

**Scarborough Music Theatre
Annual General Meeting
Season 62: August 1, 2023 - July 31, 2024**

Meeting Held - August 22, 2023, 7pm via Zoom and in person

Board of Directors Present: Dot Routledge (President), Duane White (Vice President) online, Mark Tingle (Treasurer), Olivia Jon (Secretary), Kathleen McDowell, Jan Harvey, Judy Gibson, Eddy Isenberg, Charlie Davidson, Tom Gallagher, Rob Lachance, Sarah Jane Flynn

Digital Moderator: Mike Scott

Members: Amanda Sinclair, Anne Currie-O'Brien, Wendy Miller, Katherine Turner, Linda Brent, Bill Simpson, Lynette Fairweather Hines, Jeff Burke, Susan Saunders, Gary Prudence, Larry Westlake, Bill Corcoran, Ndola Hutton, Karen Direkze, Sabrina Hooper, Jim Hyslop, Sandy Ewart, Erin Jones, Katie Wise, Taylor Long, Justin Douglas, Cara Humeniuk, Anita Coles, Ian Fox, Janet Flynn, Erin Jones, Sandy Robb, Amanda Sinclair, Peter and Lydia Péquegnat, Heather Hyslop, Emma Hyslop, Laura Wilde

Guests: Alexandra ten Kortenaar (Hogg, Shain & Scheck)

*Power Point Presentation attached.

1. OPENING ITEMS

Meeting opened at 7:00pm (Dot Routledge)

Housekeeping (Dot Routledge):

Review and Adopt the Agenda (Dot Routledge)

MOTION: Adopt the Agenda of the 2022-2023 AGM

Moved by: Olivia Jon **Seconded by:** Eddy Isenberg

Adjustments: Amanda Sinclair will speak to SMTY camps, Let's Dance, Youth Education.
Dot will speak to Show Selection Committee.

MOTION: Adopt the Agenda of the 2022-2023 AGM as amended

Discussion or Questions: None.

MOTION CARRIED

Land Acknowledgement (Dot Routledge)

Review & Approve Minutes of the August 23, 2022 AGM

MOTION: to approve the Minutes of the August 23, 2022 AGM

Moved by: Tom Gallagher **Seconded by:** Charlie Davidson

Discussion or Questions: None.

MOTION CARRIED

Abstentions: Amanda Sinclair, Peter Pequegnat, one abstention online.

Business arising from Minutes (Dot Routledge)

Jan updated the Membership Benefit Chart to reflect Life Membership.

Comparative income/balance statements will be addressed this evening.

2. 2022-2023 ANNUAL REPORT (REPORT ATTACHED)

President's Message (Dot Routledge)

Introduction of Board members.

It has once again been a privilege to serve as President during SMT's 61st season and as we celebrated 40 years of performing at Scarborough Village Theatre. After 3 long years of uncertainty, we were pleased to return to a full subscription season this year with You're A Good Man, Charlie Brown, The Bridges of Madison County and Godspell along with SMTY's sold out run of Legally Blonde Jr. and our Christmas Sing-along and SMTY Sings Broadway cabarets. We are now entering years of rebuilding as audiences slowly make their way back to the theatre. It was amazing to see some full houses again, but we still have a lot of work to do. Our partnership with Scarborough Players and Scarborough Theatre Guild continues to be strong. Thanks to Katherine Turner and Len Henderson for your continued support. As we started this season, we saw the relaxing of covid restrictions at the theatre. All performances were allowed full seating capacity and in May, as Godspell started performances, masking became optional for our audience members and the company lifted our vaccination requirements to participate across the board. We continue to keep an eye on government recommendations regarding the virus and will adjust as necessary. Our SMTY facilitators Elizabeth Van Wyck and Amanda Sinclair have outdone themselves this year by bringing an amazing production of Legally Blonde Jr to the stage and increasing SMTY's educational offerings to include P.A. Day camps and more Summer Day camps. They have also created a Youth Education Committee to look for more and better ways to bring arts programming to our community. Bravo and thank you both for your commitment to SMT and to our younger members. Our board also accomplished a great deal this season including completing the renovation of the workshop and props area, building on our investment plan, creating a new website and a new marketing team and forming a partnership with University of Toronto Scarborough to

name but a few accomplishments. A huge thank you to the 2022-2023 SMT Board of Directors and our board adjacent leaders for their incredible work and dedication.

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 hilarious sci-fi season which includes Xanadu, Freaky Friday and the Rocky Horror Show as well as full scale production of Joseph and the Amazing Technicolor Dreamcoat from our SMTYers and our annual cabarets. Onwards and upwards!

