

**Scarborough Music Theatre  
Annual General Meeting  
Season 63: August 1, 2023 - July 31, 2024**

**Draft Minutes of Meeting held - August 20, 2024 at 7:00 pm  
via Zoom and in person**

Board of Directors Present: Dot Routledge (President), Duane White, Mark Tingle (Treasurer), Olivia Jon (Vice President), Sandy Robb (Secretary), Jan Harvey, Justin Douglas, Taylor Long, Eddy Isenberg, Tom Gallagher, Rob Lachance, Anne Wood

Digital Moderator: Mike Scott

Members: Herschel Rosen, Michael Jones, Steve Nadon, John Anderson, Miguel Malaco, Heather Hyslop, Jim Hyslop, Judy Gibson, Janet Flynn, Rob Lachance, Amanda Sinclair, Janey Carr, Rachael MacLeod, Shannon MacLeod, Tristyn King, Bill Simpson, Elizabeth Van Wyck, Peter Pequegnat, Mike Scott, Alison Humeniuk, Cara Humeniuk, Emma Hyslop, Kat Hyslop

Guests: Colleen Smallwood, Kathleen McDowell, Teresa Schiarizza-Harze

**OPENING ITEMS**

**Meeting opened at 7:00pm (Dot Routledge)**

**Housekeeping (Dot Routledge):**

Voting can be done by members only  
Zoom guidelines (slide)

**Land acknowledgement**

**Review and Adopt the Agenda**

**MOTION: To adopt the Agenda of the 2023-2024 AGM**

**Moved by: Duane White Seconded by: Justin P. Douglas Abstentions: 1 Motion: Carried**

**Review and approve the minutes of the 2022-2023 AGM**

**MOTION: Approve the minutes of the August 22, 2023 AGM**

**Moved by: Eddy Isenberg Seconded by : Tom Gallagher Abstentions: 6 Motion: Carried**

**Business arising from the minutes of the 2023 AGM**

Number of SMTY tickets purchased as addons to subscriptions: Last year 9; this year 300

## **Introduction of Board Members**

Dot Routledge (President), Mark Tingle (Treasurer), Olivia Jon (Vice President), Sandy Robb (Secretary), Duane White, Jan Harvey, Justin Douglas, Taylor Long, Eddy Isenberg, Tom Gallagher, Rob Lachance, Anne Wood, Charlie Davidson

## **2023 - 2024 ANNUAL REPORT (REPORT ATTACHED)**

### **President's Message (Dot Routledge)**

It has been a privilege to serve once more as President of this company that I love. This year was a pleasure as the board was able to breathe a cautious sigh of relief as we saw the first real signs that SMT is on its way to recovery after the devastation of the pandemic.

Our marketing team worked some real magic, and our 2023-2024 season was incredibly successful with an increase in subscriptions and well attended runs of Xanadu, Freaky Friday and completely sold out runs of The Rocky Horror Show, and SMTY's Joseph and the Amazing Technicolor Dreamcoat with extra shows added for both. Our Christmas Sing Along and SMTY Sings Broadway cabarets also thrived with the biggest attendance to date for both. Thank you to our amazing team!

As always, our stellar SMTY leaders Elizabeth Van Wyck and Amanda Sinclair outdid themselves with an expansion of our youth programming, bringing a huge (more kids, more band) and incredible full-length production of Joseph and the Amazing Technicolor Dreamcoat to the stage and increasing SMTY's educational offerings to include even more Summer Day camps and some truly interesting learning opportunities for our campers. We had some amazing individuals who made directed donations to the program so we could offer bursaries to families who needed help with camp and program registration fees. Thank you to those incredibly generous individuals. Every cent we received has been used this year!

Our unit managers and their team continued to upgrade the Estate, and our refurbished workshop has been rented out a number of times over this past season, giving us an amazing opportunity to form connections with other organizations.

We continued our association with the University of Toronto Scarborough Marketing Department. Many thanks to Kathleen McDowell for being our liaison. This year we took it a step further and hired a summer co-op student from the program to help with building a fundraising strategy. Thanks and congrats to Sam Lunev, our co-op student for his incredible work.

As many of you know I will be stepping down this year and have been working with the wonderful Olivia Jon to prepare her for taking on the role of President, should the membership agree. Succession planning is so important, and we have been working with others to learn roles and make sure we have smooth transitions to key roles in the future.

This board of directors has accomplished a great deal this season including work on knowledge transfer procedures, upping our marketing game, upgrading our technical equipment, building on our investment plan, creating a new website and adding new festivals to our summer community outreach to name but a few accomplishments. A huge thank you to the 2023-2024 SMT Board of Directors and our board adjacent leaders for their incredible work and dedication.

This year we will have a few spaces opening up on the board. Please consider stepping up and helping. New folks with new ideas are always welcome!

Last, but certainly not least, thank you to our members and volunteers for their continued support. I look forward to seeing everyone at the theatre starting in November for our amazing season which includes The Sound of Music, Sondheim on Sondheim and Rent as well as our SMTY production of Grease and our annual holiday and SMTY cabarets.

Onwards and upwards!

