

**Scarborough Music Theatre
Annual General Meeting
Season 59: August 1, 2020 - July 31, 2021**

Meeting Held - August 24, 2021, 7pm via Zoom

Board of Directors Present: Dot Routledge (President), Rhoda Silzer (Vice President), Lynette Hines (Treasurer), Sarah Jane Flynn (Secretary), Kathleen McDowell, Mia VanWyck Smart, Kristie Paille, Jan Harvey, Bill Corcoran, Duane White, Eddy Isenberg, Jerry Chadwick, Matthew McLaren

Digital Moderator: Mike Scott

Members: Sidnei Auler, Linda Brent, Anne Currie-O'Brien, Todd Davies, Karen Direkze, Janet Flynn, Jennie Garde, Judy Gibson, Susan Goddard, Len Henderson, Diane Henson, Ed Ho, Robyn Hughes, Jim Hyslop, Heather Hyslop, Olivia Jon, Michael Jones, Sheri Kowalski, Rob Lachance, Wendy Miller, Peter Pequegnat, Gary Prudence, Tom Roedding, Susan Sanders, Ori Siegel, Bill Simpson, Amanda Sinclair, Bill Smart, Mark Tingle, Katherine Turner, Elizabeth Van Wyck, Laura Wilde, Carolyn Williamson, Katie Wise, Jill McMillan

Guests: Alex Briganti, Jeff Burke, Amanda Cook, Sabrina Hooper, Ndola Hutton, Martin Kelly, James Quigley, Carol Wells, E Jones

*Power Point Presentation attached

1. OPENING ITEMS

Meeting opened at 7:04pm. (Dot)

Housekeeping (Dot): meeting being recorded & transcriptions, membership & voting rights, if unsure check with end of AGM report, conducting votes by zoom polls.

Review and Adopt the Agenda (Dot)

**MOTION: to Approve the Agenda of the 2020-2021 AGM
Moved by Eddy Isenberg, seconded by Mia Van Wyck-Smart**

Jerry: Point of Order, all motions moved or seconded must be done by people present.
Mike: I will check.

MOTION CARRIED

Land Acknowledgement (Mike)

Zoom Guidelines (Mike)
(See attached AGM Report)

Review & Approve Minutes of the August 25, 2020, 2019-2020 AGM

MOTION: to approve the Minutes of the August 25, 2020 AGM
Moved by Bill Corcoran, seconded by SJ Flynn

Discussion or Questions? None. Poll.

MOTION CARRIED

Business arising from Minutes (Dot)

ACTION: Direct new board to inform local audiologists about our hearing assist equipment feature. (was delayed until reopening of theatre.)

2. 2020-2021 ANNUAL REPORT (REPORT ATTACHED)

President's Message (Dot)

Introduction of all Board members.

It has once again been a privilege to serve as SMT's President during the 59th season. This is the time of year when we normally revisit the great things that have happened over the season and celebrate the company's successes and discuss our challenges.

This past year, as our company continued to work our way through the hurdles of the pandemic, we had challenges aplenty, but we also had a surprising number of successes. In the absence of shows, the company turned our eyes to internal processes and took the opportunity to update and transform backend operations and processes, do major clean ups, transform our financial systems, and participated in many fundraising activities, so when we come back, we come back better and stronger heading into the future.

You'll be hearing about all this great progress and much more as the night goes on.

Although we were unable to access the theatre, we have had a show in production for almost a year now. Thank you to the entire team of Songs For A New World who have hung in there this past year. You'll be hearing more about their epic journey in a few minutes.

This year we will not be producing a subscription season but instead working on a show-by-show basis. We want to keep the process as simple and flexible as possible for our box office staff and patrons – just in case.

The Show Selection committee suggested smaller shows to fill out our season. Smaller in both cast size and technical requirements these shows will enable actors to keep a good distance from the audience and allow for physical distancing backstage and during move ins and strikes.

The current plan is to present The Fantasticks in February followed by You're A Good Man Charlie Brown in May. As well our amazing SMTY facilitator Amanda Sinclair has created another piece for our SMTY youth to perform and the Scarborough Players have agreed to lend

us the stage for a few nights during the run of their December show to bring back our Christmas Cabaret. Thanks to Players for that. Hiring and Audition notices (yep, I said that) for The Fantasticks and Charlie Brown will be coming soon.

