



MINUTES of PH66 Season-41 AGM

August 28, 2019, 7:00 PM

SVCC 3600 Kingston Rd.

Members Present	Sidnei Auler, Hedy Baker-Graf, Norma Baptista, June Bedford, Rhoda Brachman, Jerry Chadwick, Ciara Crozier, Marcie Cullis, Graham Duncan, Ian Fox, Len Henderson, Jeremy Henson, Heather Hyslop, Jim Hyslop, Anthony Jones, Alan Maynes, Greg Nowlan, Mary Nowlan, Judy Porter, Dot Routledge, David Rudat, Susan Sanders, Mike Scott, Jason Silzer, Bill Simpson, Darlene Thomas, Elizabeth Van Wyck,
Board Members	Marilyn Brady, Linda Brent, Diane Henson, Lynette Hines, Wendy Miller (Recording Secretary), Dot Routledge, David Rudat, Katherine Turner (President)
Regrets	David Buffham, Emma Wakelin
Guests	Dina Chapman, Alexandra ten Kortenaar (Hogg, Shain & Scheck)

#	Item	Actions
1.	<p>Opening Items (Katherine Turner)</p> <p>The meeting was called to order at 7:05 PM.</p> <ul style="list-style-type: none"> The agenda was reviewed and adopted with the addition of a New Business category. Moved by -Jerry Chadwick Seconded by -Marilyn Brady Carried Minutes of the previous AGM (S-36AGM) on August 29, 2018 were reviewed and the following corrections noted: <ul style="list-style-type: none"> Amend Regrets to Emma Wakelin, Peter Pequegnat; Diane Henson should be listed as Member not Guest. Alex Briganti should be listed as a guest. Under elections #9 – amend to Emma Wakelin. <p>Moved by Heather Hyslop, Seconded by David Rudat that the minutes be approved as corrected. Carried</p> <ul style="list-style-type: none"> There were no Action items to review 	
2.	<p>PH66/TS Season-37 Annual Report</p> <p>President's Report & TS-Mandate (Katherine Turner)</p> <ul style="list-style-type: none"> Thanks to Marilyn Brady for catering tonight's dinner. Katherine said it had been a privilege serving as President for the 2018/2019 season and thanked all the wonderful volunteers. This has been an exciting season with many new improvements including the Hearing Assist system which has been very well received. FOH thanks: SP to outgoing Catherine Lenihan and incoming manager, Ian Fox, SMT thanks to Sheri Kowalski (outgoing) new person still to be announced. For STG, thanks to Marilyn Brady and Susan Sanders. Theatre refreshments – thanks to outgoing Gary Prudence; and incoming Rhoda Brachman and June Bedford. Thanks to Senior Theatre Coordinator David Buffham and theatre coordinators Graham Duncan and Jennifer Bakker. TS is the liaison with the City and coordinate a unified Box Office, Subscription Brochure and Theatre Refreshments. 	



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3.	<p>PH66/TS Season-36 Annual Report (cont.)</p> <p>Highlights of Box Office Report (Wendy Miller)</p> <ul style="list-style-type: none"> • Thank you to all box office volunteers – at home and in the theatre. • Still looking for more volunteers. Wonderful opportunity to interact with patrons who are very appreciative of what we do. • Subscriptions were processed and sent out earlier this year (Rhoda and Wendy working together) and we were able to open the online ticket sales on August 1st for patrons to buy their single tickets. <p>Highlights of Website Refresh (Dot Routledge)</p> <ul style="list-style-type: none"> • New and improved Wordpress website is up and running. Same URL: theatrescarborough.com Now more mobile friendly. • Team expanded to include Mike Scott, Erin Jones and Julie Adams • Accessibility page has been added to the website. Will continue to look for other accessibility improvements. • THANK YOU to all the website volunteers. <p>Highlights of Season Brochure (Mike Scott)</p> <ul style="list-style-type: none"> • Thanks to Carousel for the lovely printing • This year our brochure image was very local - featuring the Palmieri Family. • Suggestion: that we could include pics of our FOH volunteers • Brochures were given out at many community events. <p>Highlights of Theatre Refreshments (Lynette Hines)</p> <ul style="list-style-type: none"> • Gary Prudence is stepping down, and Rhoda Brachman and June Bedford have taken over. <p>Highlights of Theatre Operations (Katherine Turner)</p> <ul style="list-style-type: none"> • David Buffham has continued with technical upgrades and general maintenance of the theatre. He also liaised with the City around fire alarm activation issues. • Thanks to Tony Jones and Greg Nowlan for all their work improving the backstage workshop areas • Upcoming – renewal of houselights in a phased replacement. • Great support from theatre coordinators Graham Duncan, Jennifer Bakker and Treasurer Lynette Hines and Greg Nowlan 	