## **Events and Audience Engagement**

### ***XANADU (Olivia Jon and Todd Davies, Producers)***

Xanadu was the first show up for the season of “Unconventional” shows. It was a blast from the past that required the cast to be able to sing, dance and act. And as an added challenge, they needed to roller skate. We would like to give a big thank you to Keith Hickman, our Roller-Skating Coach, who was able to teach our cast the ins and outs of roller skating. The show revolved around the music of the Electric Light Orchestra (ELO for those in the know), with a techno disco beat was familiar to many in our audience.. The show had a 5-piece orchestra led by Michael Grieco. The cast was a blend of “old” faces (those we have seen onstage with SMT before) and new faces to the company, with a large backstage crew to facilitate the process.

### ***Christmas Sing Along Cabaret (Mark Tingle)***

The annual Christmas Sing-Along Cabaret was a great show! Highest attendance in the 6 years history of the cabaret, selling over 350 tickets. Thanks to all who participated in the cabaret, Kerry Hobbs, Olivia Jon, Jhelisa Carroll, Judy Gibson, Dot Routledge, Jack Stevens, Aidan Ross, Tom Gallagher, Julio Torres, Brenna McDonald, Carys McDonald, Clare Latella, Grace Latella and Mark Tingle. Special Thanks to Anita Coles our Musical Director and pianist, Kerry Hobbs (prize gatherer and set decorator) and Dot Routledge. Several audience members told us that the Cabaret has become one of their Xmas traditions.

### ***Freaky Friday (Shannon Cottrell and Sheri Kowalski)***

We honestly cannot say enough about this production and all the people involved. There was something special and quite magical about this one. Everyone on board the team, on-stage and off, was not ready for this experience to be over. The love we have for one another, what we co-created together, and the experience of that is overwhelming and something really special.

### ***The Rocky Horror Show (Sheri Kowalski and Kathleen McDowell)***

We feel that The Rocky Horror Show was an “astounding” experience from start to finish! Everyone from the Artistic Staff, Production Staff and Cast were highly engaged and went above and beyond to produce such a wonderful product that the audience loved.

We were sold out for most of our run and the audiences were very invested in this cult classic. Our “Audience Participation Kits” were sold at \$5 each and turned a healthy profit for the show. We had many great audience members who dressed up for the show from simple leather or hats to full-on costumes! The Cast put their all into this show, garnered many laughs and survived many call outs from the audience while still staying true to their script and character.

### ***Festival Performances***

#### ***Scarborough Arts, Trades and Family Festival - September 9th, 2023***

SMT performed at their event in exchange for a booth and some great opportunities to connect with families in our neighbourhood. A huge thanks to performers Aidan Ross, Cara Humeniuk, Charlie Davidson, Janet Flynn, Judy Gibson, Justin P. Douglas, Olivia Jon and the cast of Scarborough Theatre Guild's You'll Get Used To It: The War Show and to pianist Ethan Rotenberg for volunteering their time and giving some amazing performances. Keith Hebert, Sandy Robb and Jan Harvey helped with technical set up and running our booth at the festival.

#### ***Taste of Lawrence - July 6 and 7***

This year SMT was invited by the Taste of the Lawrence festival to perform on the Family Stage, where 8 performers (including 6 current and 2 alumni) took to the stage to perform 14 songs and talk about Theatre Scarborough. The performers drew a tremendous response from the audience. 5 volunteers handed out brochures in the stage area during the performances. Performers: Aidan Ross, Charlie Davidson, Twaine Ward, Georgia Grant, Avi Petliar, Tori Waller, Olivia Jon, and Sarah Stapleton. Brochure and Tech Volunteers: Sandy Robb, John Anderson, Jan Harvey, Shannon McLeod and Rachael McLeod.

#### ***Guild Alive with Culture - July 27 and 28***

SMT had developed a strong working relationship with Guild Festival Theatre and was given a total of four 30-minute slots on Saturday and Sunday. Thanks to performers Olivia Jon, Sarah Stapleton, Carys McDonald, Twaine Ward, and Justin Douglas. Theatre Scarborough also had an information booth manned with volunteers from across the 3 groups. A huge thanks to Katherine Turner for organizing the booth the volunteers who handed out hundreds of brochures and talked to many festival goers.

SMT also has exciting upcoming opportunity to perform at the Toronto Zoo on Saturday August 10, celebrating their 50th anniversary!

### **SMTY Program and Events**

#### ***Joseph and the Amazing Technicolor Dreamcoat (Amanda Sinclair)***

We performed 4 sold out shows using the Xanadu set. The artistic and production people from Xanadu were amazing to work with. Special thanks to Mark Tingle for the wonderful banners. With more actors this year, the youngest aged 7, we had a total cast of 44. One huge challenge was finding a large enough costume change area. Our two music directors were Anita Coles and Steve Nadon, a necessity with such a large cast. Elizabeth Van Wyck was the assistant director, Dot Routledge was the technical director, Jamie Borg did the sound with excellent coaching by Emma Hyslop. Leslie McBay conducted a great intimacy workshop aimed at teens with the older members of the cast. Diane Klich choreographed a 7-minute, full cast mega mix at the end of the show. We added Mark Sinclair on bass to the music department and this was a success. Backstage was left in the capable hands of Jo Tamaru and Mikhaila Tutte. Linda Ramsay helped with the more than 100 costumes. The show was produced by Kathleen McDowell. The audience loved the show. Joseph was a wonderful experience for everyone involved!

