

Wednesday, August 11, 2021

ANNUAL GENERAL MEETING SCARBOROUGH THEATRE GUILD MINUTES

Present at the meeting:

1	Julie	Adams	16	Chris	Nothey
2	Jennifer	Bakker	17	Ron	Remigio
3	Teresa	Bakker	18	Dot	Routledge
4	Alex	Bortoluzzi	19	Susan	Sanders
5	Andra	Bradish	20	Mike	Scott
6	Linda	Brent	21	Kevin	Shaver
7	Anne	Currie-O'Brien (guest)	22	Rhoda	Silzer
8	Lynette	Hines	23	Bill	Simpson
9	Len	Henderson	24	Drew	Smylie
10	Diane	Henson	25	Darlene	Thomas
11	Andrew	Horbatuik	26	Katherine	Turner
12	Erin	Jones	27	Larry	Westlake
13	Neil	Kulin	28	Daniel	Wyse
14	Julie	McLaughlin			
15	Wendy	Miller			

Meeting called to order at 7:37 p.m. on Zoom. Meeting was chaired by Len Henderson, President. Minutes were taken by Wendy Miller, secretary.

Len extended a welcome to all participants and a special thanks to Mike Scott for co-hosting and managing participation and voting.

1. Adoption of Agenda

MOVED: by Len Henderson **seconded** by Susan Sanders that the Agenda be adopted as amended.

CARRIED.

2. Minutes from the Annual General Meeting of August 19, 2020

a) The minutes were accepted as circulated.

MOVED by Wendy Miller, **seconded** by Kevin Shaver.

CARRIED.

b) **Business arising from previous minutes**

After the previous minutes, Neil Kulin withdrew from the Theatre Scarborough nomination and was replaced by Alan Maynes.

c) **President's Remarks – Overview of 2020/2021 Season**

I am sure many of you have heard this phrase when watching any kind of TV show that reviews a certain calendar year or a sporting season: “and that was the year that was”.

I am hesitant to say it, but I am strongly tempted to call this past theatre season “the year that wasn't”. We had no performances on stage, no rehearsals, no box office revenue, no auditions, and absolutely no volunteer appreciation parties, or wine and cheese receptions – they would have been illegal.

So how on earth did so many of us find ourselves so busy???

Well, flying an airplane while still building it is a lot of work...especially when someone has stolen the blueprints. The efforts of all three groups have focused on a few main areas:

- Keeping our audience and members in mind of us
- Planning to re-open the theatre safely
- Communicating with various levels of government
- Finding alternate sources of funding to pay the ongoing expenses of the groups' facilities.
- Keeping sane.

Connecting with audience and members

The Guild started off the season fully intending to do what it could to keep our audiences engaged with theatre. Julie Adams and Erin Jones collaborated on the “Let's Talk” series, wherein Erin interviewed (at a safe distance) several prominent figures in the Community Theatre world, including directors, actors, producers and executives, to provide our audiences with some insight into the work that goes on behind the scenes. They even scored a bit of a coup, by getting an interview with Maureen Jennings, the creator of the Murdoch Mysteries franchise. The Guild has produced two plays that Ms. Jennings has written.

This effort was followed up by a series called “Curtains Up!” Julie collaborated with Larry Westlake to make videos of scenes or monologues played out by our acting members.

We did digress a little bit to use the Unit to host a “pictures with Santa” event over two weekends last November. Proceeds from this event went to dog and cat shelters in the city. Larry Westlake was Santa, and the event closed on Sunday, November 22. The very next day, Toronto was ordered into Code Grey – complete shutdown. The Unit then became off-limits to any activity involving more than 1 person. This restriction was not lifted until the beginning of re-opening Step 2 on June 30.

Even after the unit closing we still made an effort. As part of a Theatre Scarborough initiative to send a Christmas greeting to our supporters, I videoed a message to our patrons, and followed it up with a short rendition of one of Dylan Thomas's A Child's Christmas in Wales stories. Many thanks to Darlene Thomas (no relation to Dylan) for recording me at the Ajax waterfront park on a blustery November day and putting up with my inability to remember the script, resulting in re-take after re-take.

