

**Scarborough Music Theatre
Annual General Meeting
Season 60: August 1, 2021 - July 31, 2022**

Meeting Held - August 23, 2022, 7pm via Zoom

Board of Directors Present: Dot Routledge (President), Sarah Jane Flynn, Kathleen McDowell, Jan Harvey, Bill Corcoran, Duane White (Vice President), Eddy Isenberg, Robyn Hughes, Olivia Jon (Secretary), Mark Tingle (Treasurer)

Digital Moderator: Mike Scott

Members: Alexandra ten Krtenaar, Amanda Sinclair, Anne Currie-O'Brien, Charlie Davidson, Diane Henson, Elizabeth Van Wyck, Gary Prudence, Jason Silzer, Jerry Chadwick, Judy Gibson, Karen Direkze, Katherine Turner, Len Henderson, Linda Brent, Lynette Hines, Robert Lachance, Shonagh Crawford, Sidnei Auler, Susan Sanders, Ted Powers, Teresa Bakker, Tom Gallagher

Guests: Katie Wise, Ndola Hutton, Sabrina Hooper

*Power Point Presentation attached.

1. OPENING ITEMS

Meeting opened at 7:00pm (Dot Routledge)

Housekeeping (Dot Routledge): 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 Routledge)

MOTION: to Approve the Agenda of the 2021-2022 AGM

Moved by: Eddy Isenberg Seconded by: Jan Harvey

Discussion or Questions: None. Poll.

MOTION CARRIED

Land Acknowledgement and acknowledgment of International Day of Remembrance of the Slave Trade and its Abolition (Mike Scott)

Zoom Guidelines (Mike Scott)

(See attached AGM Report)

Review & Approve Minutes of the August 25, 2021 AGM

MOTION: to approve the Minutes of the August 24, 2021 AGM

Moved by: Bill Corcoran Seconded by: SJ Flynn

Discussion or Questions: None. Poll.

MOTION CARRIED

Business arising from Minutes (Dot Routledge)

2. 2020-2021 ANNUAL REPORT (REPORT ATTACHED)

President's Message (Dot Routledge)

Introduction of Board members.

It has once again been a privilege to serve as President during SMT's 60th season. We were pleased to see the light at the end of the tunnel this year and to finally be able to produce a selection of shows: Dara's Dream (SMTY) written and directed by Amanda Sinclair, The Christmas Cabaret and "The Fantasticks" and we saw the return of our SMTY Teen Intensive and Summer Day Camps. Along with our return to the stage, we continued working on our internal processes and will be heading into our next full season better and more robust!

Our partnership with Scarborough Players and Scarborough Theatre Guild has also grown stronger and the working relationship between the three groups is the best it's ever been. A huge thanks to Katherine Turner and Len Henderson for their continued support during this crazy time.

Although we see the light at the end of the Covid tunnel, SMT realizes that we are not through this yet and will continue to have covid protocols in effect and to monitor and adjust to the situation.

Our board has accomplished a great deal this season including bringing a new sponsor, Next Move Real Estate, on board, negotiating a new unit lease, a giant renovation of the workshop and props area at the SMT, creating a wardrobe room, building an investment plan, continued updating of policies and procedures including the creation of a Production Handbook and transitioning all forms to online versions. A huge thank you to the 2021-2022 SMT Board of Directors for their incredible work and dedication.

This summer also saw a return to community events, including the Guildwood Day Parade and Guild Alive with Culture Festival. The Theatre Scarborough groups were well represented and over a thousand brochures were handed out by volunteers. Thanks to Katherine Turner for Mike Scott for organizing. Additionally, we held an Open House on August 21, 2022.

Sadly, we lost a member of our board this year, Rhoda Silzer. She was an integral part of our team and an overall amazing human. We miss you friend.

