budget: Cost Reductions</p> <p>9.5.2.1 The PAC: Cost Saving Measures summary was distributed and reviewed.</p> <ul style="list-style-type: none"> i) MT noted that no further program cuts were made, the program is allocated within 85,000 square feet. ii) The mechanical, electrical, lighting and LEED items are not affected. iii) DK inquired what the capacity of the Recital Hall venue would be based on the reduced cost. DS noted that the seat count should not change. KR clarified that nothing would change in terms of the layout but what is within the space may be altered. <p>9.5.2.2 JE noted that a lot of work has been completed around the \$3.8M figure, which is a number from 2008. In addition, Martin Vinik's FF&E numbers are from 2010. These numbers will need to be reviewed. ME noted that escalation has not been applied to any of the venues, not just the Recital Hall.</p> <p>9.5.2.3 JM commented that the other cost options should still be kept in mind. ME noted that these other cuts could be incorporated into the project contingency.</p> <p>9.5.3 Building Program – Final Review/Amendments of Architect's Program:</p> <p>9.5.3.1 ME inquired of the UGC whether any components of the program were missing? Needed to be added? Or altered?</p> <ul style="list-style-type: none"> i) MJM noted that sprung floor should be included in the Recital Hall. MT noted that this item had been assumed. RC is to add this to the program. ii) JM noted the following items pertaining to the Concert Hall: <ul style="list-style-type: none"> 1) Seating capacity is to be no less than 800; 2) Dressing Room space – square footage not to be less than what is currently available at Brock – RC clarified that the building program has 300 more square feet than what is currently available. 3) Since the Niagara Symphony will be using this space the most often, administrative space should be 	

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	<p>included for this group. The total space including administrative space and the library should be incorporated within 600 square feet.</p> <p>iii) RC noted that 1400 sq. ft. has been allocated for dressing rooms, an extra 300 sq. ft is required for soloists and conductors; 60 square feet per person is required for change rooms.</p> <p>iv) MT requested clarification for the purposes of the orchestra: Is a full dressing room required or is bench space/shower/locker acceptable? What is a good breakdown as there exists weariness in providing 2, 18 person dressing rooms? The latter option was deemed acceptable.</p> <p>v) DS noted that no make up counter is required. However, KF remarked that full make up is required for dance.</p> <p>vi) SP commented that rental rates are unknown. However, the Niagara Symphony would be paying for the space. JM acknowledged that there will be a rental cost. MJM noted that renovating other space in down town should also be considered for administrative spaces.</p> <p>vii) PFL inquired as to the process for approving the Building Program – how do we get to where we need to be? ME commented that the Building Program is to be approved with amendments; voting is to occur on the amendments. KR noted that the recommendations should be broken down into specifics.</p> <p>viii) JM requested the following: one star dressing room, two secondary star dressing rooms without toiletry, a single shower closet and a single toilet closet. DS commented that he is nervous to be so specific. Instead think in blocks of area and then bring in clever options.</p> <p>ix) JM noted that 1400 sq. ft. has been allocated for all dressing rooms. However, it could all be managed within 1100 sq. ft as it is done by Brock now.</p> <p>x) PFL noted that with proposals presented, motions need to be along the line of “cut 300 sq. ft from this and add to another space.”</p> <p>xi) JM motioned that the Dressing Room space be reduced</p>	

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	<p>from 1400 to 1100 sq. ft for the purpose of finding office space for the Niagara Symphony. AT commented that cutting dressing room space will be problematic. AW also disagreed with this motion, noting that additional space should be used for backstage or other spaces, not administrative; DM agreed with AW.</p> <p>xii) JM motioned that if space can be found, then it should be considered for Niagara Symphony offices. MJM seconded this motion. However, other members of the UGC commented with concern regarding this motion. Thus, the motion was defeated.</p> <p>xiii) DS commented that the venues visited provided a good sense of space; a spacious lobby would provide a revenue producing venue.</p> <p>xiv) MOTION: Any found space, depending on the area, should be placed towards storage, backstage, and for visiting artists. Motioned by AT, seconded by DV, motion passed.</p> <p>xv) SP commented that found space should be allocated to revenue generating areas. JM noted that both the lobby and office space for the Niagara Symphony are revenue producing.</p> <p>xvi) MOTION: Found areas should be put towards public lobby spaces, including concession. Motioned by SP, seconded by MJM, motion passed.</p> <p>xvii) DK noted that it cannot be assumed that there will be a single lobby, option for other configurations should be considered.</p> <p>xviii) DK commented on the cost saving reductions to the Recital Hall such that there is concern about reducing the capacity. KR noted that since we don't know the impact of the \$2.5M, if it changes the program then the program will need to be reviewed.</p> <p>xix) MOTION: The UGC approves the Building Program with the noted amendments. However, it is recognized that there exists a concern with the potential \$2.5M cost reduction for the Recital Hall. Any changes to the Recital Hall program are to be communicated for review to the UGC. Motioned by DK, seconded by MJM, motion passed.</p>	

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	<p>xx) MOTION: Priority list for found space to be submitted to DSAI.</p> <p>Motioned by AT, seconded by DV, motion passed.</p> <p>9.5.4 First Meeting of Technical Subcommittee</p> <p>9.5.4.1 It was agreed that the first meeting is to be scheduled on May, 26th. RC to coordinate the details.</p>	RC
9.6	<p>Pending Items</p> <p>5.5.3 Conceptual Options</p> <p>7.5.2 Room Data Sheets (5.5.4)</p>	
9.7	Closed Items	
9.8	<p>Next Meeting</p> <p>Date: Friday, April 29, 2011</p> <p>Time: 1:00-2:30 p.m.</p> <p>Location: City Hall, 3rd Floor, Committee Room 1</p>	
	<p>End of Meeting</p> <p>Motioned by SP.</p>	