



MINUTES of Theatre Scarborough (Playhouse 66) Annual General Meeting

August 24, 2022, 7:00 PM, By Zoom.

Members Present	Mike Scott (Zoom moderator), Sidnei Auler, Andra Bradish, Bill Corcoran, Bodene Corbitt, Ciara Crozier, Anne Currie-O'Brien, Diane Henson, Gary Prudence, Heather Hyslop, Jason Silzer, Jeremy Henson, Jim Hyslop, John Pirker, Julie Adams, Karen Direkze, Linda Brent, Magda Nusink, Mary Nowlan, Maureen Lukie, Sean Slevin, Ted Powers
Season 2021/2022 Board Members	Greg Nowlan (Member at Large and AGM Chair), Len Henderson (STG President), Lynette Hines (Treasurer), Carol Wells (Recording Secretary), Dot Routledge (SMT President), Ian Fox (Member at Large), Susan Sanders (Member at Large), Katherine Turner (SP President), Carolyn Williamson (Member at Large)
Department Head Regrets	David Buffham (Theatre Coordinator), Rhoda Brachman & June Bedford (TS Refreshments)
Guests	Alexandra ten Kortenaar (Hogg, Shain & Scheck),

#	Item	Actions
1.	<p>Opening Items (Greg Nowlan)</p> <ul style="list-style-type: none"> • The meeting was called to order at 7:05 PM. • Katherine gave the Land Acknowledgement. • Mike Scott reviewed the Zoom guidelines. • The agenda was reviewed. <ul style="list-style-type: none"> ◦ MOTION: To adopt the agenda. Moved by Dot Routledge, seconded by Ian Fox. CARRIED. • Minutes of the previous AGM (Season 2020/21) of August 25, 2021 were reviewed. <ul style="list-style-type: none"> ◦ MOTION: To approve the minutes as circulated. Moved by Len Henderson, seconded by Susan Sanders. CARRIED. • Discussion of Business Arising: <ul style="list-style-type: none"> ◦ Adding policies & procedures to binders in rehearsal units, booth, and green room. This is still underway, as groups have had limited time in the theatre to accomplish this. • Greg introduced the 2021/2022 TS Board. 	
2.	<p>PH66/TS Season–2021/2022 Annual Report, Highlights</p> <p>Remembering our President (Dot Routledge)</p> <ul style="list-style-type: none"> • Dot shared a tribute to the late Rhoda Silzer, describing her great contributions and supportive personality. • Rhoda's love for the TS volunteer base was highlighted with a quote from her report of last year: <i>"To all of our volunteers: Thank you. Please remember you are the strength of our organization and we will continue to rely on your commitment."</i> <p>TS Mandate (Katherine Turner)</p> <ul style="list-style-type: none"> • Katherine shared the information gave an overview of the history and mandate of the Theatre Scarborough organization (beginning 40 years ago). • Katherine thanked the following people for their work on specific areas to help the 3 member groups put on 11 shows per year: <ul style="list-style-type: none"> ◦ Run the common Box Office (leads Wendy Miller & Mike Scott) ◦ Run a common website (leads Dot Routledge & Mike Scott) ◦ Lead engagement with SVRC reps (leads Dot Routledge & Katherine Turner) ◦ Lead engagement with City of Toronto reps (leads Lynette Hines & Ian Fox) ◦ Coordinate theatre management (lead David Buffham) ◦ Coordinate theatre marketing and publicity (lead Mike Scott) ◦ Coordinate the operation of theatre refreshments (leads Rhoda Brachman & June Bedford) ◦ Coordinate community partnership activities (lead Katherine Turner) 	

