



MINUTES of Theatre Scarborough (Playhouse 66) Annual General Meeting

August 28, 2024, 7:00 PM, By Zoom.

Members Present	Mike Scott (Zoom moderator), Eileen Dalton, Meg Gibson, Jan Harvey, Jamie Higgins, Heather Hyslop, Jim Hyslop, Anthony Jones, Louise Lusted, Wendy Miller (Box Office Co-manager), Mark Parent (Box Office Co-manager), Judy Porter, Gary Prudence, Bill Simpson, Alma Sinan, Darlene Thomas, Julio Torres, June Watkins, Larry Westlake, Laura Wilde, Carolyn Williamson Arrived partway through the meeting: Sidnei Auler (Theatre Coordinator), Jeremy Henson, Vivian Lockton, Valerie Lusted
Season 2023/2024 Board Members	Ian Fox (President), Duane White (Vice President), Lynette Hines (Treasurer), Carol Wells (Recording Secretary), Len Henderson (STG President), Olivia Jon (Member at Large), Erin Jones (Member at Large), Greg Nowlan (Member at Large), Dot Routledge (SMT President), Susan Sanders (Member at Large), Katherine Turner (SP President)
Department Head Regrets	Rhoda Brachman & June Bedford (TS Refreshments), Emma Hyslop (Health & Safety Coordinator)
Guests	Alexandra ten Kortenaar (Hogg, Shain & Scheck), Olivia MacLean

	Item	Actions
	Opening Items (Ian Fox) - 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. MOTION: To adopt the agenda. Moved by Dot Routledge, seconded by Greg Nowlan. CARRIED with 1 abstention. Minutes of the previous AGM (Season 2022/23) of August 30, 2023 were reviewed and corrections were noted. MOTION: To approve the minutes as amended. Moved by Erin Jones, seconded by Susan Sanders. CARRIED with 1 abstention. Discussion of Business Arising: - Lynette and Ian spoke with Jim Hyslop last fall and Jim will now send them a spreadsheet he has compiled comparing energy consumption of a hockey rink vs. other parts of the SVRC. - Lynette and Ian will arrange over Sept./Oct. to talk with Olivia about her suggestions for seeking public support for TS' situation. - Ian introduced the 2023/2024 TS Board.	Action: Lynette and Ian will review Jim Hyslop's spreadsheet and talk with Jim if need be. Action: Lynette and Ian will talk with Olivia about suggestions for getting public support for TS' position.
	PH66/TS Season 2023/2024 Annual Report, Highlights TS Mandate (Katherine Turner) - Katherine shared the information (see section I) and gave an overview of the history and mandate of the Theatre Scarborough organization beginning over 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: - Run the common Box Office (leads Wendy Miller & Mark Parent) - Run a common website (lead Dot Routledge) - Lead engagement with SVRC reps (lead Ian Fox) - Lead engagement with City of Toronto reps (leads Lynette Hines & Ian Fox) - Coordinate theatre management (lead Sidnei Auler) - Coordinate theatre marketing and publicity (leads Dot Routledge & Mike Scott) - Coordinate the operation of theatre refreshments (leads Rhoda Brachman & June Bedford) - Coordinate community partnership activities (lead Katherine Turner) Highlights of Box Office Report (Mark Parent) - Mark presented the report (see section II.1). - A big thank you to all box office volunteers – at home and in the theatre – and especially	



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to the team (Jennifer Bakker, Teresa Bakker, Heather Hyslop, Linda Knox, Gary Prudence, Paula Wilkie).

- Mark feels the Box Office has made even more improvements to customer service this year, particularly in terms of callback response time.
- Customers have mentioned that they intend to donate to TS due to the high calibre of customer service they've received, such as accommodation for wheelchair patrons.
- The trend is up for ticket sales generally and for the proportion that are done online.
- For next season, Mark and Wendy are proposing a look at the time frames wherein patrons can place or amend online orders.
- Thank you to our Arts People Administrator, Mike Scott.
- 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, Wendy Miller or Mark Parent.

