



MINUTES of PH66 Season-42 AGM

August 26, 2020, 7:00 PM

By Zoom.

Members Present	Alan Maynes, Bill Simpson, Bodene Corbitt, Carolyn Williamson, Ciara Lee Crozier, Darlene Thomas, Drew Smylie, Duane White, Erin Jones, Ed Ho, Elizabeth Van Wyck, Emma Hyslop, Gary Prudence, Greg Nowlan, Heather Hyslop, Hedy Baker-Graf, Ian Fox, Jennifer Bakker, Jeremy Henson, John Pirker, Kris-John Kucharik, Laura Wilde, Linda Brent, Malorie Mandolidis, Mary Nowlan, Mike Scott, Sidnei Auler, Ted Powers, Teresa Bakker
Season 2019/2020 Board Members	Jerry Chadwick (President), Len Henderson (STG President), Diane Henson (Member at Large, Zoom Manager), Lynette Hines (Treasurer), Wendy Miller (Recording Secretary), Dot Routledge (SMT President), David Rudat (Member at Large), Susan Sanders (Member at Large), Rhoda Silzer (Member at Large), Katherine Turner (SP President)
Regrets	David Buffham (theatre coordinator), Rhoda Brachman & June Bedford (TS Refreshments)
Guests	Anne Currie-O'Brien (President of Act-Co), Alexandra ten Kortenaar (Hogg, Shain & Scheck), Jamie Higgins (former member) Martin Kelly (former member- zooming in from the UK)

#	Item	Actions
1.	<p>Opening Items (Jerry Chadwick)</p> <p>The meeting was called to order at 7:05 PM.</p> <ul style="list-style-type: none"> • Jerry asked Mike Scott to give the land acknowledgement • Mike Scott then reviewed the Zoom rules • The agenda was reviewed and adopted with the addition of the members' approval of the TS Board actions for 2019/2020 in the Feedback from the members section. • MOVED by Dot Routledge Seconded by David Rudat. CARRIED. • Minutes of the previous AGM (Season 2018/19) of August 28, 2019 were reviewed • MOVED by Len Henderson Seconded by Diane Henson that the minutes be approved as circulated. CARRIED. • Discuss Business Arising: <ul style="list-style-type: none"> ○ Look into Policy for firearms on stage (ongoing) ○ Review ticket prices on receipt of new lease (ongoing) ○ Review by-laws (ongoing) ○ Investigate internet options (now on Rogers internet for box office) ○ 3 year budget could include Inflation in future ○ Responses re alcohol in the Scarborough Village Theatre • Jerry introduced the 2019/2020 TS Board 	
2.	<p>PH66/TS Season-2019/2020 Annual Report - Highlights</p> <p>President's Report & TS-Mandate (Jerry Chadwick)</p> <ul style="list-style-type: none"> • Jerry mentioned that a highlight for him was working with the TS Board members this year • Special thanks to Mike Scott, who, though not on the board, is always willing to do anything required. Special thanks to theatre coordinator, David Buffham. 	



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PH66/TS Season-2019/2020 Annual Report (cont.)

Highlights of Box Office Report (Rhoda Silzer)

- A big thank you to all box office volunteers – at home and in the theatre – and especially to the team (Britt Noll, Gary Prudence, Jennifer Bakker, Teresa Bakker, Wendy Miller, Rhoda Silzer) who made many phone calls during Covid-19. 1000+ patrons were contacted to receive their instructions re tickets for cancelled shows
- We are still and always looking for more volunteers. If you would like to get box office training and join the team, please contact one of the co-managers - Rhoda Silzer or Wendy Miller.
- Patron requests for refunds (and donations) for tickets from cancelled shows are still ongoing

Highlights of Theatre Operations (Dot Routledge for David Buffham)

- David has continued with technical upgrades and general maintenance of the theatre and liaised with the City around the fire alarm activation issues.
- Technical Challenges were - dimmer system, renewal of houselights, and access to the theatre during Covid-19.
- Great support from theatre coordinators Graham Duncan, Jennifer Bakker
- Special thanks to Katherine Turner, Greg Nowlan, and Lynette Hines
- David would like to encourage all users of the theatre space to contact him at any time with questions, suggestions or complaints with regards to the theatre space via the email address: svtech@theatrescarborough.com

Highlights of TS Website (Dot Routledge)

- We continue to improve our website: theatrescarborough.com Now more mobile friendly – and includes a page of accessibility information.
- Administrators: Dot Routledge and Mike Scott; Update team: Ciara Crozier, Wendy Miller and Julie Adams
- Next season we will move forward with re-design plans (which were halted by the pandemic).