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3.	<p>PH66/TS Season–2021/2022 Annual Report, Highlights, cont.</p> <p>Highlights of Box Office Report (<i>Wendy Miller/Mike Scott</i>)</p> <ul style="list-style-type: none"> • It was exciting to actually have box office activity once more as performances began to resume post-Covid. This was our first subscription season in 3 years and our first online subscription year. Online subscription sales have been very successful and will be continued. • A big thank you to all box office volunteers – at home and in the theatre – and especially to the team (Jennifer Bakker, Teresa Bakker, Linda Knox, Wendy Miller, Britt Noll, Mark Parent, Gary Prudence, Mike Scott, Rhoda Silzer, Paula Wilkie). • We are 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, Mike Scott or Wendy Miller. <p>Highlights of Theatre Refreshments Report (<i>Dot Routledge for June Bedford & Rhoda Brachman</i>)</p> <ul style="list-style-type: none"> • Rhoda Brachman and June Bedford continued leading the Refreshments Area on behalf of TS this season. They make sure that refreshments are staffed by one or two volunteers – but more are always needed! • Thanks to Rhoda and June for all their work this year, including the inventory and replenishment of supplies plus finding and training new volunteers. • The team will resume regular refreshments procedures, once we have our safe return policies and procedures in place. • As a reminder, a refreshments perk is offered to volunteering during a show (50/50, FOH, backstage personnel, etc.) to obtain their beverages for \$0.50. <p>Highlights of TS Website (<i>Dot Routledge/Mike Scott</i>)</p> <ul style="list-style-type: none"> • We continue to improve our website, making it more user-friendly and more responsive for viewing on different types of screens. It now also includes a page of accessibility information. • The team includes an update person from each group. Larry Westlake also joined the team and contributed valuable archival work. • We look forward to unveiling the new site close to the new year. • Administrators: Dot Routledge and Mike Scott; Update team: Ciara Crozier, Wendy Miller and Julie Adam. <p>Highlights of Theatre Operations (<i>Dot Routledge for David Buffham</i>)</p> <ul style="list-style-type: none"> • David has continued with technical upgrades and general maintenance of the theatre and liaised with the City around the fire alarm activation issues. • A new air purifier and air conditioner have been added to the booth. • New lighting equipment has been added thanks to David Buffham. • David Buffham has decided to step down from the position of Theatre Coordinator. He will still be available to offer mentoring and advice. This news is recent and the Board hopes to provide updates regarding the position soon. • David’s thoughtful, intelligent work has helped forge a strong relationship with SVRC staff. Thanks go to David for his commitment to Theatre Scarborough and for making our theatre an exciting, appealing place for designers and technicians to work. <p>SVRC Relationship (<i>Katherine Turner/Dot Routledge</i>)</p> <ul style="list-style-type: none"> • This is traditionally the purview of the TS President; Katherine and Dot assumed the duties as of January. • Katherine shared the information in the Annual Report and highlighted the importance of the relationship. 	

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4.	<p>PH66/TS Season–2021/2022 Annual Report, Highlights, cont.</p> <p>City of Toronto Relationship (<i>Ian Fox/Lynette Hines</i>)</p> <ul style="list-style-type: none"> • Ian described the challenges of dealing with a large organization such as the City of Toronto, including staff and/or organizational changes. He and Lynette worked to determine whom to contact and to maintain a flow of communication. • They met many times with the appropriate personnel, including directly by Zoom. • They were introduced to the lead of corporate real estate. He has been a great partner in connecting Lynette and Ian to the appropriate parties to contact and in fact his introduction tends to yield good results in communicating with city staff. <p>Highlights of Community Partnerships Report (<i>Katherine Turner</i>)</p> <ul style="list-style-type: none"> • These are very important events in terms of attracting volunteers as well as audience. • Volunteers participated in the Guildwood Day parade. Thanks to Mike Scott who ensured we even had brochures ready to hand out. • Volunteers participated in The Guild Alive with Culture, an event which tends to attract people from across the GTA including artisans and many more. Thanks to volunteers who staffed the booth, handing out nearly 1000 brochures. Thanks to Mike Scott for emceeding the very entertaining SMT presentation. • ACT-CO – Anne Currie O’Brien was thanked for the work ACT-CO does. There was no gala or festival this year, but workshops have continued, including one by Paul Harris and Karen Brown on theatre lighting. • Workshops are being offered for free throughout our 40th anniversary year on dark nights after a show has opened. Katherine outlined the current offerings that have been scheduled. We hope to continue these throughout the year. Goal is to draw our community in. • Question from Karen Dizezke – have we considered reaching out to other BIAs? Answer: We haven’t pursued this, but are open to it. Karen will obtain some contacts and send. <p>Policies, Practices, and Governance (<i>Lynette Hines/Katherine Turner</i>)</p> <ul style="list-style-type: none"> • Some progress was made on this; see the annual report for the list and what enhancements were accomplished this year. • A main focus was Best Practices and Checklists. A goal has been to ensure maintenance of the SVT “Booth bible” to help onboard and support incoming Stage Managers and other technical staff. • A few annual attestations that are required are now online-compatible. This facilitates the gathering of these attestations. 	
5.	<p>PH66/TS Season 2021/2022 Select Initiatives</p> <p>TS COVID Reopening Committee (<i>Dot Routledge/Len Henderson</i>)</p> <ul style="list-style-type: none"> • The Covid-19 team did Town Halls, ran surveys to find out how members and audience were feeling about re-opening. There was much to do. The Covid committee turned into the “Reopening committee.” • Dot outlined the work of the subcommittees that worked to complete diverse tasks for theatre cleaning, communications, and training. A huge effort was made easier by a tremendous team of volunteers. • At this time, we are still asking patrons to wear masks, especially now that the front row of seats is back in use. We are currently requiring proof of vaccination; this will be subject to ongoing review. 	