I was also recorded by Julie Adams in front of our Unit saying a couple of lines that were to be included in a much larger presentation by ACT-CO called “We Will Open Our Doors Again” which was widely distributed across the GTA.

We then started off a series we called “Everything you wanted to know about theatre”. This was planned to be a series of presentations by subject matter experts on the various departments involved in the production of a show. Andra Bradish made a presentation on the art of costuming, which was developed into a powerpoint slide show by Erin Jones. More of these are contemplated.

For our members, the big thing was the continuation of our Out-Loud play readings. These took place every week throughout the winter and spring, (with a few weeks off), and a lot of works were read, some even deemed fit enough to consider for future seasons. But while this was helpful to the Play Reading Committee, the real reason for continuing these readings was that they were fun.

Re-opening

For much of this season we really had no idea when we would be allowed back into the theatre. (Somebody stole the blueprint, remember?). However, Theatre Scarborough created a Covid Subcommittee consisting of the four group presidents, plus some Box Office personnel and the TS treasurer. This group did a lot of work trying to come up with protocols for keeping patrons and volunteers safe in the theatre once we were allowed back in to perform. These protocols were presented to our patrons, volunteers and members in a series of three Town Hall Zoom meetings which informed them of our progress and solicited their feedback. We can honestly say that we learned a lot from the questions we received from the attendees.

The other main task was to program the box office ticketing system to accommodate the audience restrictions for limited capacity and social distancing. Mike Scott was invaluable in this regard as he knows the ins and outs of the Arts People system like nobody else. For much of the year we were working on an assumption that we would be allowed 30% of capacity, but the government’s announcement that the limit would be 50% was a cause for celebration, but a lot more work heaped on Mike’s shoulders.

The announcement of the beginning of Step 3 has allowed all three groups to make more concrete plans. We are assuming that Players will be able to mount a show in their originally allotted December slot, while the Guild will produce A Red Plaid Shirt in January. Music Theatre is still wrestling with the decision as to whether to put on a live show in November or just to stream a performance in the theatre and release it on YouTube or some such medium. You will have to join these groups’ AGM’s to get more details.

Last month a request for volunteers was issued by Theatre Scarborough and each of the three groups. These volunteers will be asked to provide some of the people-power to do all the things needed to get the theatre ready for an audience, send the messaging out to our patrons, and how to handle the traffic flow of our returning audiences. We expect to hold training sessions for the volunteers at the theatre and perhaps by virtual presentations as well in September.

Communicating with the Levels of Government & Alternate Sources of Funding

These two parts could go hand in hand to a great extent.

Through Theatre Scarborough, we have had to be in constant contact with the City of Toronto to discuss the fact that lease payments were still being charged while we were not even allowed to set foot in the building.

We have been contacting the City Councilors to plead our case. As well as reaching out to officials in the City's Real Estate Department, which administers our Lease. Results have been encouraging; more on that in the Treasurer's report.

Through the various relief programs provided by the Federal Government and the Provincial Government we have been able to offset some of our ongoing operating costs. The Guild has been able to take advantage of the Canada Emergency Rent Subsidy (CERS), and the Ontario Small Business Support grants.

Additional funding was received through donations from our patrons and members, who really stepped up this year. An appeal was sent out by the three groups back in November/December which resulted in a significant return for all the groups. Additional assistance was provided by an anonymous "Angel Donor" who agreed to match any donations received up to a specified maximum.

Keeping Sane

I will not comment on this section. I will leave it to everyone to draw their own personal conclusions.

Where do we go from here?

The Guild has announced that it will be mounting A Red Plaid Shirt in January 2022. The show is cast, the set is built, but after 17 months, the lines and blocking may have become a bit rusty. So rehearsals will be gearing up again some time in the fall to get the show back on track.

But first we will have to get the Unit back into shape, making sure that all the cleaning protocols are followed, along with appropriate distancing and masking.

As far as the rest of the season is concerned, The Stillborn Lover is due up next in April. It has a medium number of cast and a relatively simple set, using risers rather than flats. Next, in July we plan go ahead with Jake's Women. This play also has a medium sized cast, but with a simple set. Both of these productions are dependent upon the current Covid climate remaining in "green-light" territory with no regression to any kind of lock-down restrictions.