Highlights of Season Brochure Mailing (Mike Scott)

- Brochures were ready early and mailed out in February and then in March they were basically useless due to Covid-19!
- This year the brochure included a new improved order form to aid box office subscription takers
- Brochure is well-received by patrons, and feedback is considered for the following year

Highlights of Theatre Refreshments Report

(Lynette Hines for June Bedford & Rhoda Brachman)

- Rhoda Brachman and June Bedford took over refreshments this season and make sure that refreshments are staffed by one or two volunteers – but more are always needed!
- We were no longer allowed to sell water (City-wide policy). Ian Fox implemented a 'water-bottle' initiative whereby patrons bought a TS-branded bottle and filled it for free at a filling station. Rhoda and June were able to return some cases of water for refund.
- Thanks to Rhoda and June for all their work this year
- We will be working with the team going forward, once we have our safe return policies and procedures in place



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	<p>Highlights of Community Partnerships Report (Katherine Turner/ David Rudat)</p> <ul style="list-style-type: none"> • In August 2019 we again partnered with Denese Matthews and StArtYPA which runs their program each year in mid-August • We were approached by Greenwood Retirement home about coming to see our shows. For 2019-2020, they promoted our shows and sold residents a 3-show final matinee package. Prior to the show, they were treated to a talk at the residence about the show from artistic staff associated with that particular show. • Thanks to Mike Scott for suggesting the idea of a Season Launch where bits of each play in the next season were presented to whet the patrons' appetites. Thanks to the group publicists for getting the word out (Ciara Crozier, Julie Adams, Mike Scott) • The usual community events (where we get to hand out season brochures) were cancelled this year due to Covid-19. We hope to continue with <i>Guild Alive</i>, <i>Taste of Lawrence Days</i> and the <i>Guild Parade</i> when things get back to normal. 	
<p>3.</p>	<p>PH66/TS Season 2019/2020 Select Initiatives</p> <p>Accessibility at SVT (Diane Henson)</p> <ul style="list-style-type: none"> • A requirement of our lease renewal was to update policies to conform to City requirements (accessibility being one of them). The Board spent considerable time going over and updating the policies before submitting our application. • Looking at the possibility of having some 'relaxed' performances in future <p>Challenges this Season</p> <p>COVID-19 working committee (Dot Routledge)</p> <ul style="list-style-type: none"> • The Covid-19 team was formed to address issues around safe reopening. They consulted with the Box Office, Front of House and Refreshments teams and will be consulting with the theatre coordinator to come up with the necessary policies/practises before in preparation for reopening. • Mike Scott demonstrated a sample seating chart with built-in social distancing • During Phase 3 of Covid-19 theatre tickets are to be sold as singles (social bubbles are not taken into account). The cap for audience is set at 50. • Theatre maintenance is not really possible at this time – so David Buffham is using the down-time to update documentation and lists of equipment. • Zoom Town Halls are planned for Sept 23, 30 and Oct 7. A training session for volunteers is being planned as well. <p>COVID-19 and our SVT Lease, CST Status (Lynette Hines)</p> <ul style="list-style-type: none"> • Recap: In 2016 our lease expired. In 2018 we were asked to submit documentation and a new lease application. Once Covid-19 hit, all CST (community space tenancy) activity ceased and is now on hold. • We are currently still paying rent, with no access to the theatre. April and May lease payments have been made.. Rent is deferred for June through August, and the Director of Community Property for the City has indicated that we stand a good chance of getting 'rent abatement' . Whether that means free or reduced rent is unclear. More info to come! • Q: Is there anything more members can do ? A: watch for the patron survey and give TS feedback on Covid-19 and theatre patronage <p>By-Law Refresh (Diane Henson)</p> <ul style="list-style-type: none"> • We need to be able to hold our member consultations/ town halls in order to receive feedback for our refresh of the by-laws before the August 2021 AGM 	<p>BOARD: By-law review / refresh to present to 2021 AGM.</p>