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6.	<p>PH66/TS Season 2021/2022 Select Initiatives, cont.</p> <p>COVID Assistance Work (<i>Lynette Hines</i>)</p> <ul style="list-style-type: none"> • We had 26 months of rent deferment (see details in section III-3 of the annual report). • We applied for and obtained 14 CERS payments. That program was replaced by THRP, to which we applied successfully as well. We also applied for the Ontario Main Street Grant. • We were able to negotiate a further rent abatement through the City of Toronto. • As of July 31, we are 100% paid up in our monies owed to the City of Toronto. The City was extremely pleased with our ability to achieve this. <p>Status of our SVT Lease with the City (<i>Ian Fox/Lynette Hines</i>)</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 (see details in Section III-2 of the annual report). • We have been in this negotiation process for about a year. • Ian feels confident that we do not risk losing access to the theatre and will soon have an official, affordable lease in place. <p>How does the SVT Lease work? (<i>Lynette Hines</i>)</p> <ul style="list-style-type: none"> • We have a BMT Lease (Below Market Rent), and are moving to a CST lease (Community Space Tenancy). • Once in place, not much will change. We still will pay a reasonable proportionate share of SVRC CAM fees, and receive a CAM-fee adjustment invoice (up or down) each May. • CAM = Common Area Maintenance fees • The city has been somewhat erratic in sending out the invoice/opposite. We now have an assurance that this item will be received on May 30 annually. • Member Jim Hyslop asked about utility costs and points that could be raised during negotiations about fees. For example, the relative costs for electricity needs of the rink vs. the theatre space are quite different. Lynette and Ian replied that they have been actively pursuing these matters during negotiations but the city has not been responsive to discussing the topic. 	
7.	<p>Approval of the Season 2021/2022 Annual Report (<i>Greg Nowlan</i>)</p> <p>MOTION: To approve the Season 2021/2022 Annual Report as presented. Moved by Carolyn Williamson, seconded by Katherine Turner. CARRIED.</p>	

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8.	<p>PH66/TS Season 2021/2022 Financial Report (<i>Lynette Hines</i>)</p> <ul style="list-style-type: none"> • The Treasurers of the 4 groups have 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. (<i>pp. 2-3 of the Financial Report</i>). <ul style="list-style-type: none"> • Theatre Scarborough has closed the year with a net profit of \$9.1K. • Karen Direzke asked what Refreshment T/Y meant. Lynette explained it's a thank you payment to the refreshment manager for their work. • Lynette went through the Comparative Income/Expense Statement (<i>pp. 4-5 of the Financial Report</i>). <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. (<i>pp. 6-7 of the Financial Report</i>). <ul style="list-style-type: none"> • The balance sheet balances! • 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 capital donations to better balance all capital purchase depreciations. • Lynette went through the Status of Gift Certificates. (<i>pp. 8 of the Financial Report</i>). <ul style="list-style-type: none"> • The procedure for dealing with deferred ticket purchases was explained (see details in Section 4 of the Financial Report). Thanks go to Mike Scott for an enormous amount of work in generating the gift certificates for the deferred subscription monies. • We are tracking gift certificate purchases to see how they are changing. • MOTION: To approve the Season 2021/2022 Financial Report as presented. Moved by Len Henderson, seconded by Katherine Turner. CARRIED. 	
9.	<p>Season 2020/2021 Notice to Reader (<i>Lynette Hines</i>)</p> <ul style="list-style-type: none"> • MOTION: To approve the Season 2020/2021 Notice to Readers as provided by Hogg, Shain & Scheck Professional Corporation. Moved by Lynette Hines, seconded by Dot Routledge. CARRIED. 	
10.	<p>Approval of the Season 2022/2023 Accounting Firm (<i>Lynette Hines</i>)</p> <ul style="list-style-type: none"> • Lynette proposed that we renew our agreement with the accounting firm of Hogg, Shain & Scheck Professional Corporation (HSS) • MOTION: To approve Hogg, Shain & Scheck Professional Corporation to provide Theatre Scarborough's Season 2022-2023 "Notice to Reader." Moved by Lynette Hines, seconded by Carol Wells. CARRIED. 	