Please note as we ramp up into our season that we will be requiring all those who participate in any in person SMT activities to be fully vaccinated and to follow all covid guidelines set by the various levels of government and the SMT Board. This is for the health and safety of everyone involved and safety will certainly be the priority going forward.

There will be a lot of changes at the theatre once we reopen. The Theatre Scarborough COVID and reopening committee has been working their butts off in the background planning and organizing. I encourage to attend the Theatre Scarborough AGM tomorrow to hear more about what's coming down the pipe. As we work towards our reopening there is much to do. If you are interested in helping with preparation tasks, please reach out to

reopening@theatrescarborough.com. Thanks to those who've already volunteered.

I would also like to give some kudos to the ACT-CO Board and their president, Anne Currie O'Brien for using their down time from festival to unite community theatres across the GTA by providing educational opportunities, centralized COVID information, encouraging inter-company communication and much more. A special thanks to Neill Kernohan from ACT-CO for creating the wonderful "We Will Open Our Doors" again video. If you haven't seen the video, I highly encourage you to watch it ... with Kleenex in hand.

Starting in September we will be participating with a consortium of ACT-CO members led by Theatre Aurora in an online Catch The Ace raffle game. It's going to be a lot of fun and information will be coming to you soon via the newsletter and our social media channels. I hope you'll all come and play with us!

To those who've donated during other fundraising campaigns this year – our sincere thanks for helping to keep SMT alive and well!

This coming season will be SMT's 60th anniversary. A lot of planning had been done creating an event to celebrate but at this time, we still can't congregate at full capacity, but as soon as that happens, we will bring you an event that will celebrate both our 60th and our post COVID renaissance. Stay tuned for other celebratory projects coming during this anniversary year. Despite all these successes, it has been 18 months of disappointment, stress, and anxiety for those who are involved in and are passionate about the arts.

Seems like a good time to acknowledge some members who helped lift our spirits during this past season.

- James Quigley - entertained us with weekly online piano bar night and created the amazing What I Did For Love video.
- Mike Yaneff who created a thriving online trivia league
- Isla Parekh who has been teaching people how to play the Ukulele via her YouTube channel
- Robyn Hughes and her guest star Madison Chin who ran a series of online dance classes as well as Zoe Tutte who ran an SMTY specific dance class.
- And the Monday Night Play Read gang who just read their 58th musical last week.

There have also been some members who really stepped up and put many, many hours into various committees and projects. A huge thank you to Mark Tingle, David Hines, Rob Lachance, Robyn Hughes, Olivia Jon, Todd Appleton, and Mike Scott.

Last, but certainly not least, I would like to thank the current board for their determination, enthusiasm and work this year. There was a lot to be done and you each rose to the occasion. I would especially like to thank long-term board members Gary Prudence and Lynette Hines, who have each served over 10 years on the board and are stepping down this season. Gary our long-term Membership Secretary and Volunteer Liaison stepped down in February of this year to concentrate his volunteering efforts closer to home. While serving on the SMT board Gary was an invaluable resource, he was a member of a numerous committees as well as serving as Producer or Executive Producer on various shows. Gary ran refreshments at Theatre Scarborough for several years and was also a valuable member of the Box Office team. We are hopeful that now the city is reopening we will see him in Scarborough again soon. Thanks Gary! Lynette has been the Treasurer of SMT for over 10 years and in that time has worked diligently to improve SMT's finances and internal processes bringing her infectious love of erotic financials to us all. This year on top of her regular duties as Treasurer she also found and applied for every grant and loan that was available to our organization, worked with the financial transition team to move SMT's accounting to a cloud-based system, brought the Treasurers of organizations across central Ontario together to make sure they all had information about grants and loans to weather this COVID storm. Lynette also served as the Treasurer on the Theater Scarborough Board and the Secretary on the ACTCO board at the same time. Lynette is leaving us this year and taking a very well-deserved break. Although I hear she will be around in a Board adjacent capacity. On behalf of the board and the membership thank you Lynette for the years of stellar service you have given to the organization. You will be missed.

A big thanks to you and Gary.