Of the two other shows from our cancelled season(s), we intend to mount The Christmas Spirit in December of 2022, and we will do Innocence Lost the following summer in 2023.

I described last season as a Jekyll and Hyde kind of season. This year was more like Mr. Hyde, but the path appears to be clearing ahead of us. I want to thank the Board (Susan, Wendy, Jeremy, Julie, Kevin, Sidnei, Andra, Erin and Neil) for their support as well as support form Larry.

Thanks all, and here's to a better 2021-22 season.

Len.

3. Reports

a) Treasurer's Report - see Appendix A -

Len Henderson

Copies of the Financial Report were made available on the Theatre Scarborough website ahead of the meeting. Len stepped through the financial statements.

Covid rebates were noted. Donations were up due to a number of patrons turning purchased tickets into donations to the group. Loss of \$12K last year but only a loss of \$4770 this year. We were fortunate not to have to pay out theatre rental – due mainly to TS Treasurer Lynette Hines receiving rebates on behalf of Theatre Scarborough and working with the City.

MOVED by Erin Jones **seconded by** Andra Bradish that the Treasurer's Report be accepted as presented.

CARRIED.

b) Box Office Report

Rhoda Silzer & Wendy Miller

Due to Covid 19, and not having a 20/21 season, the Box Office was not operating. Rhoda continued to monitor the box office phone line and Wendy answered any box office emails.

We were able to contact most patrons and offer a refund, a ticket deferment, or a credit towards the next full season.

For the 21-22 season we anticipate possible November or December performances, and we are hopeful that January 2022 will bring us back to a more typical schedule. The Box Office and volunteers will be there helping patrons and taking extra Covid precautions to ensure everyone's safety.

c) Publicity Report

Julie Adams

2020 was a fairly quiet year in terms of advertising shows but became more about maintaining a presence for our followers/audience. Early on during Covid, I came up with the idea of the *Let's Talk* series that showcased our creative and artistic team members as well as actors and special guests like Dot Routledge (SMT president) and Maureen Jennings (Murdoch Mysteries author). I produced/directed and filmed this series and knew that having Erin Jones as host would be a great asset. We videoed 14 episodes and showed them on Facebook and Instagram and our newly created YouTube channel. Thanks to Darlene Thomas for managing the STG Instagram feed.

Another video project was Larry Westlake's *Curtains Up* series. Larry and I collaborated on this series that featured monologues and scenes. We had plans to do a live video performance of Capricorn 9's version of *A Christmas Carol* but in November 2020 were locked down and unable to use the unit. Now that restrictions are lifting, we will be bringing you more *Let's Talk* and *Curtains Up* episodes. Stay tuned!

We currently have 661 people following our Facebook page and 237 following us on Instagram.

d) Front of House Coordinator's Report**Susan Sanders**

Since last year's report we have continued to miss our Front of House staff as the theatre has remained dark due to the pandemic restrictions. But now we are busy preparing for an expected re-opening in the coming months. Once Toronto Public Health and Theatre Scarborough finalize the revised procedures for our use of the theatre, we will be in touch with our wonderful volunteers. And I will repeat from my report last year, that we are confident that our team has the flexibility to adapt to any revised protocols that are put in place. We look forward to welcoming all of them once again in January for "Red Plaid Shirt".

e) Theatre Scarborough Report**Rhoda Silzer**

It is my honour, as Theatre Scarborough President, to be here this evening at the AGM for Scarborough Theatre Guild. As a member of the Guild you are automatically a member of Theatre Scarborough (TS) as are the members of Scarborough Players and Scarborough Music Theatre.

The mandate of TS is to manage and look after the maintenance of the theatre so that each group has a well-run and well cared for facility. You, the members elect the Board of Directors. The Presidents of each group are automatic members. The positions of President and Vice-President and six (6) members at large are elected by the members of TS at the AGM. This year it is being held via Zoom on Wednesday August 25th. The registration link is on the web site.

Our other responsibilities are to liaise with the Recreation Centre and with the city of Toronto. During the past 18 months this has been very difficult because we were not allowed inside the Centre and yet we continue to be charged monthly rent. Only now as we reach step 3 are we able to start planning our return to the theatre.