### ***SMTY Sings Broadway (Amanda Sinclair)***

In May SMTY presented their spring Cabaret, SMTY Sings Broadway. Of the 10-member cast, 4 were graduating from our program. Most had leading roles in Joseph. This year we added 3 of our younger cast members - the future of the program. Music direction was provided by Stacy Jolena Collins. The audience thoroughly enjoyed the wide selection of Broadway songs. There was an incredibly touching moment on stage that had our audience members in tears. It was truly a lovely night. Dot Routledge was co-director, ran the sound and designed the lights. A huge thanks to Tristyn King who jumped in to run the lights and Mark Tingle for his help with set up and strike. Kudos to our cast Grace and Clare Latella, Grace Gallo, Carys Macdonald, Leo Landon, Leo Chisholm, Lucie Le Blanc, Skylar McGroaty, Evelyn Gibson and Avery Gouge.

### **SMTY Camps and Educational Programming**

The 2023-2024 SMT Youth year was our busiest yet, featuring 151 participants! The Trillium grant has provided us with a tremendous opportunity to expand our programming and to keep each of our programs fresh and unique thanks to the variety of guest-artists and facilitators. Combined 14 different facilitators and guest artists lent their talents and time to our youth. The activity and excitement that come with this continued growth of SMTY not only strengthens our youth programming, but it also comes with significant overall benefits to Scarborough Music Theatre, including welcoming new youth participants and their families into the SMT community, engaging a wide variety of new artistic staff, increasing SMT's visibility in and around Scarborough, expanding the audience base for SMT's shows and cabarets and increasing the diversity of SMT's talent pool.

Thanks to a few anonymous donors, our camp programming was enhanced by having bursary money available for families that are challenged financially.

Thank you to all of our facilitators, co-facilitators, guest artists, and volunteers who made SMTY 2023-2024 a huge success, as well to SMT board members and members who volunteered their time in various ways promoting our programming. Parent volunteer Olivia MacLean created several exciting youth pages for the SMT website. All of her work increased SEO significantly. The Trillium grant provided the opportunity to offer a Junior Facilitator position for the first time since camps began in Summer 2015.

### ***PA (Professional Activities) Day Camps***

We hosted 63 campers at our 6 PA Day Camps this season, packed with drama games, choral singing, stage movement, dancing, improvisation, clowning, staging songs, fractured fairy tales, and tableaux work. Over the 6 camps we had a variety of facilitators, artists and volunteers.

Facilitators: Elizabeth Van Wyck , Amanda Sinclair\*, Tom Gallagher\*, Dot Routledge\*,

Guest Artists: Stacy Jolena Collins, Lydia Péquegnat, Allyah Dickie, Mea Van Wyck-Smart\*

Guest Accompanist: Jim Clayton

Teen Volunteers: Leo Chisholm, Isabella Morfitt, Kayleigh Ocampo

### ***SMTY March Break Camp - March 11-15, 2024***

Our March Break Camp brought in 17 campers, a 183% increase from 2023, and introduced an exciting new workshop on “How to Make a Snoof Puppet” with puppeteer Julio Torres. Thank you Julio for donating all of the materials necessary for this workshop.

Lead Facilitator: Elizabeth Van Wyck

Guest Artists: Stacy Jolena Collins, Julio Torres, Mea Van Wyck-Smart\*\*, Teghan Crawford, Taylor Rodkin

Teen Volunteers: Annika Radcliffe, Leo Chisholm, Leo Landon, Simone Sperling

### ***SMTY Summer Day Camps***

SMTY held three Summer Camps in 2024 with a total of 58 participants (35 in summer of 2023 - 63% increase!) Each of our camps was filled by mid-June. This summer brought an exciting new opportunity to our campers as our week #2 volunteer, Anjali, taught our campers Indian Dance.

#### ***Camp #1 - July 2-5, 2024***

Lead Facilitator: Elizabeth Van Wyck

Co-Facilitator: Allyah Dickie

Jr. Facilitator: Leo Chisholm

Guest Artists: Christopher Wilson\*, Mea Van Wyck-Smart\*

Teen Volunteers: Chelsea Perry, Lenny Clayton

#### ***Camp #2 - July 22-26, 2024***

Lead Facilitator: Elizabeth Van Wyck

Co-Facilitator: Amanda Sinclair\*\*

Jr. Facilitator: Leo Chisholm

Guest Artists: Stacy Jolena Collins, Allyah Dickie, Aliyah Husain, Mea Van Wyck-Smart\*\*

Guest Accompanist: Jim Clayton

Teen Volunteers: Anjali Landry

### ***SMTY Teen Intensive Week - August 12-16, 2024***

SMTY's Teen Intensive Week brought together a full cohort of 12 teens aged 14 -18 for a week of workshops and coaching. This program is capped at 12 participants and was filled by mid-May. For the first year since the start in 2017 Teen Week location is the Scarborough Village Theatre! Lead- Facilitator: Elizabeth Van Wyck; Co-Facilitator: Amanda Sinclair; Guest Artists: Stacy Jolena Collins, Christopher Wilson, Julio Torres, Diane Klich; Guest Accompanist: Jim Clayton

### ***Let's Dance! with Aliyah Husain***

Following last year's success, SMTY continued Aliyah Husain's Let's Dance! drop-in classes for youth this May and June. Aliyah organized, advertised and facilitated a total of 6 Spring youth classes, with a total of 33 participants.

