

Report on the Search for New Space to CLT Membership

August 3, 2018

As previously reported Courtenay Little Theatre was given formal written notice to vacate the Space at 1625 McPhee Avenue on Friday June 29th.

The sequence of events following our eviction notice was received:

- The board responded in writing to the current landlord that the notice had been received and that we would vacate by September 30th, 2018.
- Member of the board began a detailed search for available rental properties and properties currently listed for sale.
- Kirstin Humpherys prepared an extensive cash flow analysis which was reviewed and approved by the board.
- The board appointed Jane Denham of Remax Ocean Pacific Realty to work on the clubs behalf.
- Jane provided information on several properties, including a warehouse space located at Units A and B 2683 Moray Avenue.
- Other properties were considered but were not appropriate for our use and/or are too expensive to meet the needs of the society's cash flow.
- Board Members viewed the potential unit at 2683 Moray Avenue on Monday July 9th to ensure that it would meet our needs, and invited Gail Limber and Marsha McGregor from the costume department, Norm Walker, our member electrician, Jay Crowder, Bruce Taylor and Eric Macdonald to see the space and address any concerns prior to writing an Offer to Lease.
- The board agreed to prepare an Offer to Lease on the property located at 2683 Moray Avenue and appointed Eric Macdonald to work on the draft lease which was presented to Jane Denham by email on July 10th.
- Members of the board met with Jane Denham at her office to finalize the Offer to Lease and address any due diligence required on Friday July 13th.
- An accepted offer with subjects was agreed on after negotiations with the landlord.
- Construction Drawings were prepared by Jay Crowder and approved by the board on Saturday July 21st.
- Jay Crowder began discussions with the City of Courtenay on parking restrictions and logistics for the construction of two storage lofts in the Space.
- Jay and Jane met with the engineer from the City of Courtenay on Monday July 30th to ensure that our plans will meet City requirements and are achievable in the Space.
- A club meeting was held with CLT members to update members on the process and ask for feedback on the intended lease and renovations on Monday July 30th
- Jay Crowder provided plans to the landlord for approval on Wednesday August 1st
- Jay Crowder provided detailed information about his company and WCB information on Thursday August 2nd
- Val Macdonald contacted our insurance company (HUB Insurance) to arrange for insurance to be in place by August 4th
- Kirstin Humpherys arranged for services to be in place by August 4th
- After a process of due diligence and careful consideration a final lease was prepared by the landlord and signed by the board on Friday August 3rd
- Jay Crowder is following up with the city on the status of our Building Permit
- We will take possession of 2683 Moray Avenue on Saturday August 4th.

The next few months will be very busy. We are awaiting the final building permits from the City of Courtenay and hope to begin construction for our storage and club needs very soon.



We are looking for volunteers to help with the construction phase, please email info@courtenaylittletheatre.com if you have time to give for this important project. Our goal is to have the construction complete by mid September.

We will begin our Capital Fundraising Campaign to raise money to pay for the extensive renovations that we require for storage in the new Space. A fundraising committee has met to brainstorm and streamline ideas. The committee will look at ways to recognize donors in a consistent way and will bring suggestions to the board at the Summer Retreat on Sunday August 19th. Packages are being prepared and a potential Fundraising Event is being planned for September. Watch your emails for more information. If members would like to donate to this very important campaign go to <https://www.canadahelps.org/en/dn/33840> please indicate with your donation that the money is to be used for our "Capital Fundraising Campaign", you will receive a tax receipt from Canada Helps and we will utilize the money for this project.

We will soon be looking for volunteers to help with the sorting, packing and moving to our new Space as soon as construction is complete.

Thank you in advance for all of the support and assistance as we move through these very important club projects with a goal to be move and settled into our new Space by September 30, 2018.

Respectively submitted on behalf of the CLT Board of Directors

Shari Jakubiec,
President of Courtenay Little Theatre