Thank you to our members and volunteers for their continued support. I look forward to seeing everyone at the theatre for our next awesome season which includes You're a Good Man, Charlie Brown, The Bridges of Madison County, along with SMTY's production of Legally Blonde JR. and our Christmas Cabaret.

I am hopeful that this coming season we will be able to finally celebrate our 60th anniversary along with a celebration of our 40th anniversary of performing at Scarborough Village Theatre as we return to a full subscription season.

Respectfully submitted, Dot Routledge
Thank you.

Discussion/Questions: None.

In Memoriam: Rhoda Silzer

This year we lost a beloved member of our board, Rhoda Silzer. Rhoda became part of the Theatre Scarborough family, when her son Jason, wisely, convinced her to come on board as our very first Box Office Manager. Over the years, Rhoda became the voice of Theatre Scarborough and to many patrons, the pal who was always there to help them. But Rhoda never did anything half-way and jumped full throttle into the SMT family. From day one, she tenaciously threw herself into making our company a better, friendlier place to work. Over the years, Rhoda served as President, Vice-President and Director on the board as well as chairing several committees, serving, with her husband Bruce as part of the unit management team and taking on the role of Producer or Executive Producer on numerous productions.

Rhoda had a skill for seeing people's potential and encouraging them to step up and step out. A life-long coach and teacher, she brought those skills with her here and showed so many folks what their true potential was.

During her tenure as President, she founded many initiatives but the one she was most proud of championing was the creation of our youth program - SMTY. This successful program that guides, educates and supports our youth members will be Rhoda's legacy at SMT. A goal this season will be establish some youth scholarships, one of which will be dedicated to Rhoda. At the time of her passing she was still one of the Box Office Managers and was volunteering on both the SMT and Theatre Scarborough boards as Director and President respectively. Rhoda was a force of nature. Her fearlessness empowered others and helped them to be successful. She was a gracious mentor, always willing to share sound guidance and advice. Most of all, she was a supportive friend with a cheeky sense of humour and quick smile. We thought about the way we could honour our friend and we decided to dedicate our Green Room in her name. As the place in the unit that welcomes all those who enter, it seemed like the appropriate room to name for Rhoda, who was known for greeting newcomers and making them feel comfortable and included. We love you and miss you, Rhoda.

The Fantasticks (Rob Lachance)

A good selection for this season as it has a small cast and orchestra. It was a challenge putting on a show during COVID. Public guidelines kept changing and we were always masking, testing and there were restrictions for how many people were allowed in rehearsals (due to physical distancing). Due to the shutdown caused by Omicron, we postponed the run from February to May (which meant Charlie Brown was rescheduled). Fortunately, we had the cast available. We had some changes in the production team and had to make accommodations due to the change in scheduling but we managed to put on a great show. Many thanks to everyone and in particular, to Ndola Hutton for stage managing with poise and cheerfulness. Thanks to Dot as well for stepping in when Ndola had to be away on business.

Discussion/Questions: None.

Christmas Cabaret 2021 (Mark Tingle)

We were able to do our cabaret for Christmas this year, though not a sing-along. Thanks to Scarborough Players for allowing us to perform on the “Christmas at Pemberley” set. We did two nights this year and thanks to Keith Hebert for doing sound and Sidnei Auler for our lighting. The performers were Mark Tingle, Dot Routledge, Olivia Jon, Madison Chin, Kerry Hobbs, Dan MacEachern, Tom Roedding, Brenna McDonald, Carys McDonald and Mike Scott was our MC. We have secured dates for this season and we may hold auditions for those who wish to sing solos/duets.

Discussion/Questions: None.

Dara’s Dream-SMTY (Kathleen McDowell)

In November, were privileged to present an original musical written by Amanda Sinclair. We had to follow several COVID protocols and we could only have 13 people in the cast and never more than 8 on stage at a time. We had three sold out physically distanced shows and it was a success. Thanks to Bill Corcoran, Mike Scott for the set and Scott McDowell for his donations. Amanda Sinclair and Elizabeth Van Wyck directed, Anita Coles was Music Director, Kathleen McDowell was Producer, and Dot Routledge was Technical Director. The same team is in place for SMTY’s Legally Blonde Jr.