In July and August, Aliyah opened up the classes to all ages (10+) with great success. Choreographer and Dance Teacher: Aliyah Husain; Lead Facilitator: Elizabeth Van Wyck; Co-Facilitator: Allyah Dickie; Junior Facilitator: Leo Chisholm; Guest Artists: Christopher Wilson, Tom Gallagher, Mea Van Wyck-Smart, Julio Torres; Teen Volunteer: Chelsea Perry

### **Special Projects**

#### ***University of Toronto - Marketing Project (Kathleen McDowell)***

SMT had the opportunity to partner for a second time with a Marketing course at University of Toronto Scarborough (UTSC). The classes were given an overview of SMT and challenged with the task of choosing one a variety of topics to research, consult and present. Dot Routledge (SMT), Rob Lachance (SMT), Kathleen McDowell (SMT & UTSC) and Melissa Waterman (UTSC) judged the presentations and determined a winning team. The students' ideas were well thought out and are being incorporated into some of our marketing plans. It was refreshing to partner with our community and have fresh minds consult on their demographic and ideas!

#### ***First Book Canada***

On June 29 SMT hosted First Book Canada's "Raptor's Summer Reading Challenge". Sixty Scarborough students and their families were invited to stop by and pick up a bag of five age-appropriate books. The students were to read one book each week and on Fridays they attended special online meetings with each author. The joy we witnessed seeing the kids pick up their book bags was so inspiring. We included SMTY materials for the summer and PA Day camps and interest was quite high. Tom Gallagher gave the families a quick tour of the rehearsal space and Green Room. Hopefully the program will continue to grow. First Book Canada is a nonprofit working to remove barriers to an equitable education for children living in low-income and underserved communities.

## **Department / Committee Reports**

### ***Props Department (Mark Tingle on behalf of Sue and Andy Smith)***

Sue and Andy have been integral in organizing and maintaining our props for many years and, as they step down, we want to thank them both for the huge contribution they've made. In honour of all their work and dedication we will be renaming the props loft after them - The Sue and Andy Smith Props Loft.

### ***Unit Managers/Workshop (Mark Tingle and Keith Hebert, Unit Managers)***

A number of projects have been completed this year. We've added more cubbies to the rehearsal space and some storage space for SMTY. Kerry Hobbs has been leading the charge on a reorganization and clean up of the kitchen and lobby area. Special thanks to Murray Keith who is helping with some renovations to the workshop including installing dust collection for several of the saws.

Our renovated workshop resulted in several rentals over the year, which brought in some additional revenue. The Guild Festival Theatre is quite excited to be able to build in a proper shop over the summer. Overall, the unit continues to be well utilized. The sound dampening wall is working very well allowing for building and rehearsing at the same time. Special thanks to Keith Hebert in his final year as Workshop Manager as he is moving to New Brunswick.

### ***Costumes (Mark Tingle, Unit Manager)***

We are back in the costume business and now have a new costume coordinator for the unit – Diana Pialis (costumes for Freaky Friday/Rocky Horror Show). We have repurposed one of the cupboards in the rehearsal room to keep the clothing organized. Diana will be maintaining the costume stock and keeping the costume room in good order. We had several donations of furs and vintage clothing over the year as well. Welcome Aboard Diana!

### ***Little Shop of Horror Puppet Rentals (Mark Tingle, Unit Manager)***

The puppets had only one outing this season to a high school during the October-December timeline. We have put a "how-to operate puppets" video on the website.

### ***Front of House Coordinator (John Anderson, Front of House Coordinator)***

John has worked with some fantastic people, where over 100 amazing volunteers donated their time. A number of new volunteers were students who joined us to fulfill their volunteer hours for school. If you would like to come and join our team please email John at [smtfoh@gmail.com](mailto:smtfoh@gmail.com) .next season!

### ***Knowledge Transfer Committee (Rob Lachance)***



Committee members included Dot Routledge, Jan Harvey, SJ Flynn, Olivia Jon, Duane White and Rob Lachance. Work has focused on records retention and cleaning out the Google drive. This is now completed, with much of the work done by SJ (Thank you SJ!). The next step is to transfer the data from the current Google drive to the new SMT Google Workspace drive. This work is scheduled to be completed by the end of July to be ready for the next Board, who will need to pursue the work undertaken by the current committee and develop best practices for knowledge transfer not related to records and the filing system.

***Publicity and Marketing Committee (Rob Lachance, Chair)***

The marketing committee this year was composed of Anne Wood, Justin Douglas, Taylor Long, Eddie Isenberg and Rob Lachance.

Some of the products developed by members of the committee include: A season-promoting video, programs and 2 “sizzle reels” for each of the three productions, numerous promo cards to hand out and place in local businesses, libraries and community centres, Facebook and events-listing websites promoting the season and the individual shows, posterage throughout the city, partnering with the University of Toronto Scarborough Campus marketing program with their using SMT as a case study for their assignment, and BOGO sales and other promotions.