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<p>4.</p>	<p>PH66/TS Season-41 Financial Report (Lynette)</p> <ul style="list-style-type: none"> • The Treasurers of the 4 groups met 3 times since March, due to the complexity of the Covid-19 situation. The plan is to keep meeting as a group at strategic times throughout the season, as it proved to be helpful and useful. • Lynette went through the Income/Expense Statement. (pg 16 of the Annual Report). <ul style="list-style-type: none"> ○ Theatre Scarborough has closed the year with a net profit of \$7.2K • Lynette went through the Comparative Income/Expense Statement_(pg 18 of the Annual Report). <ul style="list-style-type: none"> ○ Box Office expenses are down due to replacing the Bell phone with a Rogers contract (Nov 2019) and getting a 50% reduction on Rogers costs from May onwards due to our Covid-19 closure. • Lynette went through the Balance Sheet. (pg 20 of the Annual Report). <ul style="list-style-type: none"> ○ The balance sheet does not yet balance but will before being sent to our accounting firm to review. ○ We expect to see further depletion of the bank account funds as patrons of deferred tickets choose to convert to refunds ○ Short term liabilities are down; but within that category, unused gift certificates are up ○ We are now depreciating all received donations to better balance all capital purchase depreciations 	
<p>5.</p>	<p>Season 2019/2020 Annual Report (Jerry Chadwick)</p> <ul style="list-style-type: none"> • MOVED by Katherine Turner Seconded by Susan Sanders that we approve the Season-2019/2020 Annual Report as presented. CARRIED. 	
<p>6.</p>	<p>Season 2019/2020 Notice to Reader (Lynette Hines)</p> <ul style="list-style-type: none"> • MOVED by Lynette Hines, Seconded by Rhoda Silzer that we approve the Season 2018/2019 Notice to Readers as provided by Hogg, Shain & Scheck Professional Corporation. CARRIED. 	
<p>7.</p>	<p>Approval of the Season 2020/2021 Accounting Firm (Lynette Hines)</p> <ul style="list-style-type: none"> • Lynette proposed that we renew our agreement with accountants Hogg, Shain & Scheck Professional Corporation (HSS) • MOVED by Lynette Hines Seconded by Len Henderson that we approve Hogg, Shain & Scheck Professional Corporation to provide Theatre Scarborough's Season-2020-2021 "Notice to Reader". CARRIED. 	



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8.	<p>Presentation of Annual Awards (Jerry Chadwick)</p> <ul style="list-style-type: none"> The Elsbeth Simpson Memorial Award (exceptional service to the group & concern for the environment). Jerry shared some memories of Elspeth, and then presented the award to IAN FOX especially for his branded water bottle initiative. <p>Theatre Scarborough awards were presented as follows:</p> <ul style="list-style-type: none"> SP – Katherine Turner presented to Darlene Thomas STG – Len Henderson presented to Rhoda Silzer SMT –Dot Routledge presented to Mike Scott Jerry gave thanks to everyone for all their hard work this past year 	
9.	<p>Feedback from the Members</p> <ul style="list-style-type: none"> Lynette: there was a suggestion that SMT reach out to audiologists to advise them about our hearing assist loop system. Suggest that this be a TS task for this coming year. Rhoda: thanks to the groups the moderators and everyone who organized these Zoom AGM’s. They have run smoothly and efficiently! <p>Closure of Season-2019-2020 Activities of the Board of Directors</p> <ul style="list-style-type: none"> MOVED by Jennifer Bakker and Seconded by Greg Nowlan that we approve the actions and activities of the Season-2019-2020 Board of Directors. CARRIED. 	<p>BOARD: reach out to audiologists to tell them about our hearing assist system.</p>
10.	<p>Elections to the Season-2020-2021 PH66/TS Board of Directors</p> <ul style="list-style-type: none"> Jerry turned the chair over to Mike Scott for the election portion of the meeting Election of President – one nomination was received – <u>Rhoda Silzer</u>. Rhoda Silzer is acclaimed as president of Theatre Scarborough for Season 2020/2021. 6 Members-at-Large are allowed and 6 have been nominated. The following are therefore acclaimed as members-at-large for Season 2020/2021: <u>Alan Maynes, Carolyn Williamson, Duane White, Ian Fox, Lynette Hines, Susan Sanders</u> Presidents on the Board: <u>Dot Routledge (SMT), Katherine Turner (SP), Len Henderson (STG)</u> Past President - <u>Jerry Chadwick</u> <p>Jerry expressed his thanks to the 3 outgoing board members for all their hard work and contributions: Diane Henson, David Rudat, Wendy Miller</p>	
11.	<p>Next Steps and Adjournment</p> <ul style="list-style-type: none"> New board will remain on Zoom to attend a 10-minute board meeting following the AGM 	
12.	<p>Adjournment 8:48 PM</p>	