Discussion/Questions: None.

SMTY Programs and Camps 2022 (Elizabeth Van Wyck)

It was so wonderful to be back working on our summer youth programming after two summers without! Both weeks of programming were a huge success. We’ve received great feedback from participants and parents and many participants have already signed up for SMTY’s Legally Blonde Jr. and for the March Break Camp. Our camps consisted of:

SMT Summer Teen Intensive July 4-8,2022

12 participants, ages 13-17

Lead facilitators: Elizabeth Van Wyck and Amanda Sinclair

Guest-artist facilitators:

- Aliyah Husain - Choreographer
- James Quigley - Music director
- Dot Routledge - Monologue coach
- Mia Van Wyck-Smart - Cloning workshop facilitator

It was an incredibly busy, successful Teen Week. Twelve fabulous participants - half returning members and half brand-new folks to SMT-worked and played hard all week. It was such a joy to see the teens learning from one another and supporting each other. The week culminated on Friday with the teens sharing monologues and solos and experimenting with redirects. Amanda and I were thrilled to see how the group gelled throughout the week making the "Friday sharing" electric. Our guest-artist facilitators were a huge reason for the week's success. Thank you so much James, Aliyah, Mia and Dot for sharing your time, skills and enthusiasm.

SMT Summer Day Camp July 18-22, 2022

13 participants, ages 8-13

Lead facilitators: Elizabeth Van Wyck and Amanda Sinclair

Guest-artist facilitators:

- Stacy Jolena Collins - Music director
- Zoe Tutte - Choreographer
- Mia Van Wyck-Smart - Cloning workshop facilitator

Twelve of the thirteen participants were brand new to SMT.

A huge thank you to Stacy, Zoe and Mia for sharing your skills as guest artists with our campers. Your input added a great deal of depth, learning and variety to our program. Our fabulous student volunteers, James Davies, Fallon McGroarty and Teghan Crawford worked very hard all week facilitating group activities, drama games, modelling during the dancing and singing, managing set-up, clean-up, and running lunch and break-time activities! Teghan was our in-house choreographer. As a request, please share social media posts since we need about 4-8 more ensemble members for Legally Blonde Jr. (age range 9-17 yrs. old).

Discussion/Questions: None.

Publicity & Marketing (Mike Scott)

Responses to our first subscription brochure since COVID is promising.

Though subscriptions are down by 340 tickets from pre-COVID numbers, most are accounted for by the 295 paused subscriptions.

We will be pushing single tickets for all shows this season with a goal of encouraging *Charlie Brown* single ticket holders to upgrade to a full subscription and all single ticket purchasers this season to consider a subscription for next season.

Discussion/Questions: None.

Archives (Mike Scott)

With the discovery of the programme for *The Boyfriend* from 1969, we now have a copy of all the programmes from all the SMT main stage shows for the past 60 years!

We are only missing three children's shows programmes from the 1980's (*A Friend of a Friend*, *The Girl in the Tower* and *Pinocchio*).

We have digitalized all the archive material and this will continue as an ongoing project.

Discussion/Questions: None.

Props (Sue & Andy Smith, Read by Mark Tingle)

The resumption of production resulted in two inquires about props, but no rentals occurred.

All other props have been returned.

The purging of props in the 'Annex' was completed but the Board's decision to remain at The Estate and soundproofing the wall in the rehearsal hall has led to major renovations in the Props Loft.

The 'Loft' now has four storage levels; the original 'Upper Level', the 'Lower Level', a reconfigured 'Annex' and a new 'Mezzanine' level.

New sprinklers will be installed in the 'Annex' and in the 'Lower Level'. Work is ongoing in reorganizing these spaces using the new storage cart and existing shelving.