Some new tactics included: a pre-show ad promoting the 23-24 season shown in movie theatres, digital programs instead of print, ads in WholeNote magazine, a podcast ad promoting the March Break camp, reaching 2,500 parents and teens in the Scarborough area, a direct mail campaign to non-renewing subscribers to promote the new season, a BroadwayWorld e-blast to their 7,500 subscribers in the GTA, postings to the *KidsOutandAbout.com* kids activity promoting website, using the ArtsPeople ticket reminder functionality to drive attendees to the online program, promo videos to use on our big TV screen in the theatre lobby display cabinet during performances, working with an SEO expert to make our website more visible in online searches. Special thanks to Justin and Taylor who have been driving our social media activities, to Olivia McLean who, although not on the committee, has been leading the SEO optimization activities, to KC Clark our volunteer graphics designer, and to all the committee members for all their efforts.

***Show Selection Committee for 2024/2025 Season (Dot Routledge, Chair)***

Selection Committee members include Dot Routledge (chair), Amanda Sinclair, Anne Wood, Cara Humeniuk, Cory Doran, Jan Harvey, Jhelisa Carroll, Jill McMillan, Justin P. Douglas, Kathleen McDowell, Katie Wise, Lyara Malvar, Miguel Malaco, Rob Lachance, Sabrina Hooper, Sheri Kowalski, Tom Gallagher

This committee was assembled by invitation, asking past directors, musical directors, choreographers, stage managers, actors, and past and present board members. Also purposefully included were members under the age of 30 and BIPOC members as the chair believed that representation from these key groups was essential.

A request for suggestions from members and patrons was distributed via social media and our newsletter. A second request was sent out specifically targeted at directors, choreographers and music directors was sent via the same methods.

The committee reviewed the mandate provided by the Board and then reviewed and short listed the suggestions from the patrons/members/artistic staff and added their own suggestions.

Jan Harvey created a spreadsheet showing all the online suggestions, which included information such as the rights holder, cast and orchestra sizes. This spreadsheet was revised to include links to the cast recordings, slime tutorials and scripts/score and members were asked to start familiarizing themselves with shows they did not know.

Once the Committee members had time to review the shows they were asked to present their suggested season and a back up with reasons for their selections.

The following season was approved for 2024-2025

<i>Title</i>	<i>Last Done by SMT</i>	<ul style="list-style-type: none"> <li><i>Reasons for Selection</i></li> </ul>	<i>Back Up</i>
<b><i>Hello Dolly</i></b>	<i>2005</i>	<ul style="list-style-type: none"> <li>Classic piece that appeals to subscriber base and membership</li> <li>Has had a recent revival</li> <li>Well known and loved music</li> <li>Lots of big dance numbers</li> <li>Is family friendly</li> <li>Large cast (9 large roles + large ensemble with many featured roles)</li> </ul>	<i>Drowsy Chaperone</i>
<b><i>She Loves Me</i></b>	<i>2002</i>	<ul style="list-style-type: none"> <li>Another classic piece. Great for Valentine's Day.</li> <li>Based on the play Parfumerie and the film The Shop Around the Corner which inspired You've Got Mail</li> <li>Good range of ages in featured roles from youth to older.</li> <li>Is family friendly</li> <li>Known by younger members of panel</li> <li>Medium sized cast of approx. 15 (7 featured roles plus ensemble)</li> <li>Large orchestra can be scaled down as shown in previous productions</li> </ul>	<i>A Man of No Importance</i>

<b><i>Legally Blonde</i></b>	<i>Never</i>	<ul style="list-style-type: none"> <li>• Has never been done by SMT</li> <li>• Great roles for a wide range of ages</li> <li>• Lots of big dance numbers</li> <li>• Is family friendly</li> <li>• Well known show and score</li> <li>• Based on well known film which will be the 25th anniversary of release</li> <li>• Large cast: 7 large roles plus an ensemble with great featured roles.</li> <li>• Large orchestra can be scaled down as shown in previous productions</li> </ul>	<i>Heathers</i>
<b><i>Waitress</i></b>	<i>Never</i>	<ul style="list-style-type: none"> <li>• There is a chance that the show Waitress will become available for licensing before our brochure goes to print. Should this happen we suggest that it replaces the show in whichever slot it first becomes available.</li> <li>• Roles for a wide range of ages</li> <li>• Extremely popular with membership and audience</li> <li>• Medium sized cast</li> <li>• Smaller ensemble band</li> </ul>	

### ***Hiring Committee (Olivia Jon)***

The Hiring Committee for the 2024/2025 season included: Olivia Jon (Chair), David Wicken, Andrea Wicken and Madison Chin. They have extensive experience in their respective positions and were a joy to work with. Interviews were conducted over three evenings (Tuesday January 23, Monday January 29 and Sunday February 11, 2024) for Directors, Music Directors, Stage Managers, Producers and Choreographers for the upcoming season. We were seeking to fill all positions for “The Sound of Music” and “Sondheim on Sondheim” and “Rent”.

Our robust discussions were reflective of how conscientious David, Andrea and Madison were and how seriously they took their roles.