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4.	<p>Highlights of Community Partnership Report (Katherine Turner)</p> <ul style="list-style-type: none"> Theatre Scarborough once again collaborated with Denese Matthews and StArtYPA in mid-August David Rudat attended a Mayor’s Lunch on our behalf, and also coordinated SMT entertainment at <i>Guild Alive</i> and <i>Taste of Lawrence</i> <i>Guild Days Parade</i> was attended by several members representing various upcoming shows. The councillor for the area of the theatre is now Paul Ainslie For 2019-2020, a Local Retirement home is promoting our shows and selling a 3-show package We have set aside 20 tickets for 3 shows. They are hoping to expand to further shows. <p>Community Space Tenancy Project (Lynette Hines)</p> <ul style="list-style-type: none"> Dot Routledge and Katherine Turner attended a session on what new information the City required in order for us to receive a new lease. There was a 21-page document to fill in; the Board worked on the application and the policies required, which took a couple of months. Our application will be reviewed in Oct/Nov by the City and we hope to hear back in early 2020. <p>Theatre Scarborough Standards & Practices (Diane Henson)</p> <ul style="list-style-type: none"> 35 policies were culled together – included for this meeting is a shorter version Please review and give any feedback to the new Board. Soft copies will be sent out to each group’s President to distribute to their groups Question about the use of faux cigarettes (Policy S1819-37) Suggestion that we look into a policy about firearms on stage. (Tony Jones). Actors Equity and the Toronto Police have policies we can review. <p>Challenges this Season (Katherine Turner)</p> <ul style="list-style-type: none"> We await our new lease and potentially increased cost (is it time to increase our ticket prices for 2020/2021?) We will continue to review and tweak policies as required Box office new procedures allowed us to get subscription tickets out to patrons in a timely manner Board Self Evaluation this past year caused discussion on improvements. This September there will be a board orientation at the first meeting. Out-of-date By-Laws need to be updated, and will be a priority this year, to be brought to next year’s AGM. 	<p>NEW BOARD: Look at a policy for firearms on stage.</p> <p>NEW BOARD: Review ticket prices if necessary, upon receipt of our new lease.</p> <p>NEW BOARD: Review By-Laws.</p>



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5.	<p>PH66/TS Season-41 Financial Report (Lynette)</p> <ul style="list-style-type: none"> An overview of the finances and appendices was provided. Members learned that good financials give you knowledge. Knowledge gives control. Control is erotic. Members were encouraged to understand the financials and become comfortable with them. Theatre Scarborough has closed the year with a net profit of \$15,101. <p>Lynette highlighted a few sections on the <u>Comparative Income/Expense Statement</u>.</p> <ul style="list-style-type: none"> Ticket Sales: Theatre Scarborough charges the groups \$1 per ticket plus 4% of the ticket price. This year's TS Revenue totalled \$18,339 Q: Why is there such a difference in Internet Fees? A: Internet went up to \$150/month this year. Q: Are we considering looking at alternate internet carriers? A: the new Board will look into this. It was suggested there are cheaper packages even if we stay with Rogers. Revenue Other is up this year – refreshments (\$11,929-\$6,934); donations (\$7,306-\$185), HST rebate on hearing assist system (\$4759) <p>Lynette highlighted a few sections on the <u>Income/Expense Statement</u>.</p> <ul style="list-style-type: none"> Several expenses are 'flow-through'; paid by Theatre Scarborough and charged back to the three groups (insurance, lease, brochure, HST rebate) <p>Lynette highlighted a few sections on the <u>Balance Sheet</u>.</p> <ul style="list-style-type: none"> Looked at chart showing outstanding gift certificates. 3 year budget – action item – consider including inflation We have reserves of \$36,500 MOVED by Lynette Hines, Seconded by Jason Silzer that we approve the Financial Statement for the year ending July 31, 2018 as reviewed by Hogg, Shain & Scheck Professional Corporation. CARRIED. Lynette proposed that we renew our agreement with accountants Hogg, Shain & Scheck Professional Corporation (HSS) MOVED by Lynette Hines Seconded by Jim Hyslop that we approve HSS to provide PH66/TS's Season-2019-2020 "Notice to Reader" CARRIED. Q: Do all three groups use the same accounting firm? A: No. It is up to each group to decide on their accounting firm. 	<p>BOARD: Investigate internet options. Wendy Miller to talk to Jason Silzer.</p> <p>TREASURER: 3 year budget might include inflation in future.</p>



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6.	<p>Presentation of Annual Awards</p> <ul style="list-style-type: none"> The Elsbeth Simpson Memorial Award (exceptional service & concern for the environment) was presented to Gary Prudence Theatre Scarborough awards were presented to: <ul style="list-style-type: none"> SMT – David Rudat presented to Mike Scott SP – Katherine Turner (on behalf of Emma Wakelin) presented to Anthony Jones STG – Len Henderson announced that the award was to be presented to Gary Prudence . Katherine gave thanks to everyone for all the collaboration and hard work. 	
7.	<p>Closure of Season-2018-2019 Activities of the Board of Directors</p> <ul style="list-style-type: none"> Moved by Len Henderson and Seconded by Norma Baptiste that we approve the actions and activities of the Season-2018-2019 Board of Directors. Carried 	
8.	<p>Elections to the Season-2019-2020 PH66/TS Board of Directors</p> <ul style="list-style-type: none"> Acclamation of Jerry Chadwick (President) Dot Routledge, Katherine Turner, Len Henderson (Presidents - Ex Officio) Election Results for TS Board: Marilyn Brady, Diane Henson, Lynette Hines, Wendy Miller, David Rudat, Susan Sanders Moved by Heather Hyslop and Seconded by Graham Duncan that the ballots be destroyed. Carried. Thank you to last year’s Board! 	
9.	<p>New Business</p> <ul style="list-style-type: none"> none 	
10.	<p>Adjournment 8:35 PM</p>	