Please phone the Prop Managers regarding the availability of and accessibility to any props during these renovations.

The existing props catalogue, located on the bookshelves in the newly dedicated "Rhoda Silzer Green Room" will be updated upon completion of the reorganization.

Respectfully submitted,

Andy & Sue Smith

Discussion/Questions: None.

Unit Manager and Unit Search/ Renovations (Mark Tingle)

Thanks to Rhoda and Bruce Silzer for their past assistance on the unit management team.

Keith Herbert will join Mark on the unit management team.

Our lease expired July, 2022. We looked into requirements for a new unit and currently our unit is 3800 sq. ft.

Our rent is \$11/sq ft. and we were informed it would go up by \$5 to \$6/sq. ft. so we searched for comparable space(s) starting in December 2021.

We now have Jacob as our new liaison at Sorbara for our lease and after our search, we did not find anything to fit our requirements and we estimated a move would be costly (roughly \$30,000) and would be labour intensive. We committed to renewing a 5 year lease. Ultimately, it only went up about \$4/sq. ft. and this secures us for the next five years.

Many thanks to the volunteers who came out to assist with the unit renovations and we updated our sprinkler system after we had our sprinkler inspection. We also sound proofed the wall between the rehearsal hall and workshop so we can use both spaces simultaneously,

allowing us to make more effective use of the unit. Platforms were taken down, six large bin used for disposal, new equipment, new LED lighting, new rolling tables. Back wall is completed repainted.

Dot: Thanks also to Bill Corcoran, Mike Scott, Christeen Kivinen and Heather Hyslop for their work in creating our new wardrobe/costume room.

Discussion/Questions: None.

Hiring Committee (Olivia Jon)

The Hiring Committee for the 2022/2023 season included: Olivia Jon and Mark Tingle (Co-Chairs), Jan Harvey, Judy Gibson, and Ori Siegel.

We conducted interviews over two days (Thursday June 9, 2022 and Sunday June 12, 2022) for Directors, Music Directors, Stage Managers, Choreographers and Producers for the upcoming season. We were seeking to fill all positions for “Bridges of Madison County” and “Godspell” and only Producer(s) for “You’re a Good Man, Charlie Brown” (as Sergio Calderon had previously been slated to direct the show along with his team: Sabrina Hooper, Miguel Malaco and Amanda Cook).

Dealing with the pandemic, we were uncertain as to who would apply and we wanted to ensure that we had individuals and teams who had strong vision, background/experience and a support system to successfully mount our first full subscription season since 2019. Moreover, we wanted to be fiscally responsible and considered proposals based on their artistic merit and addressed concerns if they posed budgetary constraints. In the end, we were fortunate to have some outstanding individuals and teams apply for the upcoming season. The committee collaborated well together and it was a pleasure to serve with all of those involved.

For future reference, a suggestion was offered that we should have a checklist for those who are new to the interview process. Perhaps a breakdown of “best practices” for presenting your proposal, who are the people on the panel and expectations about interviewing as a team.

Ultimately, the committee reached a clear consensus and selected the following teams:

Bridges of Madison County

Dot Routledge - Director

Miguel Malaco - Music Director

Sheri Kowalski - Producer, Shannon Cottrell - Producer

Ndola Hutton - Stage Manager

Cory Doran - Asst. Director

Sabrina Hooper - Choreographer

Godspell

Trevor Cartlidge - Director

F. Darryl Burton - Music Director

Dot Routledge and Carol Wells - Choreographers

Discussion/Questions: None.

Policy Review Committee (Olivia Jon)

Thanks to Dot Routledge, Robyn Hughes, Jan Harvey, Olivia Jon, Jerry Chadwick and Elizabeth Van Wyck for their work in updating our Audition Policy, COVID Policy and Workplace Safety Policy.