Respectfully,
Dot (she/her)

Discussion/Questions: None.

You're a Good Man Charlie Brown (Olivia Jon)

You're A Good Man, Charlie Brown was the little show that could!

Originally scheduled to be the season closer of the 2021-2022 season, it was moved to the opening slot of 2022-2023 and it was an excellent start to the season.

Opening night aligned with the 40th anniversary of our first show on the Scarborough Village Stage. The incomparable Mike Scott arranged a reunion of cast members from that show (West Side Story) and also cast members from previous productions of Charlie Brown. We had a great turn out! The current cast of Charlie Brown marked the occasion by performing a medley of songs from West Side story and take some pics with their counterparts from previous productions. A truly great night!

Discussion/Questions: None.

Christmas Cabaret 2022 (Mark Tingle)

We were able to do our cabaret for Christmas and this year as a sing along! Thanks to Scarborough Theatre Guild for allowing us to perform on the stage of their "The Christmas Spirit" set. We did two nights this year and thanks to Keith Hebert for his tech and Anita Coles for her musical direction. The performers were Mark Tingle, Dot Routledge, Olivia Jon, Kerry Hobbs, Jill McMillan, Judy Gibson, Rob Lachance, Peter and Lydia Péquegnat, Tom Roedding, Brenna McDonald, Carys McDonald and Mike Scott was our MC. We did well and raised almost \$3000 for the group.

Discussion/Questions: None.

Bridges of Madison County (Dot Routledge)

We honestly cannot say enough about this production and all the people involved. There was something special about this one. Everyone on board the team, on-stage and off, was not ready for this experience to be over. Some things of note for this production. It was the first show that worked with an Intimacy Director. Leslie McBay worked with the actors and director to help shape the more intimate scenes in the show and to help the actors express their

boundaries. It was an amazing experience and based on the audience reaction she did a great job!

We also worked with Fight Director, Tammy Everett and used projections created by the incredibly talented Pascal Labillois as a backdrop throughout the entire show.

Discussion/Questions: None.

Godspell (Dot Routledge)

Godspell was an amazing show and was a positive experience for all involved. We were able to assemble a diverse cast and team in areas of age, ethnicity and orientation. Half of our cast was new to SMT and two of our production team (lighting designer/operator and ASM) were also new.

This production also introduced novel approaches to sound and music. This was the first time that SMT used the new mics acquired through a Trillium Foundation grant. In addition, the Music Director was innovative in using Symphonia, which is electronic music of the score; ultimately a “digital orchestra”. This was Darryl’s vision and using the software, he was able to technically manipulate the music and modify the key to better match the vocalist’s instrument.

During rehearsals, we did have a few Covid cases, but luckily, we were able to be safe for all involved and work through to still get the show up on time and did not have any further cases. This show was the first show since the beginning of the pandemic where masking of the audience was not required.

We introduced a variety of new marketing tactics (newspaper ads, social media ads, direct mail, high school/university outreach) that increased ticket sales and created awareness. Ticket sales skyrocketed throughout the show resulting in two sold out matinees and many other shows near capacity. Word of mouth once we opened really supported ticket sales. Godspell was the best-selling show of the season!

Our 50/50 draws were a huge success earning over \$3,000 including the one night of the SMTY Broadway show.

Taste of Lawrence - July 8 and 9

This year SMT was invited by the Taste of the Lawrence festival to perform on the Family Stage.

11 performers (including 3 current and 2 alumni SMTYers) and an accompanist took to the stage to perform 15 songs and talk about Theatre Scarborough.

The weather was great, and the festival was quite busy. The performers drew quite a good-sized crowd during their set.

5 volunteers handed out brochures in the stage area during the performances. Each wore a headband with blue bobbles so they could be easily identified by festival goers. As the MC, I

also wore a headband so I could bring attention to them. Volunteers were also given a sheet with basic info and QR codes that festival goers could use to go to the TS website or the SMTY camp page. Over the course of the 90 minutes that SMT was performing the volunteers gave out 1 ¾ boxes of brochures (sorry I don't have a box with me, so I don't know how many are in a box) and said they weren't approaching people but instead were being approached for brochures.