Before signing off I would like to say it has been encouraging over the past 18 months to learn how tenacious and strong community theatres really are and how much our members truly care about this organization. Thank you to everyone who reached out with ideas and words of support or stepped up to help. Your encouragement was truly appreciated during this extremely difficult time.

Thank you.

Discussion:

Peter P: Thank you and the board. I may have to leave early so I ask now. I support policy on vaccinations. Will audience as well as participants have to be double vaxxed?

Dot: Not finalized but yes it's looking that way.

Sidnei: Thank yourself Dot. You did a wonderful job with the play readings Dot!

Songs for a New World (Todd)

Started with rehearsals then hit another Covid wave. We need a min of 9 in the rehearsal hall. So 5 was not enough. We've sat on it. Not sure yet going to be video or live in the fall. Hoping for in-theatre. It would be in regular November time slot. I sent a meeting request to staff and

cast to discuss. Upside, we haven't spent money. Expenses will be contained. Watch the newsletter for announcements.

Discussion:

Dot: currently 50% or 124 people in audience allowed.

Discussion/Questions? None.

Unit Manager (Mark)

Not much happening. Going up every 2 weeks to make sure it is secure. We did a clean up. Filled two bins. Dot assisted. Lots of room for the Cabaret set. COVID Protocols have been put in place at the unit as well. Login sheets, room capacity, hand sanitizer and PPE masks and face shields.
etc. I miss you all.

Discussion/Questions? None.

Props (Sue&Andy, Read by Rhoda)

Spoke to Sue. Short report in the AGM Report. Purging storage and re-cataloging in progress. Updating props catalog. Throwing out and repairing props.

Discussion/Questions?

Michael Jones: I'd like to minutes to reflect a huge photo thanks to Andy and Sue, who I can't remember when they started doing props for the company which they've been doing it for a lot more than 10 years.

Publicity & Marketing (Mike)

Just occasionally replying to people who ask questions.

Our 60th anniversary logo contest for the coming season. As you may recall we were supposed to have an audience vote on the logo contest, we did eventually have an online vote.

Top three selections from the general public and audience members for brought to the board for a final selection. And I'm pleased to report that there was no significant difference in the public and the boards preferences.

So we congratulate Chantel Kuli who designed the logo. We will be using on our branding for this coming season, assuming it carries forward.

The other the other project that we, I did this year was to work on updating our archive material.

The newest edition is a digital bookshelf, that holds, almost all of the programs from the last 60 years, we are missing a total of seven programs, and they are so far back, that is highly unlikely to ever find.

After all the digital bookshelf projects really kicked off an audience member sent me a program from the early 70s, so you never know what's going to show up in my mailbox. Hopefully start publicizing things some things from the coming year. Robin Hughes has agreed to collaborate on some of the poster design things this coming season. And if anyone is interested. I'd also really loved someone to give me a hand with social media stuff.

Discussion/Questions?

Bill Smart: Could you send link to that digital book shelf?

Mike: it is on website. But I will send link to you.

Bill Simpson: Guild and Players in the old days did musicals, some of the older members of those groups might have programs from the early days.

Mike: Excellent. Thank you I will reach out.

ACTION: Mike to send digital bookshelf link to Bill Smart.

ACTION: Mike to reach out to Guild & Players for programs from early days.

3. BYLAW REPORT

19:41:03

Review and approval of updated bylaws (Jerry)

Jerry: During down time of Covid, when I was asked I was a regular member, and it encouraged me to participate in this committee. Bylaws are living document. Last revised 2016. Recommend revising in 2-3 years again. We ended with version 7.3 Extensive revision. Members feedback in May full month, extended. 8 non-Board Members sent detailed feedback. Many notes incorporated. Some not. We went through all with Board. Most notes on 3.1 on Board of Directors term limits. Lots of feedback. Other was 7.3 Financial and Auditing. Original had formal every 3 years and got feedback no. We changed wording that Board must consider it every 3 years. Labour intensive but worthwhile committee. Comments or revisions tonight and possible implement them immediately.

MOTION to approve the revised SMT Bylaws as circulated.

Moved by Jerry Chadwick, seconded by Kathleen McDowell

Discussion:

Peter P.: 2.2c clarify "written" if it includes email. Add amendment to wording?

Jerry: that could be amended.