Similar to last year, our focus was on incorporating inclusive language and to emphasize diversity and equity in our policies. We clarified the criteria for allowing members to work in the unit, unsupervised, and on maintaining “duty of care” while minors are members of the company. Moreover, we revised our COVID guidelines according to provincial mandates. With the lifting of mask restrictions, the committee decided to strongly recommend wearing masks while in the rehearsal unit, but it would not be compulsory. As with our previous COVID guidelines, all those who are presenting symptoms or who do not feel well are asked to isolate and remain at home. Looking forward, we will continue to revise and update these documents as provincial health mandates change and we continue to monitor the efficacy and wording of our policies.

Dot: We still do have one major revision to work on for our Respectful Environment Policy.

Discussion/Questions: None.

Artsvest /Sponsorship Committee (Dot Routledge and Duane White)

This is a training program for arts organizations (mentorship in sponsorship, marketing and audience development).

We were pleased this year to bring a new sponsor, Laurie Miller from Next Move Real Estate, on board. This sponsorship along with a generous grant from the Trillium Foundation, helped us move forward with unit renovations and upgrades and pay for facilitators for our SMTY camps. Thanks to Ian Fox for his guidance.

We hosted a pre-show event during *The Fantasticks* to thank the Trillium Foundation for our Community Building Fund Grant. Our local MP, Mitzie Hunter was kind enough to join us and to accept our thanks!

As years go on, SMT must continue to look for new sources of revenue and to create partnerships with our fellow Scarborough businesses.

We have joined the Scarborough BIA and are hopeful we can leverage some of the new contacts we will make through this association.

We are always looking for people to help with this type of activity. If you’re interested in joining the team, please reach out to Dot.

Discussion/Questions: None.

COVID Protocols (Dot Routledge)

We did an overhaul of our unit COVID protocols as provincial guidelines changed. To date, we still recommend masking, and during *The Fantasticks*, we had rapid testing, enhanced cleaning, room capacity and physical distancing. A document with all the protocols is available to all those working in the space. Each participant in *The Fantasticks* had to test before each

rehearsal and performance. We still require full vaccination (at least two doses) for those participating in our shows.

Discussion/Questions: None.

Marketing Plan (Jan Harvey)

This year we worked with a company MAS (Management Advisory Services). Our contact is Darlene Frampton and we came up with a two-fold plan. Marketing Strategy is our short term goals to increase our subscriber base and enhance established relationship with existing members and patrons.

The second step is our Marketing Plan and is long term (5 years) for community outreach, diversity and engagement through show selection and casting.

We also need to let the people living in the area surrounding our theatre know they have quality entertainment right next door.

We are seeking volunteers to join the marketing committee.

Discussion/Questions: None.

Relationship with Theatre Scarborough (Dot Routledge)

As a member of SMT, you are also a member of Theatre Scarborough (the umbrella group that oversees the theatre space at Scarborough Village) and is the liaison with the city on behalf of the three theatre groups (Theatre Scarborough Guild, Scarborough Players and SMT).

Theatre Scarborough's AGM is tomorrow Wed. Aug. 24, 2022.

The Board of Theatre Scarborough formed COVID subcommittees responsible for (1) the cleaning of the theatre (led by Len Henderson and Rhoda Silzer) (2) the training and documentation of protocols (led by Lynette Fairweather and Mike Scott) to support volunteers and patrons as they returned to the theatre and (3) communications (led by Dot Routledge and Katherine Turner) to facilitate and distribute the communications sent out to volunteers, media, members, volunteers, patrons, politicians (creating our banner and our slogan).

Due to the Omicron variant, we had to postpone our shows yet again and all three groups shifted their schedules from the winter to the spring.

Meanwhile, Lynette Fairweather and Ian Fox were negotiating our new lease with the city for the theatre space.

As part of our celebration of 40 years at Scarborough Village Theatre, we will have workshops offered by each of the groups to show the "behind the scenes" and inspire audiences to join us. Workshops are free and tickets are available on the website under "Buy Tickets".