Performers: Aidan Ross, Brenna McDonald, Carys McDonald, Charlie Davidson, Claire Latella, Dot Routledge, Ethan Rotenberg, Grace Latella, Jeremy Cook, Jill McMillan, Karine Ringenberg, Olivia Jon and Sarah Stapleton

Brochure and Tech Volunteers: Sandy Robb, John Anderson, Rachel Macleod, Shannon Macleod, Mark Tingle and Keith Hebert

Guild Alive with Culture - July 22

SMT applied to perform at the Guild Alive with Culture festival this year and was given one 30-minute slot on Saturday, July 22nd.

Our volunteer singers performed a set of 10 songs to an enthusiastic audience. Thanks to Aidan Ross, Brenna McDonald, Carys McDonald, Christian Baes, Claire Latella, Dot Routledge, Ethan Rotenberg, Grace Latella, Jack Ford Stevens, Jeremy Cook, Katie Wise, Olivia Jon and Sarah Stapleton for performing on behalf of the Theatre Scarborough groups and Keith Hebert for acting as our technical liaison.

Theatre Scarborough also had an information booth at the festival which was manned with volunteers from across the 3 groups. A huge thanks to Katherine Turner for once again arranging the set and strike of the booth and organizing the volunteers who handed out hundreds of brochures and talked to many, MANY festival goers.

We will also be performing on Sept. 9 at 11:30am for the Scarborough Arts, Trades and Family Festival at The Birchmount Community Centre.

SMTY Programs and Camps (Amanda Sinclair)

In November of 2022 SMTY presented two sold out performances of the musical Legally Blonde Jr. We had 38 amazing youths in the show. Many were new to SMTY and were recruited from our summer camps. We had a couple of issues: a cast member was seriously injured right before rehearsals started and one of the leads needed to be replaced the week before opening due to a serious illness. Thank you to SMTY alumni Brenna McDonald for stepping in.

The show was directed by Amanda Sinclair and Elizabeth Van Wyck, Music Directed by Anita Coles, Guest Choreographer was Aliyah Husain, Dot Routledge was our technical director and the show was produced by Kathleen McDowell. Thanks to everyone who helped to support our show!

SMTY Programs and Camps (Amanda Sinclair)

The Cabaret was presented for one night in May. There was a cast of eight SMTY performers. The cast had all been leads in Legally Blonde Jr.

There were only five rehearsals. We could have used a couple of more due to the complexity of some of the music.

Anita Coles was the music director, Mark Tingle was the sound operator and Dot Routledge did the lighting.

Thank you to all of the members who attended this show.

SMTY Programs and Camps (Elizabeth Van Wyck) presented by Amanda Sinclair

We ran 6 PA Day Camps, 1 week-long March Break Camp, 1 Teen Intensive week, 3 week-long Summer Day Camp programs, and launched a new series of 6 weekly classes called “Let’s Dance!”

PA Day Camp 1: Oct 2, 2022

PA Day Camp 2: Nov 18, 2022

PA Day Camp 3: Dec 2, 2022

PA Day Camp 4: Jan 13, 2023

PA Day Camp 5: Feb 17, 2023

PA Day Camp 6: Jun 2, 2023

Thanks to all our wonderful guest-artists: Stacy Jolena Collins, Lydia Péquegnat, and Sarah Stapleton; our volunteer facilitators: Amanda Sinclair, Tom Gallagher, and Mia Van Wyck-Smart; and our teen volunteers: Leo Chisholm, Malaya Landon, and Annika Ratcliffe.

SMTY March Break Camp - March 13-17, 2023

During this, our first March Break Camp since 2019, we had a fabulous group of 6 campers – 4 of whom were brand new to SMTY – who worked hard and played hard all week. It was a small but mighty group. Significantly, all of the new campers came back in the summer.

Thanks to our wonderful music director Sarah Stapleton, co-facilitators Tom Gallagher (volunteer) and Mia Van Wyck-Smart, and teen volunteer Leo Chisholm.

SMTY Teen Intensive Week - July 3-7, 2023

Thank you to our wonderful guest-artist facilitators: Sarah Stapleton (Music Director), Choreographer Allyah Dickie (Choreographer), Tom Gallagher (Improv), Cory Doran (Voice Over), and Mia Van Wyck-Smart (Clowning).

SMTY Summer Day Camps

Week #1: July 17-21, 2023

Week #2: July 24-28, 2023

Week #3: July 31-Aug 4, 2023

Total Participants: 35 (up from 11 total in 2022)

Thanks in part to the generous grant from the Ontario Trillium Foundation's Resilient Communities Fund, we were able to grow and strengthen the SMTY program by hiring and investing in additional educational co-facilitators: SMTY alumnae Megan McDowell and Aliyah Husain.