Highlights of Theatre Refreshments Report (Susan Sanders for June Bedford & Rhoda Brachman)

- Susan presented the report. (See **section II.2**)
- 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.
- Susan thanked the volunteers: Gillian Hall, Dorothy Lee, Vivian Lockton, Noreen Oliver, Claire Richards, Goldy Rose Sabastian, and Maria Wu.
- As a reminder, a refreshments perk is offered to volunteering during a show (50/50, backstage personnel, etc.) to obtain their beverages for \$0.50.
- **Question:** Vivian Lockton suggested that the details of the refreshments perk be posted in the refreshment booth so that volunteers would know with certainty to whom the perk applies. Susan will pass that suggestion along to Rhoda.

Highlights of Theatre Operations (Greg Nowlan)

- Greg presented the report (see **section II.3**)
- Various maintenance tasks were done. Including:
 - Replacing the stacking IKEA chairs (they were past their safe usage date) with additional folding chairs.
 - Repurposing the upstairs cabinet to make a coat closet for the orchestra loft.
 - The lighting and sound loft had a major cleanup. Thanks to Chris Northey and Emily Pople!
 - Light ballast in the upstairs washroom was replaced.
- Thanks to Sidnei Auler for his work in the position of Theatre Coordinator. He continued to handle technical coordination and the move-ins and move-outs through the year.
- First-aid kits have been added in the vestibule for FOH staff. Thanks to Bob and Susan Sanders for bringing forth this initiative.
- New for 2023/24: Health & Safety Coordinator: Dot described the new role and Emma's actions to date, including the experience of the safety walk-through.
- **Question:** Katherine asked whether groups should pro-actively inform Emma of their Q2Q dates. **Answer:** This is recommended.

Highlights of TS Website (Dot Routledge)

- Dot presented the report. (See **section II.4**)
- We debuted our revamped website just in time for single ticket sales. We finally have control over our site and it is much more user-friendly. It is easier to update and supports video and social media content much better.
- There is some backend work still to be done.
- Dot Routledge currently acts as overall administrator. The web team also includes an update-person from each company who can post announcements and update show pages for the member companies. Dot will be holding a training session for these reps.
- Thanks to Wendy Miller and Larry Westlake for their assistance!

SVRC Relationship (Ian Fox)



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• Ian presented the report. (See section II.5) • Ian feels the relationship with Tim is excellent and that limiting the number of people from TS interacting with Tim is helpful to maintain a focused, consistent communication. • Karen Kwok has rejoined the Centre staff as Tim Scherk's deputy and assistant and is very pro-active on our behalf. City of Toronto Relationship (<i>Lynette Hines</i>) • Lynette presented the report. (See section II.6) • There are many challenges in dealing with a large organization such as the City of Toronto, including staff and/or organizational changes. • Theatre Scarborough falls under the auspices of not one but two departments as an Arts and Culture organization in a Parks, Forestry & Recreation building. • Our Arts & Culture Liaison left the role after many years and has not yet been replaced. • Our Parks, Forestry & Recreation Liaison has now been with us for several years, which is helpful. • Our situation is one in 150: there are 150 community centres in the City but only 1 with a theatre, so any new liaison will be inexperienced working with a client like us. • Re our Finance Liaison: we are still missing a main contact but our relationship with the junior member is going well. Highlights of Community Partnerships Report (<i>Katherine Turner</i>) • Katherine presented the report with details of the many events TS participated in and the much appreciated volunteers who made this possible. (See section II.7) • These are very important events in terms of attracting volunteers as well as audience. • The Toronto Zoo 50th Anniversary event is also coming up shortly. • Ian thanked Katherine for her effort and skill as a spokesperson for TS.	
PH66/TS Season 2023/2024 Select Initiatives Progress on our new SVT Lease with the City (<i>Ian Fox/Lynette Hines</i>) • Ian and Lynette presented the report. (See section III.1) • In 2016 our lease expired. We do not yet have a new lease. • We have been in this negotiation process for about two years. • Ian attended a Town Hall with other BMR tenants and learned that many are in a similar situation to us. • A key point in the lease negotiation is building hours of operations. The city wishes to standardize operating hours for all rec centres, closing at 9 pm on weekdays and 5:00 pm on weekends. We occupy the only rec centre that contains a theatre, and so our needs are clearly incompatible with hours that might be acceptable at all other Recreation Centres. The City has yet to put in writing a confirmation that we can always get a permit for the hours we require. • We are pursuing the possibility of placing a banner over the non-operational exterior sign that would advertise the presence of the theatre. • Katherine noted that during her attendance at the Town Hall, it was clear that many cultural groups face the same challenges TS does and that although City staff are pleasant and listen to concerns, follow-up action is lacking. • Question: Jim Hyslop asked about the nature of the communication used with the City regarding the issue of building hours. Answer: Lynette and Ian described the forthrightness with which they address these matters with the City, the letter sent by a lawyer, and the frequency and tenacity reflected in their communication. • Question: Carolyn Williamson asked whether Ian and Lynette sensed that the City wishes to push TS toward moving out of the theatre so that they can use it for their own programming. Answer: This is not the impression Lynette and Ian have. Their sense is that the City is trying to maximize revenue and minimize spending (e.g., ceasing to provide cleaning of the theatre). Revisions to the Theatre Scarborough Bylaws (<i>Lynette Hines</i>) • Lynette presented the report (See section III.2) and highlighted the proposed changes to the bylaws and the due diligence with consulting membership that has thus far occurred.	