However, we have been extremely busy with a variety of activities. Under the guidance of Lynette Fairweather and Len Henderson our By Laws have been upgraded and rewritten. They will be presented at the AGM for ratification. Katherine Turner and her committee have upgraded our policies and procedures. Dot Routledge and her committee have been dealing with the Covid-19 protocols. Many thanks to these volunteers for their hours of meetings and hard work.

I would like to give another shout-out to Lynette for the hours she has spent on the phone working to secure funding assistance for us.

While we have not been putting on shows we have, nonetheless been extremely engaged making sure we can be ready to reopen.

Thank you to all who have sat on committees for Guild so that you are ready to reopen and to those who engaged during our stay-at-home orders.

Rhoda gave a plea for everyone to get double vaccinated! and a hope that she would see everyone back in the theatre when it opens.

Notice to members – Theatre Scarborough received a notice from the City for a large amount of money supposedly owing, going back six years. There is a TS group working on this and no further comment is needed from the STG board.

f) 2020-21 Season Staffing

Len Henderson

The following staff are in place:

- *The Red Plaid Shirt* (January 2022)– Larry Westlake director; Alison Overington producer, Heather Hyslop, stage manager
- *The Stillborn Lover* (April 2022)– Jeremy Henson director
- *Jake's Women*–(July 2022) no director chosen as yet.

g) Play Selection Committee Update

Len Henderson

We will tentatively continue with the above chosen shows. Number of actors is low and the plan is to do simple sets. Will likely resume readings in September.

Some of the titles we have been reading and will recommend to the committee: *Bus Stop*, *Trap for a Lonely Man*, *The Viewing Room*. If we need to scale back on cast size, *Driving Miss Daisy* is a good candidate (3 people) and also *Everybody Loves Opal* – with the technical difficulty of having a 2nd floor collapse into the 1st floor.

4. Other Business

a) Membership Fees

It was previously decided that due to our truncated season, all 2019/2020 memberships would be renewed at no additional cost. Last year's fees were to be \$15 for individuals and \$20 for family. Len suggested \$20 and \$30. Katherine Turner said that would align with what Scarborough Players is planning. Len will send an email to everyone on where to mail cheques.

MOVED by Larry Westlake **seconded** by Linda Brent that for the 2020/2021 season, new memberships be \$20 for an individual and \$30 for a family.

CARRIED.

b) 2021-2022 Accounting Appointment

Len Henderson

MOVED by Len Henderson **seconded** by Lynette Hines that the accounting firm of MNP LLP be appointed to review our financial statements and prepare our notice to reader for 2021-22.

CARRIED.

c) Nominations for Theatre Scarborough Board

MOVED by Len Henderson **seconded by** Lynette Hines that **Susan Sanders** be nominated to the Theatre Scarborough Board.

CARRIED.

There were no nominations from the floor

Susan's name will go to the Theatre Scarborough AGM on Wednesday August 25th.

5. Awards

Susan Sanders

The "Mike" Award (named in honour of the late Mike Woodbridge, who exemplified qualities of congeniality, co-operation and "being fun to be around") is presented to **Julie Adams and Erin Jones and Larry Westlake** for their work on the *Let's Talk* and *Curtains Up* series that kept STG in people's minds during our theatre 'downtime'.

The STG Member of the Year award goes to **Len Henderson** for his excellent service to STG as Treasurer, Business Manager and President and for all the extra Covid duties that were required during this difficult year. He has really kept us going during this strange year.

6. Ratification of the Actions of the Outgoing Executive

The members of the outgoing executive made decisions and worked on behalf of and in the interests of the membership in the 2019-2020 season.

Linda Brent expressed thanks to everyone involved in keeping the playreading going. Diane Henson suggested that in future we ask for acceptance of the reports rather than ratification.

MOVED by Lynette Hines **seconded by** Larry Westlake that the actions of the outgoing executive be ratified.

CARRIED.

It was mentioned for next year, that ratification is not a necessary action at the AGM.

7. Election/or/ Acclamation of Board Members

The STG Board, as mandated in the by-laws, consists of 8-10 members elected annually. Len expressed thanks to Jeremy Henson, Neil Kulin and Sid Auler for their help this past year.