Let's Dance with Aliyah Husain

The Let's Dance drop-in class is a brand-new initiative for SMTY this summer. After successfully trying it out in May, the response was so strong that we're hosting it from 7-9 pm every Thursday evening between July 20-August 10. So far, each week has seen more participants than the one before with lots of returnees! The class is for anyone between 12-21 years old who likes dance. Aliyah facilitates a fun class and is an expert at incorporating a wide range of ages and abilities.

Discussion/Questions:

Bill Simpson (online): How many people bought "Legally Blonde" tickets as an add on?

Dot: I can find that out for you.

University of Toronto-Marketing Project (Kathleen McDowell)

On July 26th, 2023, Scarborough Music Theatre partnered with University of Toronto Scarborough and their Marketing Management course for a Case Competition. With over 20 groups, the 100 students from the course "consulted" for our theatre to provide ideas and creativity to expand our reach with diversity, including age of audiences, ticket sales, social media tactics and promotional strategies.

This was a Work Integrated Learning (WIL) project for the Marketing Management Students for the final project of their course.

A big thank you to our panel of Judges, Dot Routledge, Rob Lachance, Charlie Davidson, Megan McDowell and Kathleen McDowell. We were also grateful to have some members from Theatre Guild and Scarborough Players in attendance to hopefully capitalize on some of the ideas for their theatre companies. The students presented their ideas through business presentations and some even included song, dance and acting! It was a fun night! The members of the winning team each received a subscription for the 2023/2024 season. The ideas will be pulled together to ensure we can capitalize on the creativity and business knowledge of these young minds!

Discussion/Questions: None.

Department / Committee Reports

Props Department (Sue Smith and Andy Smith, Props Managers) presented by Mark Tingle

Only one prop rental was processed this past season. All other props have been returned.

Renovations to the new four-level “Prop Loft” are almost completed. Sprinklers now exist on all four levels of the Props area. The space under the stairs to the Upper levels is now clear. All luggage previously stored there is now on the new shelving in the lower level.

The new “Mezzanine” level is almost finished, the numerous boxes of props in the reconfigured “Upper Level” will be stored in the Mezzanine upon completion. We will then update the Props catalogue located in the bookcase in the “Rhoda Silzer Memorial Green Room”

Please phone the Prop Managers regarding the availability of, and accessibility to any prop as we complete reorganization.

Discussion/Questions: None.

Unit Managers (Mark Tingle and Keith Hebert)

This season Keith Hebert and Mark Tingle have continued to update and refine the unit. They have finished enclosing the prop’s areas and several new shelves have been built as well for props.

The workshop area was extended by moving the table nearest the door to a new location against the wall.

Vending machines have been added to the front lobby area (pop, food, change). Thanks to Scott McDowell for his help with purchase and setup of the machines.

We will be changing the lighting in the rehearsal area to LED and adding more ceiling fans. More updates are on the horizon.

Discussion/Questions: None.

Front of House Coordinator (John Anderson) presented by Dot Routledge

It has been a privilege and an honour to serve as Front of House Volunteer Coordinator this past season. I have worked with some fantastic people and am looking forward to next season! I had a bit of a learning curve, but it all went well, and it has helped my rusty computer skills! I cannot think of any issues that need to be addressed. I think advertising the Taste of Lawrence this year is a good idea and maybe a booth next year. Sorry I don’t have any pictures but, will get some for you this upcoming season.

Discussion/Questions: None.

Publicity and Marketing Committee (Charlie Davidson)

Last year, we established a marketing team to get us through the other side of COVID. It was our intent to reach out to our subscribers and patrons to encourage them to come back to the theatre as well as tap into the diverse demographic in the area around the theatre.

Things changed for us when our publicity director resigned. We found ourselves now taking on all the tasks that were once done by one person!

Our team consisted of people who have a marketing background: Jan Harvey, Rob Lachance, Eddy Isenberg and Charlie Davidson. Kathleen McDowell joined to represent SMTY and created a project for the UTSC students (more on that later!).

And to tap into the younger market, Jhelisa Carroll and Justin Douglas joined to manage our social media presence on Instagram and Facebook as well as on a new TikTok account. Taylor Long did some fabulous videos for us.

We took these tasks and expanded on them, creating a marketing strategy, based on a framework devised by Mark Tingle. We started by distributing a postcard mail-out to the Guildwood/Scarborough Village community, focusing on postal walks that match our target audience demographics.