3. MEMBERSHIP

(Jan Harvey)

It was a slow year for memberships since we did not have a show on the main stage until May when we presented *The Fantasticks*.

We are going back to pre-COVID membership fees: \$40 for individual, \$70 for family (\$20 for extra members in family), Associates (under 18) are free and paid Associates (with full benefits) are \$40.

In order to encourage renewal of our memberships for the upcoming season, in July we introduced a sale for the 2022-23 season, where individuals could pay \$25 for a single membership and families could pay \$50 that was valid until the AGM. We were pleased to see that several people took advantage of this sale!

MOTION: to approve the membership fees for the 2022-2023 season

Moved by: Jan Harvey Seconded by: Robyn Hughes

Discussion or Questions: None. Poll.

MOTION CARRIED

Action Item: Jan will update Membership Benefit chart to reflect Lifetime Membership benefits.

Membership can be paid:

On-line Membership Registration on our website

Cheque or Money Order: Scarborough Music Theatre

51 Estate Drive Scarborough, ON M1H 2Z2

In person, before rehearsals, to Jan.

New Lifetime Members: Olivia Jon, Katie Wise, Bruce Silzer and Eddy Isenberg.

4. FINANCIAL REPORT

(Mark Tingle) Annual Treasurer's Report 2021-2022 (see attached report)

Income Expense Results (Mark)

Discussion or Questions: None.

Grants (Mark)

SMT applied for an Ontario Trillium Grant last summer and won a \$50,000 operating grant. The funding was used towards rent and utilities (6 months), the addition of air purification and air conditioning units and we were able to replace aging equipment including the table saw and chop saw and purchase a new CNC Machine (computerized router table). This has been a money maker, our Saying and Signs fundraiser around Valentine's Day was successful, and we

are still receiving the occasional order for cottage signs and other sayings. We will warm up the machine in the fall again to offer Christmas Gifts options.

We have continued to apply for grants from Trillium; however, we are in an extremely competitive district. Items for consideration have been expanding our Youth Programming and investigating a play group at the Papermill Theatre at Todmorden Mills.

Discussion or Questions:

Lynette Fairweather: Did SMT apply for CERB and THRP?

Mark Tingle: Yes, we applied until May of last year.

Lynette Fairweather: Was the Trillium grant \$50, 000 so then you would have had 10 months of THRP (so question about the grant total being \$51, 000?)

Dot Routledge: Trillium grant does have 80% installment then 20%

Action Item: Mark will look into that.

Jason Silzer: What is the difference between general and proactive donations? Also, the expenses seem almost equal to the revenue brought in from the fundraising. Can you clarify the expenses?

Mark Tingle: We updated our hardware/tools (that is under expenses) and proactive donations would be mailings that SMT sent out asking for donations.

Jason Silzer: Is the hardware a one-time expense?

Mark Tingle: Yes. It should be a one-time expense.

Lynette Fairweather: Donations should be the gross amount and the Arts People's fees are part of the Fundraising Expense so that it is included in there.

Overview of 2022-2023 Budget (Mark)

Discussion or Questions:

Amanda Sinclair: Where does the revenue for *Legally Blonde Jr.* fall in income?

Mark Tingle: In the 'Revenue' section coming up.

Amanda Sinclair: Our budget, to my understanding, was \$500 but I see it is \$1000 and \$400 show cost.

Mark Tingle: We increased the SMTY budget and the \$400 is for extra expenses (supplies, snacks for students). We increased the budget due to *Legally Blonde Jr.* being a known book musical which will incur more expense.

Jerry Chadwick: Royalties are usually paid in USD so where do we show that in our accounting?

Mark: We can only show the converted CAD.

Jerry Chadwick: Have we considered getting a US credit card?

Dot: We had difficulty securing our Canadian credit card so though we would like to have a US card, it would be even more difficult.