We had strong submissions this year and were happy with the number of solo and team applications for the upcoming season. The majority of teams and applicants were known to us (with the exception of three new candidates for directors) and we are excited to add some fresh faces to the SMT family. Overall, we felt very confident with the people put forward for our 2024-2025 teams.

The committee selected the following teams for the 2024-2025 season:

**The Sound of Music**

Amanda Sinclair - Director  
 Miguel Malaco and Charlie Davidson - Co-Music Directors  
 Sabrina Hooper - Choreographer  
 Kathleen McDowell and Rob Lachance - Co-Producers  
 Ndola Hutton - Stage Manager  
 Daniel Goldman - Assistant Director

**Sondheim on Sondheim**

Dot Routledge - Director/Choreographer  
 Miguel Malaco - Music Director  
 Sheri Kowalski - Producer  
 Amanda Cook - Stage Manager  
 Jordyn Schwartz - Assistant Director  
 Maya Ritchie - Assistant Choreographer

**Rent**

Justin P. Douglas - Director  
 Ethan Rotenberg - Music Director  
 Julian Lam - Choreographer  
 Sheri Kowalski and Kathleen McDowell - Co-Producers  
 Ndola Hutton - Stage Manager  
 Alison Humeniuk - Assistant Director

**Theatre Scarborough** *(Dot Routledge was the SMT representative)*

SMT has now been in existence for 62 years. However, we have been performing at Scarborough Village Theatre (SVT) only since 1982. When the City asked Scarborough Music Theatre, Scarborough Players (SP) and Scarborough Theatre Guild (STG) to program SVT back in 1980, they also asked to only deal with one organization – and thus Theatre Scarborough (TS) was born.

TS is its own registered charity - separate and unique from the three groups that perform there. Anyone is welcome to run for seven of the TS Board positions, however the other three positions are automatically filled by each of the Presidents of the member performing arts organizations (MPAO). As a member of SMT, SP, or STG – you are automatically a member of Theatre Scarborough and we need your mind, your time, and your hands to help run the theatre itself!

The Board of Theatre Scarborough is responsible for a number of critical activities to keep the theatre running. It is through the coordinated efforts of this Board and the volunteers who support these activities that we are able to effectively operate the theatre and keep that work “off of the MPAO’s plates”.

The critical activities are:

- Theatre Box Office – running the shared ticketing system, ArtsPeople
- Theatre Refreshments – stocking and selling refreshments to our patrons at each show

- Theatre operations and maintenance – maintaining, repairing, and replacing all theatre equipment
- Seasonal Brochure – coordinating the development and distribution of the annual Season Brochure on behalf of the MPAO
- TS Website – maintaining the website to support information, marketing, and online ticket sales, to allow the web-manager of each of the MPAO to keep their own information engaging and up to date
- Community Outreach Manager – liaise with: the SVRC rep (our location partner); the City of Toronto (our landlord); and City, Provincial, and Federal area representatives, as well as lead TS participation in and engagement with local community groups and activities;
- Accessibility – focussing on *all things accessibility*, from our website, our publications, our space, our support services. This is a new and developing area that needs creative minds to support it.
- Consider joining the Board of Theatre Scarborough or sitting in on one of the monthly Board meetings to learn more.

### **Membership** (*Jan Harvey, Membership Secretary*)

SMT experienced a big jump in memberships this season. This year, our total membership is 205, up from 100 last year, as follows:

Life Members – 93

New Members – 17

Return Members (non-Life) – 31

Honorary Memberships – 17 (SMT Board, TS Board, Theatre Staff)

Associate Members – 47

New Associates – 24

Return Associates – 23

We do not have any new Life members this year. However, if anyone who has been a member within the last 12 years wants to fill in the gaps, please send an email to [membership@smt-theatre.com](mailto:membership@smt-theatre.com) and we will let you know how many years you need to pay for.

The Board recommends keeping membership fees at the current pricing as follows:

### **Membership Fees and Benefits**

Type	Who	Current pricing
Individual	1 adult (over 18+)	\$40.00
Family	2 adults, same household	\$70.00 plus \$20 for each extra adult in household
Associate	1 youth (under 18)	Complimentary

Associate (paid)	1 youth (under 18)	\$40.00
Life	Members who have paid for 12 years of consecutive membership.	\$0

The Board recommends keeping fees and benefits at current pricing as follows:

<b>Member Benefits</b>	<b>Single, Family &amp; Life</b>	<b>Associate</b>	<b>Associate (paid)</b>
2 complimentary tickets (4 for Family membership) to be used for any SMT show during the current season	x	x	x
4 half-price tickets to opening night of any Theatre Scarborough mainstage show	x	x	x
Complimentary entry for the member to any SMT show where seats still exist 10 minutes prior to curtain	x	x	x
Can attend any adjudication public or private	x	x	x
Monthly newsletter and news blasts	x	x	x
Pre-notice and booking for auditions, workshops and camps	x	x	x
Can attend SMT Board of Directors meetings, Annual General meeting and any Special General meetings	x	x	x
Can vote at Annual General or Special General meetings	x		
Complimentary agent tickets	x	x	x

**Financial Report** (Mark Tingle, Treasurer)

### ***Finance Summary***

We had an exceptionally successful year. Our main stage productions were all profitable — Xanadu \$8K, Freaky Friday \$12K, and Rocky Horror Show \$31K - totalling \$51K in profits. Additionally, our cabarets performed well, generating \$6K profit. SMTY's production of Joseph and the Technicolor Dreamcoat sold out, contributing an additional \$14K. Normally, these profits are offset by expenses such as unit rent and utilities on the Income Expense statement. However, this year, thanks to CGaming proceeds and several anonymous donations, we achieved profitability on both sides of the statement, resulting in a total profit exceeding \$100K.

