THEATRE SCARBOROUGH

MINUTES of Theatre Scarborough (Playhouse 66) Annual General Meeting

August 27, 2025, 7:00 PM, By Zoom.

Members Present	Mike Scott (Zoom moderator), Linda Brent, Judy Porter, Wendy Miller, Heather Hyslop, Jim Hyslop, Bill Simpson, Carolyn Williamson, Trevor Whitmore, Jan Harvey, John Mallet, Elizabeth Van Wyck, Gary Prudence, Julie Adams, Sheila Gatensby, Jennifer Bakker, Darlene Thomas Arrived partway Jennifer Bakker, Denise Daly, Andra Bradish, Lorin Beiko, Darlene Thomas, Karen Direkze, Tori Waller, Shivdas Pai, Valerie Lusted
Season 2024/2025 Board Members	Dot Routledge (President), Greg Nowlan (Vice President), Lynette Hines (Treasurer), Erin Jones (Recording Secretary), Len Henderson (STG President), Olivia Jon (SMT President), Vivian Lockton (Member at Large), Duane White (Member at Large), Susan Sanders (Member at Large), Katherine Turner (SP President), Ian Fox (Past President), Anthony Jones (Member at Large)
Department Heads **Regrets**	Mark Parent (Box Office Co-manager), Wendy Miller (Box Office Co-manager) Rhoda Brachman & June Bedford (TS Refreshments)
Guests	Alexandra ten Kortenaar (Hogg, Shain & Scheck), Catherine Caufield

	Item	Actions
1.	**Opening Items** *(Dot Routledge)* • The meeting was called to order at 7:04 PM. Members of each group are allowed to vote. • Katherine Turner gave the Land Acknowledgement. • Mike Scott reviewed the Zoom guidelines. • The agenda was reviewed. **MOTION: To adopt the agenda (attach 1)**. Moved by Ian Fox, seconded by Susan Sanders. **CARRIED**. • Minutes of the previous AGM (Season 2023/24) of August 28, 2024 **MOTION: To approve the minutes of the August 28, 2024 AGM.** Moved by Katherine Turner, seconded by Lynette Hines. **CARRIED**. • Dot introduced the 2024/2025 TS Board.	
2.	**In Memoriam** *(Dot Routledge)* The following members were honoured Alan Reid, Alex Bortouzzi, Andrew Horbatuik, Andy Smith, Annette Nathanielsz, Charmaine Huculak, Christa Weber, Geri Gans, Julie Mclaughlin, Karlos Griffith, Keith Bolton, Marg McLafferty, Marilyn Brady, Ori Siegel, Pat Agnew, Reva Lawry, Rhoda Silzer.	

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3.	**PH66/TS Season 2024/2025 Annual Report, (attach 3)** **President's Message** *(Dot)* ● Honoured to serve at President this season. How you can help your groups: run like a business, professional level customer service, sponsorships, partnerships. Our working boards commit themselves to day to day work. Consider stepping up and helping in some capacity. On a project or with some experience you bring. Box office, proof read grants, coordinating volunteers. Learn some new skills. Reach at to theatrescarborough.com or to each board for more information. **TS Mandate** *(Dot Routledge)* ● TS was formed so that SVRC could deal with one point of contact. The TS mandates includes the box office, theatre refreshments, Liaise with the City of Toronto and SVRC, the TS website, theatre clean up, Marketing and Publicity, Community Outreach and Hearing assist devices. Looking for someone to look after the DEI activities. **Highlights of Box Office Report** *(Wendy Miller)* ● Wendy presented the report. There were many volunteers to recognize. Heather, Rachel Levit, Paula Wilke. This year was spent cleaning the box office. We have new printer and expecting a new shredder. Looking to install purse hooks. ● 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. **City of Toronto Relationship** *(Lynette Hines)* ● Lynette presented the report. ● We have built relationships but people have left (e.g. Conrad) and we are now working with the new contact. ● Ian: there is a lot of staff turnover as well as over worked staff. The bureaucracy makes things slow. ● Katherine: There is value in building our relationship with Paul Ainslie is the City Counsellor/Deputy Mayor. **Highlights of Community Partnerships Report** *(Katherine Turner)* ● Katherine presented the report with details of many events TS participated in and the appreciated volunteers who made this possible. ● Examples: August – Guild Festival Theatre had bus tours and they booked two dates with us. Canada Day parade, Santa Claus parade, East York Parade, Shout out to Rick and Evan MacDonald for use of their vintage cars. Guildwood Day, Taste of the Lawrence, Guild Alive with Culture. 42nd Police Division picnic. Community event at the SBRC. Artisan's market. Center 55 spring forward event. April 12, 2025 Volunteer Recognition Event. ● Please think about ways you can help. We have many events but the same people coming to them. ● Huge shout out to Val Lusted for her outreach work. ● Many nominations and awards amongst the three groups at the ACTCO event. **Policies, Practices and Governance** *(Lynette Hines)* ● Lynette presented the report. We have several policies that we review. An example is our move in/out checklist which was updated. Please reach out to next year's board if you are interested in assisting.	**Action**: Board to reach out to Paul Ainslie.