Next, we bought advertising space in the Beaches Metro and Bluffs Monitor newspapers. These ads had codes that ticket buyers entered when purchasing so that we could track how successfully this tactic was delivered.

We also took on creating and editing show promotion materials (flyers, posters, brochures), programmes, creating fridge magnets with our subscriber information for patrons to take home and helped promote SMTY camps and workshops.

We had been discussing creating a long-term marketing plan. To that end, thanks to Kathleen McDowell, we partnered with University of Toronto Scarborough and their Marketing Management course for a case competition. The 100 students from the course “consulted” for our theatre to provide ideas and creativity to expand our reach with diversity, including age of audiences, ticket sales, social media tactics and promotional strategies. At the end of the semester, they presented their plans to Board members from all three Theatre Scarborough groups and a panel of judges made up of members of our marketing team and the SMT president.

All this was crammed into 5 months, and we fully appreciate what Mike Scott did as one person! It took 7 people to replace you, Mike!

The upcoming season we will be looking to further build up our subscriber list base as well as delve into areas that were highlighted during the student presentations. If anyone is interested in joining the marketing team, please contact Rob Lachance.

Discussion/Questions: None.

Show Selection Committee (Katie Wise, Jill McMillan) presented by Dot Routledge
Members of Selection Committee

Katie Wise (chair), Jill McMillan, Dot Routledge, Clive Lacey, Miguel Malaco, Sabrina Hooper, Justin P. Douglas, Amanda Sinclair, Cory Doran, Steve Nadon, Christian Baes, Judy Gibson and Charlie Davidson

Construction of Committee

This committee was assembled by invitation, asking past Directors, Musical Directors, Choreographers, Stage Managers, Actors, and Past and Present Board Members. We also put out a request to the membership, asking for their recommendations.

The following season was approved for 2024/2025

<i>Title</i>	<i>Last Done by SMT</i>	<i>Reasons for Selection</i>	<i>Back Up</i>
<i>The Sound of Music</i>	<i>2006 1988</i>	<i>Bums in seats kind of show Chance to include the youth ensemble for a second time in a season. Classic piece that appeals to membership and audience Well known and loved music</i>	<i>Drowsy Chaperone</i>
<i>Company</i>	<i>1973</i>	<i>More challenging show, will appeal to artistic teams & membership. We have yet to honour Sondheim since his passing - received many requests from members to find a way to have a tribute show. A great time to put on after successful Broadway run. Good range of ages</i>	<i>Disaster</i>
<i>Rent</i>	<i>Never</i>	<i>Has never been done by SMT. Appeals to our membership - timely and poignant theme. More challenging material Well known show and score Cast 8+ Band- 5</i>	<i>Jesus Christ Superstar</i>

Hiring Committee (Olivia Jon)

The Hiring Committee for the 2023/2024 season included: Olivia Jon (Chair), Judy Gibson, Rob Lachance and Ori Siegel. We conducted interviews over three evenings (Tuesday Feb. 14, Wednesday Feb. 15 and Tuesday Feb. 21, 2023) for Directors, Music Directors, Stage Managers, Producers and Choreographers for the upcoming season. We were seeking to fill all positions for “Xanadu” and “Freaky Friday” and “The Rocky Horror Show”.

Dealing with our second season back from the pandemic, we did have to reach out for “Xanadu” but received impressive single and team applications overall.

Having some strong submissions, we are confident with the teams we have put in for the upcoming season and truly look forward to what they will present. The sudden loss of Ori Siegel

is most keenly felt and we will miss his insight and support. He was invaluable throughout the whole experience.

We have some suggestions and hope to establish a more fluid and comprehensive line of communication to see if there is historical feedback or if anyone who is on the committee personally has worked with the applicants. Moving forward, we hope to draw new applicants with the show selections for next season and look forward to engaging new staff for 2024/2025.

Ultimately, the committee reached a clear consensus and selected the following teams for the 2023-2024 season:

Xanadu

- Michael Winn Johnson - Director
- Michael Grieco - Music Director
- Rachel Levitt - Choreographer
- Todd Davies - Producer
- Kat Lai - Stage Manager

Freaky Friday

- Dot Routledge - Director
- Miguel Malaco - Music Director
- Judy Gibson - Choreographer
- Janet Flynn - Choreographer
- Sheri Kowalski - Producer
- Shannon Cottrell - Producer
- Ndola Hutton - Stage Manager
- Jill McMillan - Assistant Director
- Justin P. Douglas - Assistant Director
- Rob Lachance - Apprentice Stage Manager

The Rocky Horror Show

- Mark Tingle - Director
- James Quigley - Music Director
- Jon Alexander - Choreographer
- Janet Flynn - Assistant Choreographer
- Dot Routledge - Stage Manager
- Amanda Cook - Assistant Stage Manager
- Sheri Kowalski - Producer
- Kathleen McDowell - Producer

Discussion/Questions: None.