Peter: Life Members section...typo ordinary "Members"

Peter: Board conflict of interest requesting an audit?

Jerry: Yes that's why we have members able to request.

Michael Jones: Commend the Committee. Bylaws are thankful. And responded well to feedback.

Uncomfortable 4.1. Officer removed by member of board. 4.6 Director requires member. Lower standard for the Officer is out of character. With any arts organization. This isn't supportable.

SJ: what is written is in compliance with new regulations.

Discussion around amendments and procedure. Agree motion for each amendment.

Michael: Make amendment.

Jerry: Motion to approve bylaw hasn't been on the floor yet. (it was on the Agenda but not verbal)

Dot asks Rhoda to Chair for procedure.

Rhoda takes Chair.

Mike: Sharing

MOTION to amend 2.2c 2.2.c to "Upon 15 days' notice to a Member, either by mail or email..." "...not less than 5 days before the end of the 15-day period, either by mail or email."

Moved by Peter. Seconded by Jim Hyslop.

Discussion.

Poll

Motion Carried.

(Capital...Ordinary Member only clerical change due to typo)

20:22:15

Motion to delete the final sentence of 4.1 and the second sentence of 4.6. Add a 4.7, entitled REMOVAL OF OFFICERS OR DIRECTORS that states "An Officer or Director may be removed from the Board by 2/3 majority vote of Members at a special or annual meeting."

Moved by Michael Jones. Seconded by Ori Siegel.

Discussion.

Poll Vote

Motion Carried/Passed

Dot: More discussion on Bylaws?

Discussion around books & records, audit, term limits for board members by various members.

Motion to Amend section 3.1 by inserting a new paragraph after 4:

A term limit for a specific officer may be waived by a motion at an annual general meeting. Such waiver will only last for one year. The motion must pass with a simple majority.

Moved by Jim Hyslop. Seconded by Michael Jones.

Discussion.

20:46:35

Peter moves an amendment to the amendment.

Motion to Amend the above Amendment to Amend 3.1 to remove 'the appropriate skill set', so it reads, "If no Member seeks or accepts nomination..."

Moved by Peter. Seconded by Eddy.

Discussion

MOTION CARRIED (AMENDMENT TO AMENDMENT)

Discussion around succession.

21:03:30

MOVED that we amend section 3.1 as follows:

1: Term Limits

Insert a new paragraph after paragraph 4:

A term limit for a specific officer may be waived by a motion at an annual general meeting. Such waiver will be effective for one year. The motion must pass with a simple majority.

2: Skill Sets

Remove the phrase "the appropriate skill set" so it reads "If no Member seeks or accepts nomination..."

Moved by Jim. Seconded by Michael.

Vote

Motion Carried.

Mark T:

Motion to table the bylaw discussion to special meeting in September.

Moved by Mark. Seconded by Jan.

Jerry: a motion to table is not debatable therefor no discussion.

Ori: correct. Not debatable or amendable.

Michael: does anyone have any other comments or amendments.

Jerry: procedurally we have to ask mark and jan to remove motion to floor.

Mark: yes

Jan: yes

Discussion.

**MOTION to amend 3.1 Para iii “..Officer may stand for election for another year..”
Moved by Jim. Seconded by Michael Jones.**

Discussion.

Michael it’s covered in the amendment that Jim made earlier. One of these things that could clarify around protocol around elections. Not tonight. Next year’s meeting. I volunteer to draft that for next year.

Vote.

MOTION CARRIED

ACTION: Add Michael Jones to protocol for elections for policy&procedure next year.

21:13:56

Dot: Any further amendments? None

**MOTION: to approve the revised SMT Bylaws as circulated and amended.
Moved by Jerry Chadwick, seconded by Kathleen McDowell.**

Discussion. None further.

VOTE

MOTION CARRIED

Dot: Thanks to committee and to members for the robust discussion.

Dot CHAIR.

21:15:07

4. SELECT INITIATIVES (see attached AGM Report PPT)

Policy & Procedure Review (Dot)

This year in our downtime, SMT struck a policy and Procedure Committee to undertake a massive review of our policies.

Members of the committee met numerous times reviewed and revised the majority of the company's existing policies and uncovered some gaps that called for creation of some new ones. The review focus on the following areas.

