



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Dover High School Theatre Meeting
Superintendent's Conference Room – SAU 11 Office
Tuesday, March 8, 2022 – 5 p.m.
Minutes

Participants: Jane Hamor, Cliff Blake, Rick Kincade, Bob Carrier, Jessica Rozzo, Peter Driscoll, Michael Limanni, Catherine Faure, Patrick Dube, and Bill Harbron

1. Welcome and Introduction
 - A. Opportunity for the members of the committee to introduce themselves.
 - Jane Hamor, Cliff Blake, and Rick Kincade representing the City of Dover Arts Council
 - Bob Carrier, City of Dover Mayor
 - Jessica Rozzo, Dover School District Board Member
 - Michael Limanni, SAU 11 Business Administrator
 - Catherine Faure, Facilities Management – Scheduling & Rentals
 - Patrick Dube, Theatre Manager
 - Bill Harbron, Superintendent
2. Review of the agenda - The agenda was reviewed.
3. Current use of theatre – Cathy Faure reported out on the use of the theatre.
 - A. Due to the COVID-19 pandemic, the usage has been curtailed over the past two years.
 - B. Dance companies are scheduling recitals. Currently 3 to 4 companies are in the process of scheduling.
 - C. Dover Middle School Musical in April - *Oliver*
 - D. Dover High School Musical in May.
 - E. Seasonal concert programs by Dover Middle School and Dover High School.
 - F. Northeast Ballet Company has scheduled two performances each year – *Nutcracker* and Special feature. Patrick Dube noted the company is highly professional in their approach.
4. Current process for scheduling use of theatre – Cathy Faure reviewed the scheduling process.
 - A. Interested parties contact Cathy by phone or email.
 - B. Cathy follows with explanation of the application to rent the theatre. Mails or provides a link to the form on the district's website.
 - C. Potential renters are provided a copy of the rental fees that are based on an hourly rate. A copy of the rental rates is included with the minutes. It is noted there is a nonprofit rate and for-profit rate.
 - D. Application is submitted with dates requested. If the theatre is available, it is submitted to the superintendent for approval.
 - E. Teachers and schools are to schedule their usage by April through June for the upcoming school year.
 - F. After June, it is open to outside group scheduling.
 - G. It is also noted there are last-minute school groups that do not meet the deadline.



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5. Use of theatre for 2022/23
 - A. Schools
 - B. Community – It is noted by the Arts Council that professional groups are generally scheduled one year in advance.
6. What is needed to be able to host professional artists in the theatre?
 - A. Calendar of available dates – See scheduling section of the agenda.
 - B. Tech Sheet/Sound System/Green Rooms – Patrick Dube manages the theatre. The following was noted by Patrick Dube:
 - Will do a walkthrough with the renters. Includes backstage, stage, sound, and lighting. Strives to keep simple, based on the group that has rented and their background.
 - Theatre capacity is 850 seats.
 - There is a check sheet before and after the rental.
 - Tech Rider needs to be developed for the professional groups.
 - Lighting system and sound system are excellent. More can be added.
 - No video equipment available.
 - Some outside groups bring a tech package.
 - C. Ticketing
 - Outside groups have managed their own ticket sales. District has not managed the ticket sales.
 - General admission with no seat assignments.
 - Dover Middle School uses an online ticket sale.
 - Northeast Ballet uses online ticket sale.
 - D. House Manager
 - Patrick Dube serves as the House Manager.
 - Two House Manager positions are posted – when filled, will cover for Patrick Dube, if unavailable.
 - E. Janitorial
 - If outside the school hours, there is a charge for the custodial services.
 - F. Rental Fee schedule & contract
 - Indicated in earlier section.
 - G. Other
7. Identify other revenue streams can be imagined
 - a) Theater Naming rights – The District is open to naming rights.



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- b) Food/beverage vendors – To date, all groups have done their own concessions. The District is open to other ideas.
- 8. Other
 - A. The concept of bringing in professional performances was discussed.
 - B. The concept of having a resident artist work with the schools with a public performance scheduled for the end of the week or weekend.
 - C. It was discussed for the first year to start small to develop the model.
 - Determine how to do this in a thoughtful way
 - Make it easy
 - Make it professional
 - Identify a sponsor or sponsors
 - Do once and learn from the initial model to improve for the future
 - Need to identify potential sponsors
 - Prepare a map of the project that will create the vision
 - Potential source is the New England Foundation of the Arts
- 9. Identify future meeting dates – Future meeting was not identified at the meeting.
- 10. Adjournment