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<tr><th></th><th>Item</th><th>Actions</th></tr>
<tr><td>4.</td><td>PH66/TS Season 2023/2024 Select Initiatives (attach 3)
How Does SVT Lease Work? Progress on our new SVT Lease (Lynette Hines)
● Lynette presented the report. Working with a lease on hold is not uncommon given the staff shortages.
● We have a Below Market Rent lease and pay $2/year for rent. Our share is 14% of the operational, utilities, and custodial costs. There is supposed to be a reduction in our custodial cost since they have indicated we are responsible for cleaning.
● The City is supposed to send our Common Fee Invoice and they are a few years behind.
● A couple of years ago, we got a solid draft lease developed. An issue is they want to close building at 9 pm and this is a critical issue for further discussion. A new lease as of 2026 will be ten years late.
● Ian: It looks like over 100 organizations that have a similar situation with community tenancy agreements. The City of off loading operating costs.</td><td></td></tr>
<tr><td>5.</td><td>Approval of the Season 2024/2025 Annual Report
MOTION: To accept the Season 2024/2025 Annual Report as presented.
Moved by Erin Jones, seconded by Greg Nowlan. CARRIED.</td><td></td></tr>
<tr><td>6.</td><td>PH66/TS Season 2024/2025 Financial Report (Lynette Hines) (attach 4)
● Lynette went through the Income/Expense Statement.
● Lynette went through the Comparative Income/Expense Statement
● Question: Ian Fox: Who was the sponsor?
○ Jennifer Bakker: A film company that gave donations to multiple local charities.
○ Lynette: Shadow S6
● Lynette went through the Balance Sheet and shared the 3-year Budget.
● The balance sheet balances.
● Some funds owing as of the statement have now been received
● Any funds owing to each of the three groups is paid at the end of the year.
● Lynette went through the Status of Gift Certificates. We converted unused tickets to gift certificates which are being worked through. Closing year with $25K in unused gift certificates.
● Question: Karen Direkze: Capital Assets include costs for lighting when the city off loaded equipment costs to us (purchases of $33K lighting system).
○ Annual inflation is estimated at $3%.
● Question: Jennifer Bakker: Is there an emergency fund?
○ Each group prefers to cover this.
● Question: Karen Direkze: Do the gift certificates have expiry dates? Do all the groups have 50/50 and what happens to the money.
○ The Gift certificates do not have expiry dates. Each group does their own and decide how to use the money.
○ Box Office staff reaches out to unused
● Question: Carolyn Williamson: Are the gift certificates per show or money value.</td><td></td></tr>
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	Item	Actions
	○ The tickets have a monetary value. ● **Question**: Brian Whitmore: do the gift certificates have current value or the value in the year they were incurred. ○ The gift certificates is in actual dollars. **MOTION: To accept the Season 2024/2025 Financial Report as presented.** Moved by Len Henderson, seconded by Duane White. **CARRIED**.	
7.	**Season 2023/2024 Notice to Reader** *(Lynette Hines)* ***(attach 5)*** ● Statements ending in July 31, 2024 presented by the accountant. They align with the Financial report. **MOTION: To approve the Season 2023/2024 Notice to Readers as provided by Hogg, Shain & Scheck Professional Corporation.** Moved by Lynette Hines, seconded by Dot Routledge. **CARRIED.**	
8.	**Approval of the Season 2025/2026 Accounting Firm** *(Lynette Hines)* **MOTION:** To appoint Hogg Shain & Scheck as the external accountants of Playhouse 66 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 Lynette Hines, seconded by Katherine Turner. **CARRIED.**	
9.	**Presentation of Annual Awards** ● The **Elspeth Simpson Memorial Award** (for exceptional service to the group combined with concern for the environment), presented by Len Henderson to **Christine Bonnemaison**. ● The **Rhoda Silzer Memorial Award** (for volunteerism with passion, commitment and a welcoming spirit in a non-cast capacity), presented by Katherine Turner to **Val Lusted**. ● Theatre Scarborough awards were presented as follows: ○ **STG –** Len Henderson presented to **Val Lusted.** ○ **SP –** Katherine Turner presented to **Bill Antoniou** and **Joey McCormick.** ○ **SMT** – Olivia Jon presented to **Elizabeth Van Wyck and Amanda Sinclair** ● Dot gave thanks to everyone for all their hard work this past year.	
10.	**Feedback from the Members** ● Carolyn Williamson: Any improvements from Arts People?. ○ Dot: Since the switchover there were some issues. Outages occurred over Christmas time. In future, we will explore other options. ● Jennifer Bakker: We have a tablecloth and table. Would it be worth investing in a branded TS tent. ○ Katherine: The tent belongs to TS and the three groups. Branding is expensive so we use the banner instead. ● Linda Brent: Would you arrange for a banner for the tent? ○ Katherine: the Purple Banner is present at events. ○ Vivian Lockton: We have also have the banner made for the volunteers. Maybe get a brand for the tent.	