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• Question: Jim Hyslop asked about the change to the 15th amended bylaw. He felt that this could leave TS potentially vulnerable in future to the influence of a persuasive or malicious Board member. Bill Simpson commented in response that a bylaw change would not necessarily have long-term implications because at the AGM the membership could still vote down any changes made mid-year by the Board. Jim rebutted that in the time between a midyear bylaw change and an AGM rejection of the change, damage could already have occurred. Answer: Dot noted that if a mid-year bylaw change were proposed, the sitting Board would have to do its due diligence to ensure it fell within ONCA regulations. A nefarious Board member would also have to sway two thirds of the Board in to acting against the best interests of Theatre Scarborough. • Question: Carolyn Williamson asked for an example of the type of situation that could call for a mid-year change to bylaws rather than waiting for the AGM. Answer: An example occurred this year when the TS Board could have added another member but was unable to because of the bylaw governing the size and composition of the Board. The ability to amend the bylaw would've enabled TS to benefit from that person's Board service. • Question: Larry Westlake suggested that if a situation arose that was important to warrant a change to the bylaws, it would also warrant the calling of a special meeting of the membership. Answer: It can be difficult to schedule a full membership meeting and obtain a quorum mid-year, but the point is well taken. • MOTION: To approve the first 14 amended Theatre Scarborough Bylaws as presented. Moved by Dot Routledge, seconded by Erin Jones. CARRIED with 2 abstentions. • MOTION: To approve the 15th amended Theatre Scarborough Bylaw as presented. Moved by Dot Routledge, seconded by Erin Jones. CARRIED with 4 abstentions.	
Approval of the Season 2023/2024 Annual Report (<i>Ian Fox</i>) • MOTION: To accept the Season 2023/2024 Annual Report as presented. Moved by Olivia Jon, seconded by Katherine Turner. CARRIED with one abstention.	
PH66/TS Season 2023/2024 Financial Report (<i>Lynette Hines</i>) • Lynette went through the Income/Expense Statement. (<i>pp. 2-3 of the Financial Report</i>). • Theatre Scarborough has closed the year with a net loss of \$6.8K. • Lynette went through the Comparative Income/Expense Statement (<i>pp. 4-5 of the Financial Report</i>). • Question: Jim Hyslop asked whether Lynette felt that TS is financially recovered from the Covid period, or at least on the way. Answer: We are not quite back at pre-Covid level, but are showing steady increases. • Question: Anthony Jones asked about the TS honorarium entry. Answer: Lynette described the large number of positions and shifts per position that are thanked with an honorarium. • Lynette went through the Balance Sheet (<i>pp. 6-7 of the Financial Report</i>) and shared the 3-year Budget. • The balance sheet balances. • Lynette described the process of generating the 3-year budget and how it is used. • Lynette went through the Status of Gift Certificates. (<i>p. 9 of the Financial Report</i>). • The procedure for dealing with deferred ticket purchases was reviewed (see details in Section 5 of the Financial Report). Thanks go to Mike Scott for the initial work and to the Box Office team for their work this year in prompting patrons to converting gift certificates to ticket purchases. • MOTION: To accept the Season 2023/2024 Financial Report as presented. Moved by Duane White, seconded by Len Henderson. CARRIED with one abstention.	