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11.	<p>Presentation of Annual Awards</p> <ul style="list-style-type: none"> The Elsbeth Simpson Memorial Award (for exceptional service to the group combined with concern for the environment), presented by Len Henderson. Len shared some memories of Elspeth, and then presented the award to Marisa King. Len praised Marisa's commitment to environmental concerns as well as her love for and commitment to all aspects of theatre. The Rhoda Silzer Memorial Award (inaugural year of presentation; for CRITERIA), presented by Dot Routledge. Recognizes a person with a focus on off-stage contribution. Dot described the thinking that went into the creation of this new award and then presented the award to Wendy Miller. <p>Theatre Scarborough awards were presented as follows:</p> <ul style="list-style-type: none"> STG – Len Henderson presented to Andra Bradish SP – Katherine Turner presented to Lynette Hines and Ian Fox SMT – Dot Routledge presented to Mike Scott <p>Katherine noted that the plaques are currently being updated and will likely be in place by the time of <i>Jake's Women</i>.</p> <p>Greg gave thanks to everyone for all their hard work this past year.</p>	
12.	<p>Feedback from the Members</p> <ul style="list-style-type: none"> Ted Powers: Asked about cleanliness of the facilities – how much is our responsibility vs. the city's? Lynette answered that the new lease will include specific language about what responsibilities belong to the City, as this has not always been clear, particularly to SVRC managers. The current tone of negotiations with the City regarding the new lease is much more promising than has been the case in the past. Ted asked about light bulb replacement (bulbs around mirrors are our responsibility; overhead fluorescent tubes are possibly the building's responsibility). Ted flagged the condition of the HVAC vents and difficulties with air-conditioning. Lynette and Ian replied. Katherine also commented that the TS Board is investigating having a deep-clean of the dressing room areas. Katherine also recommended checking the batteries in the men's dressing room thermostat in case they are part of the problem. Sidnei Auler: There was a problem during <i>The Fantasticks</i> with the air-conditioning system. Water was condensing and pooling in the orchestra loft. It was short-lived, but worth attention as part of the physical plant discussions with SVRC. 	<p>Ian and Lynette: Speak with Jim Hyslop to learn about his experiences with the SVRC building.</p>
13.	<p>Elections to the Season-2022-2023 PH66/TS Board of Directors</p> <ul style="list-style-type: none"> Greg turned the chair over to Len Henderson for the election portion of the meeting. Presidents on the Board: <u>Dot Routledge (SMT), Katherine Turner (SP), Len Henderson (STG), are automatically members of the TS Board.</u> <p>Election of President</p> <ul style="list-style-type: none"> no nominations had been received. <u>Ian Fox</u> was nominated from the floor. Motion to close nominations for President: Moved Mike Scott, seconded by Lynette Hines. CARRIED. <p>Election of Vice-President</p> <ul style="list-style-type: none"> <u>Duane White</u> acclaimed. <p>6 Members-at-Large</p> <ul style="list-style-type: none"> TS is are allowed and 6 have been nominated. TS received the following six nominations – <u>Bill Corcoran, Lynette Hines, Susan Sanders, Greg Nowlan, Erin Jones, Carol Wells</u> Thus, the six individuals were acclaimed as TS Members at Large. <p>Greg expressed thanks to outgoing Board member Carolyn Williamson for her work and contributions.</p>	



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14.	Next Steps and Adjournment <ul style="list-style-type: none">New board will remain on Zoom to attend a 10-minute board meeting following the AGM.The first meeting of the TS Board of Directors will be 10:00 to 12:00 on Saturday, September 10, 2022, via Zoom.Motion to adjourn: Moved by Karen Direzke: Seconded by Susan Sanders.	
15.	Adjournment: 9:05 PM	