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11.	**Elections to the Season-2024-2025 PH66/TS Board of Directors** *(Len Henderson)* • **Presidents on the Board**: Olivia Jon (SMT), Katherine Turner (SP), Kevin Shaver (STG), 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 2025/2026. • **Election of Vice-President** – one nomination was received – <u>Greg Nowlan</u>. Greg Nowlan is acclaimed as president of Theatre Scarborough for Season 2025/2026. • **A minimum of 6 and maximum of 8 Members-at-Large** are allowed and 6 have been nominated. The following are therefore acclaimed as members-at-large for Season 2025/2026: <u>Lynette Hines, Ian Fox, Erin Jones, Vivian Lockton, Susan Sanders, Duane White</u> • Len opened the floor to nominations for Member-at-Large. No nominations. **MOTION to close nominations for Member-at-Large** Moved by Len Henderson, seconded by Karen Direkze. **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. • **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. • Dot thanked outgoing Board members Len Henderson and Anthony Jones for their contributions. Additional thanks for Mike Scott for moderating Zoom, Len Henderson for elections chair, Lynette Hines for the annual report, Box Office Managers Mark Parent and Wendy Miller, Refreshment Managers Rhoda Brockman and June Bedford, Larry Westlake, Julie Adams, and Wendy Miller (website help), Theatre Coordinator Sidney Auler, Emily Poppel and Jennifer Bakker • **Question**: Judy Porter: can the mailing addresses of the groups be shared? ○ Dot Routledge: addresses are on the website.	
12.	**Closing Activities** • Thank you-s and acknowledgments • Next AGM is **Wednesday, August 26, 2026, 7:00pm** • First Board of Directors meeting is on **Saturday, September 13, 2025, 9:00am via Zoom**. As with all PH66 Board meetings, any TS member is welcome to attend. • Adjourn meeting. • All newly elected Board members to move to a breakout room to attend the post-AGM meeting • **The chair declared the meeting adjourned. Adjournment: 9:09 PM**	