Laura Wilde: Is there a reason the shows are geared to smaller shows this season?

Olivia: With the lifting of COVID restrictions and our goal towards establishing more sold-out shows, we are slowly going to work towards larger casts but are proceeding with caution.

Dot: Also, as we no longer have Alex Amini for costumes, we had to consider smaller casts

Larry Westlake (online): Going back to show selection, are the rights for the original version of “Company” or gender swapped?

Dot: The original male version, the new version is not available currently.

Relationship with Theatre Scarborough (Dot Routledge)

We used to be known under the banner of “Playhouse 66”.

SMT has now been in existence for 61 years; however, we have only been performing at Scarborough Village Theatre (SVT) 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”. What are those critical activities?

Theatre Box Office – Running the shared ticketing system, Arts People;

Theatre Refreshments – Stocking and selling refreshments to our patrons at each show;

Theatre operations and maintenance – Maintaining, repairing, and replacing all the theatre equipment in our theatre.

Seasonal Brochure – Coordinating the development and distribution of the annual Season Brochure on behalf of the MPAO;

TS Website – Maintaining the TS 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; e.g. “Wellness Day” at Cedarbrae, and thanks to Andra Bradish for suggesting opening the theatre and inviting audience and members to participate in workshops with the groups (kudos to Steve Nadon and a group singing workshop).

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.

Discussion/Questions: None.

3. MEMBERSHIP

(Jan Harvey)

This was our first full season back, post-COVID. We started the year full of hope that people were ready to come back to the theatre and we were not disappointed! Memberships went up substantially this season, proving how much we all are back where we belong!

SMT gained 10 new members and 10 former members returned after a long absence. All three main stage shows had a good split of new and current members in supporting and lead roles; and while they are not required to pay for a membership to be involved, we added several new backstage and tech people to our roster.

Type	Who	2022-2023 Cost
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

MOTION: to approve the membership fees for the 2023-2024 season

Moved by: Jan Harvey **Seconded by:** Judy Gibson

Discussion or Questions:

Jim Hyslop: What is the pre-notice about auditions? I have only seen the newsletter.

Dot: It is done through the newsletter but the newsletter goes out to members and it is not posted to the general public (social media) until a period of time after the newsletter.

MOTION CARRIED

Membership can be paid:

On-line Membership Registration on our website

Cheque or Money Order: Scarborough Music Theatre

51 Estate Drive Scarborough, ON M1H 2Z2

In person, before rehearsals, to Jan.

New Lifetime Members: Sabrina Hooper, Katie Wise (from previous year), Duane White, Karen Direkze (pronounced Der-Rex).

4. FINANCIAL REPORT

(Mark Tingle) Annual Treasurer's Report 2022-2023 (see Treasurer's report)

Finance Summary

As we come to the end of another fiscal year, I would like to take stock of all that has happened. The year end results show a \$23,000 loss, which would concern most groups. However, we knew we would be heading towards a loss this season. Post pandemic, heading into our first full season back we gradually saw audiences start to return throughout the season. The Board was concerned about slower than expected ticket sales, upped our marketing efforts, and spent a much larger amount than previous years. We learned a lot about which marketing strategies work, and which ones do not – newspapers ads and postal drops showed little returns for each dollar spent and Social Media engagement showed as the most promising. We will continue to budget for more marketing this coming year and now have a good grasp on which methods are effective.

Budget S2223

In our budget last year, we had expected a loss for this season. Subsequently, we found an error in the budget where rent was calculated \$13K under the actual as our rent increase was not reflected in the budget model. As we moved out of the pandemic, we had made what we thought were conservative estimates for our mainstage 2022-2023 ticket sales of 65%, 70% and 75% of house capacity, which ultimately were woefully out of line with the actuals. You're a Good Man Charlie Brown came in at 56% of house capacity, Bridges of Madison County at 61% and Godspell, which was closest to our original estimate at 72%. Additionally, spending for marketing and Review Engagement costs with our accountant were the main culprits in our \$23,000 loss. We were very aware of these areas when budgeting for the coming season, but we do expect ticket sales to remain on the lower end as audiences have shown themselves to be tentative to return partially due to continuing COVID concerns but also because of a lack of disposable income as the cost of everything has risen. We continue to look for other sources of revenues.