Elizabeth Van Wyck: The \$280 is an overestimate for the teen camps due to the fact we require more facilitators. The camps themselves typically are around \$225. We are still rebuilding our program after COVID.

Karen Direkze: Maybe we could do presentations to local schools about the youth program?

Action Item: New Board will work on creating a presentation for local schools about the youth program.

Jason Silzer: Under “Revenue-Shows” budgeting, it is averaging the full adult ticket price but we have to average this with senior and student tickets. It is probably closer to \$27

Mark: I will go back and revise that.

Amada Sinclair: To address Karen’s comment, the school boards and parent teacher associations are unwilling to invite speakers, so you have to go through a lot of rigamarole to present in front of schools.

Investment Plan (Mark)

Discussion or Questions:

Ndola Hutton: Are these low risk mutual funds?

Mark Tingle: These are low-risk and don’t have the wide swings (like US equities).

Update on Digital Transition (Mark)

Last year, we began the process of reviewing and testing new cloud-based accounting systems. We settled on a group of products from Zoho: Zoho Books, an accounting package, Zoho Expense, an automated expense application and Zoho Analytics, a reporting package. Rob Lachance took on the role of Bookkeeper and has been helping with the bank reconciliations and revenue entries. I would like to thank Rob for all his work and support as a sounding board. The financial processes and controls have been made significantly easier using this system. For example, all expenses are sent through the Expense app either for the unit or production and they each get a review and approval by a Producer, Treasurer and/or Board Signatory. All the taxes are captured along with a digital receipt (no more paper) again eco-friendly and efficient. Thank you to Duane White who functioned as the Board Signatory and did the second approvals on all expenses this season.

Discussion or Questions:

Lynette: Can we see a comparative income statement/balance statement?

Action Item: Mark will pull the information and send that out to membership once he has all the numbers.

5. NOTICE TO READER SEASON 2020-2021

Mark (see attached document)

MOTION: to approve the 2020-2021 Notice to Reader provided by Hogg, Shain & Scheck
Moved by: Mark Tingle Seconded by: SJ Flynn

Discussion or Questions: None. Poll. **MOTION CARRIED**

6. ACCOUNTING FIRM

(Mark)

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: Mark Tingle Seconded by: Duane White

Discussion or Questions:

Lynette: Do we approve for 2022/2023 as well?

Dot: We have a poll available.

Poll.

MOTION CARRIED

MOTION to appoint the firm of Hogg, Shain & Scheck Professional Corporation as the Accounting firm to provide SMT Season 2022/2023 Notice to Reader

Moved by: Lynette Fairweather Seconded by: Bill Corcoran

Discussion or Questions: None.

Poll.

MOTION CARRIED

7. APPROVAL OF THE 2021-2022 ANNUAL REPORT

(Dot)

MOTION to approve the actions of the 2021-2022 Board of Directors

Moved by: Olivia Jon Seconded by: Kathleen McDowell

Discussion or Questions: None.

Poll. **MOTION CARRIED**

8. PRESENTATION OF ANNUAL AWARDS

Dot Every year, SMT presents awards to members or volunteers who have made above and beyond contributions 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 (present by Mark Tingle)

This award is presented for a significant contribution in any area throughout the year. There are multiple winners this year: First, Rob Lachance. Rob co-produced our spring show *The Fantasticks* and spent the season working through and honing our new financial processes in the role of Bookkeeper. Rob brings a joy and enthusiasm to every role he takes on and is always willing to step in when help is needed.

The Randy Leslie Award (presented by Olivia Jon)

Mark Tingle and Keith Hebert took on the behemoth task of renovating the workshop and creating a soundproof wall between the workshop and rehearsal area so that building and rehearsing can happen simultaneously. They have put in countless hours into these projects and the results are dramatic. They are very deserving of this award.