- Clear, precise and gender-neutral language
- Encouraging accessibility, inclusivity, and diversity

- Eliminating policies and procedures that don't make sense in 2021
- Updates that consider new technologies and electronic media and communications
- Updates focused on our youth members
- AODA (accessibility) compliance
- Assigning responsibility for the actions in the policy
- Separating policies from procedures for a clearer, easier to understand document

This work is still ongoing, and we look forward to sharing these policies with you soon via our community Google Drive which you'll be hearing more about later.

Thank you to all the incredibly dedicated individuals who were involved in this process but a special thanks to Robyn Hughes, Olivia Jon, Lynette Hines, Jerry Chadwick, Rhoda Silzer and Jan Harvey who went above and beyond.

Discussion/Questions? None.

21:17:04

Artsvest/Sponsorship (Dot)

SMT was once again fortunate to be accepted into the ArtsVest program. ArtsVest is a mentorship training program that provides companies like ours with resources, expertise, and training in marketing, board governance, audience development and sponsorship - along with matching incentive funds and peer-to-peer networking.

This year SMT is eligible for up to \$4,500 in matching funds should we complete all the requirements of the program

To receive these funds, we must:

- Complete 12 hours of training via webinars and online peer to peer sessions. We are almost done with this requirement
- Complete a one-on-one mentoring session with an industry professional
- And enter into sponsorship agreements equaling at least \$4,500

The team has been learning and putting that new knowledge into practice. To date we have reached out to two potential sponsors.

If you know of a corporation or local business that might be interested in partnering with SMT please let us know. Or if you are interested in joining the team or have some expertise in the area you'd like to share - we'd love to hear from you.

We look forward to expanding and growing this program in the future and partnering with many amazing companies in our community.

Discussion/Questions? None

21:18:44

Kid Camps & Youth Programs (Amanda/Elizabeth)

Amanda: Unable to do inperson camps. Online activities outlined. Live show in November. Writing it now and kids over 12 to be in compliance.

Not been able to do any of our camps or SMT programming, with the exception of some things that Mia has been doing. Elizabeth and two of our others, senior members of SMTY did do an online musical that was quite successful.

I'm pleased to say that hopefully and Fingers crossed. We will be coming back with a very small cast live show in November, in the process of writing and speaking to some of our SMTY members. We do need to take this the kids who are over 12 because according to SMT policy that we are following they must be vaccinated. So more news will be coming your way about this.

Thank you very much to everybody who has given us their support. And we are really hoping to get lots of support for this show in November.

Discussion? None.

21:20:33

Unit Search (Rhoda)

Unit search team was comprised of Dot Routledge, Mark Tingle, Bill Corchran, Eddy Isenberg, and myself. Much discussion about what we need and what we want in a potential new unit, it was determined that we actually need a bigger space in order to carry out our present load of three main stage production, two cabarets, four youth camps and youth main stage, as well as a workshops to build sets for all of these, and something for board and committee meetings. Bottom line is, we are running out of space. We also require a larger building space so that the builders are not clashing with the rehearsals and have more adequate space for their work and equipment.

Our current lease expires in the end of 2022. So we will now be putting our ideas into actions, ideally if we can negotiate with our present landlord for a unit in the same area, that would be the best solution. So, now we are. We did some looking around, early on when prices were low, and now prices have skyrocketed.

So, we are continuing to look and see what is available, still a little early out for signing any new leases.

Discussion. None.

Relationship with Theatre Scarborough (Rhoda)

It's my honor as the Theatre Scarborough President to be here this evening at the AGM.

As a member of SMT you are automatically a member of theater Scarborough and as members of Scarborough Players and Scarborough Theatre Guild, no additional fees, the mandate of Theatre Scarborough to manage and look after the maintenance of the theater, so that each group has a well cared for facility. You the members elect the board of directors. The presidents of each of the groups are automatic members, and the position of President and hopefully Vice President, and six members at large, are elected by members that the TSA GM, this year it's being held via zoom tomorrow night. Registration link is on the website, or other responsibilities are to liaise with the recreation center and with the City of Toronto.