### ***Budget Season 2024 - 2025***

We have finalized the budget for the upcoming season. Several adjustments are putting pressure on our financial bottom line, including increased rights costs and expanded production budgets aimed at enhancing the quality of our shows. We anticipate a modest show profit of \$24K. Subscriptions have already surpassed our projections, and we are optimistic that single ticket sales will follow suit.

In the operational budget, \$10K has been allocated for necessary capital purchases, as mandated and approved by the Board. We continue to adhere to the mandated savings plan for HASCAP Loan repayment. Additional funds have been allocated to the Marketing team to build upon their successful efforts from the previous year. Overall, we are forecasting a conservative profit of \$7K.

### ***Grants***

This year we concluded the second year of our Trillium grant which paid for our SMTY facilitators, a year with Leslie McBay as our Resident Intimacy Director and our University of Toronto Co Op Student Sam Lunev who has been working diligently on a fundraising and marketing strategy for SMT. We pursued several grant opportunities this year. Although we were unsuccessful in securing the Capital Grant in March, we have submitted a Seed Grant application (awaiting confirmation) to further enhance our Youth Camps programming. We are eagerly anticipating a fully operational camp this year and are optimistic that the grant funds will enable us to extend our offerings throughout the entire summer.

### ***Review Engagement/Accountant***

Last year, we underwent our second review engagement with Hogg, Shain & Scheck, incurring costs exceeding \$11K. We found this amount to be excessive and were unable to resolve the issue with them. Subsequently, after discussions with a number of other firms certified to conduct Review Engagements we recommend transitioning our accounting services to Fazzari and Partners moving forward, including the preparation of our financial statements for 2023-2024.

### **Motion to accept the 2022-2023 Review Engagement Report and Financial Statement provided by Hogg, Shain and Scheck**

**Moved by: Mark Tingle Seconded by: Sandy Robb Abstentions: 5 Motion: Carried**

### ***Appoint Accounting Firm***

**Motion to amend the motion from the August 2022 – 2023 AGM “to appoint the firm of Hogg, Shain and Scheck Professional Corporation as the Accounting Firm to provide SMT season 2022-2023 and 2023-2024 Notice to Reader” by striking the words “and 2023-2024”**

**Moved by: Mark Tingle Seconded by: Rob Lachance Abstentions: 1 Motion: Carried**

**Motion to appoint Fazzari and Partners LLP as the external accountants of SMT to hold office until the next Annual Meeting or until their successors are appointed and that the Board of Directors be authorized to fix their remuneration.**

**Moved by: Mark Tingle Seconded by: Rob Lachance Abstentions: 1 Motion: Carried**

### ***Capital Purchases***

This year, we made several equipment purchases. We acquired 12 new wireless microphones and a new antenna splitter, as well as 2 more powered speakers to expand our sound inventory, eliminating the need to rent these items for each production. We also purchased 4 used moving lights from David Buffham for the productions of Freaky Friday and Rocky Horror. The costs were covered by both productions, with support from board member-artists who contributed their expertise without financial compensation. We also purchased a more powerful video projector for front projection in The Rocky Horror Show.

### ***Reserves/Investments - HASCAP***

Our mutual funds have shown strong performance this year, increasing our portfolio value by \$16K. Additionally, we strategically purchased several Guaranteed Investment Certificates (GICs) throughout the year to maintain liquidity and optimize our financial resources.

In accordance with our revised Donations in Kind policies, we received several anonymous stock donations this past year. Specifically, we obtained 2500 shares of KEL.TO with a book value of \$14.6K, which are currently held in our portfolio. Later in the year, we received two blocks of Bombardier stock (BBD-B.TO) valued at \$36K and \$32K respectively. We held both stock for a few weeks before selling, resulting in an additional profit of \$10K. The donor's only request was that we produce a summer Pantomime which will be a great addition to our line up. Pre-work on this production is currently in the works and the show will launch in August 2025.

### ***CGaming - Rama East***

Late last season SMT joined the CGaming program created by the Ontario government and facilitated through the city of Toronto. We began to participate in October 2023, providing two volunteers for two shifts per month since November. Each volunteer contributes two hours per shift. So far this year, we have raised \$50K in 9 months, which has been allocated towards our theatre and unit rent. Moving forward, we plan to increase our involvement in CGaming as they are expanding their operational hours. Many thanks to Maxine Doucette, the program Charity Coordinator, and our volunteer team Sandy Robb, Rob Lachance, Jan



Harvey, Olivia Jon, Janey Carr, Charlie Davidson, Janet Flynn, Judy Gibson, Laura Wilde, Duane White, Ted Powers, Dot Routledge, Tom Gallagher, Anne Wood and Mark Tingle. Also, a HUGE thanks to Charlie Davidson for introducing us to the program.