The Herschel Rosen Award (presented by Dot Routledge)

This award is normally given to individuals have made a significant contribution in governance or management and administration over the course of the year. The winner this year is Jan Harvey. Jan has worked her butt off this year from sitting on numerous committees, stepping up as the Membership Secretary, working with MAS to create a marketing plan and all this on top of creating props for *The Fantasticks* and Executive Producing *You're a Good Man, Charlie Brown*. She has gone above and beyond time and time again and is very deserving of this award.

The Ed Rancier Award (presented by Mark Tingle)

The winner should be someone who exemplifies the spirit of “Community” in Community Theatre”. This recipient of the Ed Rancier award made it their mission over this past year to bring people from our community together. We present the Ed Rancier award to our SMTY team, Elizabeth Van Wyck, Amanda Sinclair and Kathleen McDowell. Our SMTY team has gone above and beyond this year. Working to get our first show back on stage and restarting our summer camps after a two year absence. They worked tirelessly to re-engage parents and kids and give them a great experience. The SMTY community continues to thrive under their leadership. They are very deserving of this award.

The ACT-CO President's Award (presented by Dot Routledge)

Todd Davies

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 Todd Davies, who produced numerous shows throughout the pandemic, including our most recent show *The Fantasticks*. He has led with a kind spirit and has gone above and beyond for SMT. His exemplary work is so very appreciated and he will be missed as he has moved to Kitchener.

Theatre Scarborough Award (to be presented at the Theatre Scarborough AGM)

Mike Scott

Mike, as always, has gone above and beyond this year. This time around he has revamped and revised our box office systems to make our processes clearer and easier for both the patrons and our box office staff. Mike is beyond dedicated and is always pro-actively thinking about how we can be better. He is very deserving of this award.

9. FEEDBACK FROM MEMBERS

10.

Questions & comments from the Members

Elizabeth : Thank you for the ease of meeting online but it would be wonderful to have an in-person AGM next year.

Dot: We hope to make this happen.

11. ELECTIONS BOARD OF DIRECTORS 2021-2022

(Mike)

Explanation of the voting rules

President: Dot Routledge

Open floor to further nominations. None. Move to close nomination by Karen Direkze & seconded by Katherine Turner.

Dot Routledge is acclaimed.

Vice President: Duane White

Open floor to further nominations. None. Move to close nomination by Jason Silzer and seconded by: Mark Tingle.

Duane White is acclaimed.

Secretary: Olivia Jon

Open floor to further nominations. None. Move to close nomination by Elizabeth Van Wyck seconded by Amanda Sinclair.

Olivia Jon is acclaimed.

Treasurer: Mark Tingle

Open floor to further nominations. None. Move to close nomination by Jan Harvey & Eddy Isenberg.

Mark Tingle is acclaimed.

8 Directors nominated:

Charlie Davidson, Sarah Jane Flynn, Tom Gallagher, Judy Gibson, Jan Harvey, Eddie Isenberg, Rob Lachance and Kathleen McDowell.

Open the floor to additional nominations...

Move to close nominations by Sidnei Auler and seconded by Karen Direkze.

Closing nominations.

8 Directors acclaimed.

Mike: Election closed

Dot: Thank you Mike.

12. CLOSING ACTIVITIES

Acknowledgements (Dot)

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

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 that was used during tonight's meeting and to Duane White and Robyn Hughes for creating this season's Annual Report.
- Thank you to all the volunteers who have helped us both on and off stage.
- Thank you to those members who have reached out with ideas to help us plan.
- A huge thank you to the outgoing 2021/2022 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.

13. OTHER BUSINESS

Katherine Turner: Just a quick reminder that the Theatre Scarborough AGM is tomorrow night so please register for the zoom link. Awards will be presented along with the election of the new Board.

Confirm next AGM: Tuesday, August 22, 2023 (Dot)

Adjourn meeting approx. time 9:24 PM (Dot)

14. SPECIAL MEETING OF NEW BOARD OF DIRECTORS