During the past 18 months this has been very difficult because we were not allowed inside the community center, and yet we continue to be charged the monthly rent. Only now as we reach Step three, are we able to start planning our return to the theater. However, we have been extremely busy with a variety of activities under the guidance of Lynette here whether In Henderson, our bylaws, have been upgraded and rewritten. It will be presented at the AGM for ratification. Catherine Turner and her committee have upgraded our policies and procedures and Dot Routledge, and her committee have been dealing with a covid 19 protocols.

Many thanks to these volunteers for their hours of meetings and hard work. While we have not been putting on shows we have nonetheless been extremely engaged, making sure we can be ready to reopen. I want to thank all of you who have sat on committees for SMT so that you are ready to reopen and to those who have engaged in activities during our stay at home orders.

Discussion? None.

5. DIGITAL INITIATIVES

21:24:43

Financial Transition (Mark)

With a directive from the Board of 2019-20. We will start looking at online cloud based accounting systems. We did several searches for different programs like QuickBooks and others, why we ended up settling on Zoho. It was sort of an expensive model but it did give us a lot of, different ideas so we have Zoho books which is the accounting package, the Zoho analytics, which is the reporting package, and then Zoho expense which allows us to have four sets of eyes on each expense that goes through the books.

It also in all three of those things integrate to each other, you know, with help from Kristie Paille, Dwayne White, Rob Lachance, one that we've built new processes to move our Excel based system into this platform we've transferred history over for seven years, we've rebuilt all the reports that one that has built up over, over the several years that Lynette's been treasurer. We spent the last year getting all that information into the system. For the last three or four months we've been working parallel to ensure that we're matching up. These are new processes, new controls, as we call them in the bank which means that you know there's sort of an audit perspective to everything. And there's also a full transparency the board does have access to all the books, and all the reports as they like, and they can see everything..all very transparent.

Discussion? None.

Dot: thank you and the committee.

21:26:53

Administrative Transition (Dot)

This year we completed the process of moving our historical and working documents to the Google Drive format. This involved an extensive folder reorganization and document renaming effort. Thank you to Duane White and SJ Flynn for taking on that enormous task.

Part of this process also included the creation of an SMT community drive, where members and production staff will be able to access documents and forms, archival newsletters, SMT policies, theatre tech specs and more. The release of this drive is coming soon.

The team also began the process of transitioning SMT into a paperless working environment. We have converted several regularly used forms and documents into a purely digital format. These include our audition forms, membership forms, policies, production handbooks and more.

Thanks to Duane White for his many hours of work on this initiative.

Discussion/Questions?

Discussion regarding backup strategy.

21:30:16

Zoom Board Meetings (Dot)

One of the good things to come from the pandemic was moving our board meetings to the Zoom platform. We continued using the program this year.

The sessions were recorded which was very useful for board members who were unable to attend some meetings and for the secretary for finalizing minutes.

Being able to other media like PowerPoint slides, images, and videos during presentations has been exceptionally helpful and not having to travel to the unit for meetings has been wonderful time saver especially to those dropping in to give a short report!

We have also recently added Live Transcription to our meetings which you can see on your screens right now. This option also provides us with a downloadable meeting transcript. It's about 75% accurate but still very helpful to the secretary.

Our Zoom membership was also used to conduct online SMTY workshops, committee meetings, play readings, production meetings and more.

We hope to continue using this platform going forward.

Discussion/Questions?

Discussion regarding backup strategy and paperless.

21:35:28

Digital Youth Programs (Mia was not online)

Dot: tiktok workshops 3, well received. Thanks to Mia for that.

6. FINANCIAL REPORT

21:36:13

2020-21 Financial Results (Lynette)

Income Expense Results (Lynette)

Discussion.

Membership fees rollover.

Covid Assistance (Lynette)

Discussion.

Retained Earnings (Lynette)

Discussion.

Royalties outstanding.

Michael Jones: We don't track capital assets on the balance sheet? Do we write them off?

Lynette: income/expense write down of three pianos. We didn't show capital value on the balance sheet. I will talk about it with accountant. It wasn't recognized in previous two years. My error.

ACTION: Treasurer to follow up with Accountant on tracking Capital Assets on the balance sheet.

Overview of Appendices (Lynette)

Lynette: Reading note from Theatre Scarborough: Theater Scarborough received a notice from the City of Toronto concerning amounts that had been accumulated under the common area maintenance provisions of the lease to the theater, the amounts of significant and the accumulation went back over six years.