Len Henderson and Dot Routledge nominate Drew Smylie to the STG Board.

Len Henderson and Dot Routledge nominate Vivian Hisey to the STG Board

7 Board members are standing for re-election:

- Julie Adams, Len Henderson, Wendy Miller, Susan Sanders, Kevin Shaver, Erin Jones, Andra Bradish

2 additional members standing for election:

- Drew Smylie and Vivian Hisey

MOVED by Linda Brent **seconded** by Rhoda Silzer that nominations by closed.
CARRIED.

The 9 candidates are acclaimed.

8. Adjournment

There being no other business, the Annual General Meeting was adjourned at 8:46 p.m.

The Executive stayed on the Zoom call to choose their positions on the board:

- Len Henderson** – President, Treasurer & Business Manager
- Susan Sanders** – Vice-President, Front of House Coordinator
- Wendy Miller** – Secretary, Membership Duties on website
- Julie Adams** – Publicity Coordinator
- Andra Bradish** – Social Convenor

Members-at-Large:

- Erin Jones, Kevin Shaver, Drew Smylie, Vivian Hisey**

Other jobs - Newsletter editor, Playreading committee chair.

The new executive will have their first meeting on Monday September 13th at 7:30pm by Zoom. It was decided to do a hybrid in person/Zoom meeting. Wendy sends regrets.

Scarborough Theatre Guild

Comparative Balance Sheet for the years ending July 31,

	<u>2021</u>	<u>2020</u> (Reviewed)
Assets:		
Current Assets		
Cash	150,261	142,821
Accounts receivable	8,210	12,919
Advances of cash	4,175	4,175
Prepaid Expenses		
Royalties & scripts	13,537	15,824
Advertising & Other	-	2,808
Deferred Rent Payments	-	3,300
Security deposit - rent on Unit	<u>5,600</u>	<u>5,600</u>
Total Prepaid Expenses	19,137	27,532
Total Current Assets	<u>181,783</u>	<u>187,447</u>
Total Assets	<u>181,783</u>	<u>187,447</u>
Liabilities		
Accounts Payable	2,216	2,285
Unearned revenues for 2021-22	19,403	2020-21 20,229
Total Liabilities	<u>21,618</u>	<u>22,514</u>
Equity		
Retained Earnings	164,934	177,027
Current year profit	- 4,770	- 12,093
Total Equity	<u>160,164</u>	<u>164,934</u>
Total Liabilities & Equity	<u>181,783</u>	<u>187,447</u>

Scarborough Theatre Guild

Statement of Revenues and Expenses for the fiscal years ending July 31,

	<u>2021</u>	<u>2020</u> (Reviewed)	<u>Variance</u> <u>Better / Worse(-)</u> <u>than 2019-20</u>
Revenues			
Box Office ticket sales	\$ -	\$ 57,306	-57,306
Government Covid Assitance - CERS	19,806	-	19,806
Government Covid Assitance - Ontario	4,638	-	4,638
GST/HST rebate	4,442	5,605	-1,163
50/50 Draw receipts	-	2,637	-2,637
Property tax rebate (40%)	1,571	1,655	-84
Membership dues	25	630	-605
Donations	9,180	8,574	606
Total Revenues	<u>39,663</u>	<u>76,407</u>	<u>-36,744</u>
Expenses			
Productions			
Producers' budget	-	4,715	4,715
Theatre rental	-	15,331	15,331
Honoraria	-	3,000	3,000
Box office fees	-	8,287	8,287
Advertising	-	4,830	4,830
Royalties & scripts	351	6,140	5,789
Other production expenses	-	636	636
Festival Entry Fees	-	650	650
Total Productions	<u>351</u>	<u>43,589</u>	<u>43,238</u>
Overhead Expenses			
Unit rent & upkeep	31,574	28,902	-2,672
Office expenses	7,263	11,407	4,144
Advertising	3,461	2,733	-728
Professional fees	1,785	1,870	85
Total Overhead Expenses	<u>44,082</u>	<u>44,911</u>	<u>830</u>
Total Expenses	<u>44,432</u>	<u>88,500</u>	<u>44,068</u>
Net Profit/Loss(-)	<u>-4,770</u>	<u>-12,093</u>	<u>7,324</u>