Commented [CW1]: Lynette, on that page of the Financial Report you need to correct the word "understood" to "undertook" above the bullets.



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Season 2021/2022 Notice to Reader (<i>Lynette Hines</i>) Question: Bill Simpson asked about the process behind the Notice to Reader and how the accounting firm ascertains the validity of the information provided to them. Answer: Lynette explained how the process is carried out and information is verified. Accountant Alexandra ten Kortenaar also responded to the question with a description of the steps involved. MOTION: To approve the Season 2022/2023 Notice to Readers as provided by Hogg, Shain & Scheck Professional Corporation. Moved by Lynette Hines, seconded by Greg Nowlan. CARRIED.	
Approval of the Season 2024/2025 Accounting Firm (<i>Lynette Hines</i>) Question: Ian asked how often the Treasurer is in contact with the Accounting Firm. Answer: Lynette responded that most of the contact is clustered around fiscal year-end and in the months following the Treasurer's submission of the financial package. - Lynette proposed that we renew our agreement with the accounting firm of Hogg, Shain & Scheck Professional Corporation (HSS) MOTION: To appoint Hogg, Shain & Scheck Professional Corporation to provide Theatre Scarborough's Season 2023-2024 "Notice to Reader." Moved by Lynette Hines, seconded by Carol Wells. CARRIED.	
Presentation of Annual Awards - The Elspeth Simpson Memorial Award (for exceptional service to the group combined with concern for the environment), presented by Dot Routledge and Katherine Turner. - Dot presented to honoree Julio Torres. - Katherine presented to honoree Anthony Jones - The Rhoda Silzer Memorial Award (for volunteerism with passion, commitment and a welcoming spirit in a non-cast capacity), presented by Dot Routledge to Elizabeth Van Wyck. Dot noted that it was Rhoda who encouraged Elizabeth to found the SMTY program and so this honour seems especially resonant. Theatre Scarborough awards were presented as follows: STG – Len Henderson presented to Holm Bradwell. SP – Katherine Turner presented to Vivian Lockton and Eileen Dalton. SMT – Dot Routledge presented to Shannon Cottrell - Ian gave thanks to everyone for all their hard work this past year.	
Feedback from the Members No questions or comments were raised.	
Elections to the Season-2024-2025 PH66/TS Board of Directors - Ian turned the chair over to Len Henderson for the election portion of the meeting. Presidents on the Board: <u>Olivia Jon (SMT)</u>, <u>Katherine Turner (SP)</u>, <u>Len Henderson (STG)</u>, are automatically members of the TS Board. Election of President – one nomination was received – <u>Dot Routledge</u>. Dot Routledge is acclaimed as president of Theatre Scarborough for Season 2024/2025. Election of Vice-President – one nomination was received – <u>Greg Nowlan</u>. Greg Nowlan is acclaimed as president of Theatre Scarborough for Season 2024/2025. MOTION to acclaim Dot Routledge as President and Greg Nowlan as Vice-President: Moved by XX, seconded by Larry Westlake. CARRIED. A minimum of 6 and maximum of 8 Members-at-Large are allowed and 5 have been nominated. The following are therefore acclaimed as members-at-large for Season 2024/2025: <u>Lynette Hines</u>, <u>Erin Jones</u>, <u>Susan Sanders</u>, <u>Duane White</u> - Len opened the floor to nominations for Member-at-Large. <u>Vivian Lockton</u> self-nominated	



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	and received the requisite seconders.	
	• MOTION to close nominations for Member-at-Large: Moved by Len Henderson, seconded by Greg Nowlan. CARRIED. • A minimum of 6 Members-at-Large are allowed and 6 have been nominated. • Thus, the 6 individuals were acclaimed as TS Members at Large. • Ian will stay on the Board as Past President. • Ian thanked outgoing Board member Carol Wells for her contributions.	
	Next Steps and Adjournment • 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 14, 2024, via Zoom. The chair declared the meeting adjourned.	
	Adjournment: 9:26 PM	

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