### ***Final Thoughts***

We are actively diversifying our revenue streams by introducing new products alongside our existing lineup. We are successfully attracting donations to support our group and enhancing the value of our current offerings through strategic equipment purchases. Furthermore, we are broadening our opportunities for donations and sponsorships, as well as actively seeking additional grant funding. This gradual expansion is aimed at building a solid foundation for future growth and sustainability.

### **Actions of the Board**

**Motion to approve the actions of the 2023 - 2024 Board of Directors as presented in the Annual Report:**

**Moved by: Peter Pequegnat Seconded by: Amanda Sinclair Abstentions: 1 Board of Directors**

**Motion: Carried**

### **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.

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

This award is presented to those individuals who have contributed something special to the growth or spirit of their community's theatre company.

**Award presented to Sue and Andy Smith and to Charlie Davidson**

#### **The Randy Leslie Award (presented by Dot Routledge)**

This award is presented for a significant contribution in any area throughout the year.

**Award presented to Shannon and Rachel McLeod, and Janey Carr**

#### **The Herschel Rosen Award (presented by Jan Harvey)**

This award is normally given to individuals have made a significant contribution in governance or management and administration over the course of the year.

**Award presented to Rob Lachance**

#### **The Ed Rancier Award (presented by Dot Routledge)**

The winner should be someone who exemplifies the spirit of "Community" in Community Theatre

**Award presented to Ian Fox**

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

Attend the Theatre Scarborough AGM on August 28<sup>th</sup> at 7:00 pm

**Member Feedback, Questions and Comments:**

Feedback: Member acknowledged the contribution made by Dot Routledge to Theatre Scarborough.

Question: What revenue did we make from the vending machines over the year? Answer (Mark Tingle): About \$750.00.

Question: Asked members in attendance their thoughts on performance times, especially in the evenings, to be a little more patron friendly. Answer (Dot Routledge): From the point of a musical, we have a 6:30 call time for our cast to have time for sound checks, physical and vocal warmups. It would be difficult from the perspective of our cast in terms of our casts' mental health and safety to move to an earlier start time. An earlier start time may also be impacted by transit delays.

Question: Does Theatre Scarborough have any type of job shadowing that members can see what the Board does in different areas and how it is done? Answer (Dot Routledge): We are happy to have people shadow to learn our roles, both on and off stage (examples - like learning social media, building a website, or learning about Board governance), we are interested in helping members learn new skills. It helps people learn more about our community, and it always helps with succession planning.

Question: Are there any thoughts on extending Saturday matinees? Answer (Dot Routledge): We do one Saturday matinee. For us it would be difficult to extend this as we have subscriber programs and also run youth programs that fill the afternoon time slot. We know matinees are popular, but because we run other programs, it would make it really difficult.

Feedback: Member would like to congratulate whoever thought to add this feedback session to the agenda.

Suggestion put forward: Request that a process to be put in place to shadow Mark in his role as Treasurer. Dot's response is that Sandy Robb and Kathleen Hyslop are working with Mark to learn the accounting processes and procedures.

No further questions or comments.

**Meeting control returned to Mike Scott, election chair.**

**Election of the Board of Directors 2024 – 2025 for the term August 1, 2023 to July 31, 2024**

**Motion to elect Olivia Jon as President**

**Moved by: Peter Pequegnat Seconded by: Amanda Sinclair Abstentions: 1 Motion: Carried**

**Motion to elect Dot Routledge as Vice President**

**Moved by: Jim Hyslop Seconded by: Heather Hyslop Abstentions: 1 Motion: Carried**

**Motion to elect Sandy Robb as Secretary**

**Moved by: Judy Gibson Seconded by: Janet Flynn Abstentions: 1 Motion: Carried**

**Motion to extend Mark Tingle's term as Treasurer by one year and elect him as Treasurer**

**Moved by: Emma Hyslop Seconded by: Kathleen Hyslop Abstentions: 1 Motion: Carried**

**Motion to increase the count of Directors to ten for the 2024 - 2025 season**

**Moved by: Dot Routledge Seconded by Emma Hyslop Motion: Carried**

**Motion to appoint ten Board Members as Directors for the 2024 – 2025 season as allowed in our bylaws – Jan Harvey, Anne Wood, Duane White, Tom Gallagher, Steve Nadon, Janey Carr, Justin P. Douglas, Cara Humeniuk, Alison Humeniuk, Tristyn King**

**Moved by: Heather Hyslop Seconded by Judy Gibson Opposed: 1 Abstentions: 6 Motion: Carried**

**Closing activities: Dot Routledge**

**Thank you to:**

- All who have attended the AGM and having your voices heard.
- Mike Scott who acted as out moderator for tonight's meeting.
- Jan Harvey who created the PowerPoint presentation for tonight's meeting.
- All of tonight's speakers.
- All of the volunteers who helped throughout the year.
- The outgoing 2023 -2024 Board of Directors for their hard work and dedication.
- Thank you to Rob Lachance, Taylor Long, and Eddie Isenberg.
- For allowing me to participate as your President this year.

**Next year's AGM date: to be announced**

**Meeting Adjourned: 9:46 pm**