As the named tenant on the lease theater Scarborough is responsible for dealing with the City of Toronto in this matter. And they have begun a process to plan a response, investigate potential remedies and work with the city management to come to a resolution.

The three production companies are not immediately affected by this issue, although they will be asked to share any expense that arises after discussions with the city are complete.

There is no impact on this fiscal year that's just ended and we participate that any impact that might occur would occur within the next two years.

It's not the purview of SMT to engage the city personnel on this matter, nor is it advisable that the SMT board comment any further on the strategies and vision by Theater Scarborough.

There has been a committee struck to examine the issue and we believe the process is being well managed. For more detail on this issue. We strongly recommend that you attend the theater Scarborough AGM which will be held tomorrow, via zoom at 7pm.

Michael Jones: Last time for Lynette to deliver financials. Special thank you, 11 years.

Dot: Thank you.

7. MEMBERSHIP

Jan: Thank you to Gary Prudence.

22:02:09

Membership perks update (Jan/Dot)

Membership fees for upcoming season (Jan/Dot)

Dot: Membership perks that were suspended last year, such as a half price tickets member comps orchestra half price tickets. Any ticket related membership perk is still suspended in this year because we are still facing a pandemic and we're still facing a maximum of 15% capacity at the theater. The board has recommended that the membership fees remain at the level that we have that the membership approved last year, which is an individual membership of \$15 and a family membership price of \$25. We will not be rolling forward.

Membership this year. Starting this year it's a clean slate if you are, if you're not a life member already. Then, in order to become a member you would in fact have to, to pay a membership fee.

Sidnei: When is membership due?

Dot: as of end of AGM.

Lynette: unless you just paid.

Dot: I will send email with all options.

MOTION to approve the membership fees as stated, a \$15 for an individual membership and 25 for a family membership for the 2021 2022 season.

Moved by Jan Harvey, seconded by Bill Corcoran.

Discussion? None.

MOTION CARRIED

Dot: Thanks to Jan for stepping up.

How to renew (slide)

New Life Members (Jan)

Ngaio Potts, Jan Harvey

8. 2020-2021 ANNUAL REPORT ACCEPTANCE

(Dot)

MOTION to accept the 2020-2021 Annual Report as presented

Moved by Rhoda Silzer. Seconded by Duane White.

Discussion? None.

MOTION CARRIED

22:08:20

9. NOTICE TO READER SEASON 2019-2020

(Lynette)

**MOTION to approve the 2019-2020 Notice to Reader provided by Hogg, Shain & Scheck
Moved by Lynette Hines, seconded by Kristie Paille.**

Comments/Questions?

Michael: Congrats to the board for going to outside accounting.

Vote.

MOTION CARRIED

10. ACCOUNTING FIRM

(Lynette)

**MOTION to appoint the firm of Hogg, Shain, & Scheck Professional Corporation as the
Accounting firm to provide SMT Season 2021/2022 Notice to Reader**

Moved by Lynette Hines. Seconded by Matthew MacLaren.

Discussion? None.

MOTION CARRIED

22:14:20

11. PRESENTATION OF ANNUAL AWARDS

Dot: Every year, SMT presents up to four awards to members or volunteers that have made above and beyond contribution to SMT. Thank to all who took the time to submit a nomination on our new online award nomination form. Here are the winners.

The Randy Leslie Award (Rhoda)

This award is presented for a significant contribution in any area throughout the year. I am very happy and very pleased to present this award to the SMP financial transition team, which includes Mark Tingle, Rob Lachance, Duane White and Lynette Fairweather.

The Herschel Rosen Award (Lynette)

This award is normally given to individuals have made a significant contribution destined to governments and or management and administration over the course of the year. Winners this year, our SMEs internal finance team, including Duane White, Kristie Paille and Robyn Hughes, the internal finance team started meeting bi weekly in January of 2021 to review the finance portfolio and associated work.

The Ed Rancier Award (Dot)

To James Quigley.

The winner should be someone exemplifies the spirit of "Community" in Community Theatre".