Grants

We were very successful this past year in applying for Ontario Trillium Foundation grants and receiving critical funds for our programs. We received a \$40,000 Community Resiliency Grant for our Youth Programs (Camps & SMTY), and for investigating New Play Series. This grant is a two-year grant until October 2024 and has allowed us to expand our Youth Program to include 6 PA Day camps along with the March Break camp, the Summer Teen Intensive and to have 3 weeks of summer Day camps, with all payment for facilitators covered by the grant for this year and next. These camps along with SMTY's fall program are extremely profitable for us. We were also successful in getting a \$23,000 Capital Grant for new wireless microphones. We were able to purchase twelve wireless microphones, which were first used in Godspell. These microphones are several generations better than the ones we were renting from Long & McQuade and will help us keep costs down in future years as we will not have to rent mics for every show.

With the grant funds acquired the previous year for use during this season, we were able to upgrade the unit and workshop equipment, pay rent and other operating costs which helped keep us solvent through the pandemic. Some of the upgrades included a soundproof wall between the rehearsal hall and workshop, a digital snake for the theatre, and new equipment for the workshop. This is already showing results as we have several new head carpenters in the pipeline for the coming year.

Review Engagement

With the grants comes a requirement for a further examination of our books. We need to do a REVIEW Engagement with the accountant which is a much more in-depth examination of our books. It took several weeks to compile all the information and the new cloud-based accounting systems made it much easier. The cost was also more than quoted, almost double what was quoted (~\$10K).

CRA Examination

We were selected for an examination by the CRA regarding our G/HST Return. Again, the accounting systems made the compiling of the requested data easy, and we were able to get the requested data and receipts to the auditors faster than she expected (under 30 minutes). She told us that our documentation was immaculate and appreciated our speed. We ultimately received a larger return.

Finance Systems

Our new cloud-based financial systems finally got tested in a full season of shows. The Zoho expense app has gained a large fan base, especially from the Show Producers who now approve all expenses for their shows, along with the Treasurer and a Board rep, before they are paid out and they and the board can see reports daily on who and in what area money is being spent. This year we had budget numbers side by side with our actual spends for reference on how we are doing and next year we will have a month/month running forecast to help the Board better understand where we stand against the budget and its end result. Transparency and planning are always better to help right the ship if something goes sideways. Now that the board has easy access to financial information there is more engagement and a better understanding of how the company's money is being spent.

Other Expenses

Other expenses which lead to additional pressure on the bottom line were a necessary repair to the workshop garage door, new folding chairs for rehearsal hall to give us back the cupboard space in the back of the rehearsal hall for costumes which we are now doing in house and for Little Shop of Horrors puppet storage, permanent cabling at the theatre for the digital snake that goes with our new mics, a new scrim/projection screen, a website provider to give SMTY and SMT a better online presence and our new hybrid meeting OWL which helps us to conduct hybrid meetings like this year's AGM with people in the room and online.

Reserves/Investments - HASCAP

Our investments did well this year, earning \$13K in interest. The HASCAP loan (hascap.ca) which we procured last year has begun to be paid down after the first year of waived payments. SMT pays approximately \$1,200/month to the loan (interest and principal) which is in essence a forced savings plan. In ten years, we should have a good nest egg for contingencies. We continue to keep any spare funds in GICs as interest rates have increased greatly since the start of the pandemic.

Year/Year Comparison (Mark) (see Treasurer's Report)

Discussion or Questions:

Budget-Show Revenues/Expenses (Mark) (see Treasurer's Report)

Charity Bingo

We have been successful in getting a Charity Bingo License for Toronto which will allow us to take part in Bingo Hall evenings and to take home part of the profits. Monies earned from this venture must be spent on approved operating expenses and there are heavy reporting requirements. From discussion with other companies who participate in this activity, we are confident that our estimate for this type of funds we will receive is on the low end, and feel that in time, this could grow to be a great revenue stream for SMT.

Discussion or Questions: None.

Lynette: It shows that Theatre costs was \$19, 552 but I believe TS only charged \$12,000...is there a reason for the discrepancy?

Mark: I will look into that. It does include the Common Service Fees.

Lynette: Ok I will cross reference that.

MOTION to accept the 2021-2022 Review Engagement Report and Financial Statement provided by Hogg, Shain and Scheck.

Moved by: Mark Tingle **Seconded by:** Duane White

Discussion or Questions: None

Abstentions: 2

MOTION CARRIED.

5. ACCOUNTING FIRM

MOTION to appoint the firm of Hogg, Shain & Scheck Professional Corporation as the Accounting firm to provide SMT Season 2022/2023 Notice to Reader

Moved by: Mark Tingle **Seconded by:** Duane White

Discussion or Questions:

Lynette: Are we not supposed to approve them for 2023/2024

Dot: We need to approve them for the previous year because the Notice to Reader is for that year.

Lynette: But we need to communicate with the appropriate person in the upcoming year which is why we approve for the upcoming year.

Amendment **MOTION to appoint the firm of Hogg, Shain & Scheck Professional Corporation as the Accounting firm to provide SMT Season 2022/2023 and 2023/2024 Notice to Reader**

MOTION CARRIED

6. APPROVAL OF THE 2022-2023 ANNUAL REPORT

(Dot)

MOTION to approve the actions of the 2022-2023 Board of Directors as presented in the Annual Report.

Moved by: Karen Direkze **Seconded by:** Peter Péquegnat

MOTION CARRIED

7. IN MEMORIAM

Ori Siegel

We were very sad to hear of the passing of long-time member, Ori Siegel. He was a significant part of the community for decades as a music director, performer and friend. He will be dearly missed.

8. 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.

The Randy Leslie Award (presented by Dot Routledge)

This award is presented for a significant contribution in any area throughout the year. There are two winners this year: Jhelisa Carroll and Justin Douglas for their tireless work during “Godspell, for their work on the marketing team and their engagement in promoting SMT.

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. The award this year goes to the SMT Marketing Committee.

The Ed Rancier Award (presented by Dot Routledge)

The winner should be someone who exemplifies the spirit of “Community” in Community Theatre”. This recipient of the Ed Rancier award made it their mission over this past year to

bring people from our community together. We present the Ed Rancier award to our Front of House Manager, John Anderson.

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

Attend the Theatre Scarborough AGM on August 30th!

9. FEEDBACK FROM MEMBERS

Questions & comments from the Members

Karen Direkze: Thank you Dot for the Newsletter and the updates.

Tom: How many people joined us on zoom?

Mike: I count 18 people.

10. ELECTIONS BOARD OF DIRECTORS 2023-2024

(Mike)

Explanation of the voting rules

President: Dot Routledge

Open floor to further nominations. None. Move to close nomination by Peter Péquegnat & seconded by Amanda Sinclair.

Dot Routledge is acclaimed.

Vice President: Olivia Jon

Open floor to further nominations. None. Move to close nomination by Amanda Sinclair and seconded by Cara Humeniuk.

Olivia Jon is acclaimed.

Secretary: Sandy Robb

Open floor to further nominations. None. Move to close nomination by Heather Hyslop seconded by Judy Gibson.

Olivia Jon is acclaimed.

Treasurer: Mark Tingle

Open floor to further nominations. None. Move to close nomination by Karen Direkze seconded by Laura Wilde.

Mark Tingle is acclaimed.

9 Directors nominated:

Charlie Davidson, Tom Gallagher, Jan Harvey, Eddy Isenberg, Rob Lachance, Duane White, Justin Douglas, Taylor Long, Anne Wood.

Open the floor to additional nominations...

Larry Westlake (online): Judy Gibson

Judy Gibson declines the nomination.

Move to close nominations by Peter Péquegnat and seconded by Linda Brent.
Closing nominations.

9 Directors acclaimed.

Mike: Election closed

11. CLOSING ACTIVITIES

Acknowledgements (Dot)

Thank you to all of you for attending tonight's AGM and letting your voices be heard.

There are several people I would like to acknowledge.

- Thank you to Mike Scott for acting as Meeting Moderator and to all of tonight's speakers.
- Thank you to Jan Harvey for creating the PowerPoint presentation that was used during tonight's meeting and to Tom Gallagher for creating this season's Annual Report.
- Thank you to all the volunteers who have helped us both on and off stage.
- Thank you to Scott McDowell, Olivia Cassidy Stupka, Jennifer Bakker.
- Thank you to Keith Hebert.
- A huge thank you to the outgoing 2022/2023 Board of Directors for their work and dedication during this season and to those who are continuing and joining the Board for this upcoming season.
- Thank you for allowing me to participate this year as your President.

12. OTHER BUSINESS

Confirm next AGM: Tuesday August 20, 2024 (Dot)

Adjourn meeting approx. time 9:28PM (Dot)

13. SPECIAL MEETING OF NEW BOARD OF DIRECTORS