This recipient of the Ed Rancier award made it his mission over this past year to bring people from our community together. He has kept them engaged and entertained. From his weekly online piano bar shows with guest stars like Lysol Minelli and the Duck and the incredible What I Did For Love video project which brought people from all over the community theatre spectrum together and raised money for SMT in the process. James has shown a dedication to SMT and every group he works with that is heartfelt and truly amazing and that's why he deserves this award. James Quigley.

The ACT-CO President's Award (Dot)

To Lynette Fairweather Hines, given at ACT-CO AGM

Each year the ACT-CO President, on behalf of ACT-CO's member groups, presents awards to those individuals who have contributed something special to the growth or spirit of their community theatre company. While ACT-CO issues the award and makes the presentation, the award itself is given on recommendation of the company.

This year's SMT recommended our Treasurer, Lynette Hines to receive this award. This past year Lynette has gone above and beyond for our company and for many others. In her role as Treasurer she has spent literally hundreds of hours filling out applications, making calls and endeavoring to access any and all funds that are out there during these Covid times. She has worked with our unit landlord and the city on rent relief for both our unit and theatre. On top of this she's also been working with the Theatre Scarborough Covid Committee getting the word of our situation out to politicians, doing surveys and townhalls with all our stakeholders and was instrumental in putting together a successful donation drive. As always, Lynette leads from the front, inspires participation and is always gracious in sharing her information and helping others to succeed as well. We believe she would be an excellent recipient of this award.

12. BUDGET SEASON 2021-2022

Overview of projected budget (Lynette)

Questions? None.

13. FEEDBACK FROM MEMBERS

Questions & comments from the Members

Jim Hyslop: I was president of SMT and true test of leadership is in adversity. I had none but you had...I don't know if I could have handled current crisis this well. Well done.

Linda B: Thank you. Thank you all.

22:26:28

14. ELECTIONS BOARD OF DIRECTORS 2021-2022

(Mike)

Explanation of the voting rules

Transcript

President: Dot Routledge

Open floor to further nominations. None. Move to close nomination by Michael & Linda B.
Acclaimed.

Vice President: Jerry Chadwick

Open floor to further nominations. None. Move to close nomination by Linda B & Mark Tingle.
Acclaimed.

Treasurer: Mark Tingle

Jerry nominates Mark Tingle. Seconded by Jan.

Mark willing to stand.

Michael Jones: skillsets, ? financial background?

Mark: working in banking for 20 years.

Michael: enough to know thank you.

Open floor to further nominations. None. Move to close nomination by Linda B & Heather.
Acclaimed.

Secretary: Olivia Jon

Open floor to further nominations. None. Move to close nomination by Rhoda. Seconded by multiple voices.

Acclaimed.

9 Directors nominated:

Bill Corcoran, Bill Smart. Duane White, Eddie Isenberg, Jan Harvey, Kathleen McDowell, Robyn Hughes, Rhoda Silzer and Sarah Jane Flynn.

Open the floor to additional nominations...

Move to close nominations by Ori, Linda B seconds.

Closing nominations.

9 Directors acclaimed.

Mike: Election closed

Dot: Thank you to Mike.

15. CLOSING ACTIVITIES

Acknowledgements (Dot)

Thank you to all of you for attending tonight's AGM and letting your voices be heard.

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There are several people I would like to acknowledge.

- Thank you to Mike Scott for acting as Meeting Moderator and to all of tonight's speakers
- Thank you to Jan Harvey for creating the PowerPoint presentation used during tonight's meeting and to Duane White and Rhoda Silzer for creating this season's Annual Report
- Thank you to all the teams that have been working to get SMT and the theatre ready for post-pandemic times.
- Thank you to the Theatre Scarborough Covid Committee for all your work this past year. Come to the TS AGM to learn more.
- Thank you to all our volunteers who participated this year on committees and in our soon to be on stage show!
- Thank you to the President of Theatre Scarborough, Rhoda for all her work and dedication to the TS Board.
- Thank you to those members who have reached out with ideas to help us plan.
- Thank you to the outgoing 2020/2021 Board of Directors for their work and dedication during this season and to those who are continuing and joining the board for this upcoming season.
- Thank you for allowing me to participate this year as your President.

Confirm next AGM: Tuesday, August 23, 2022 (Dot)

Adjourn meeting approx. time 10:35 PM (Dot)

16. SHORT MEETING OF NEW BOARD OF DIRECTORS