

Playhouse 66 /
Theatre Scarborough

Season 45 Annual Report

August 1, 2023, to July 31, 2024

Message from the President

I am very pleased to have been able to serve as President of the Board of Directors of Theatre Scarborough for the 2023/24 season. We have had some successes but some challenges still remain.

Our patrons are returning and attendance is generally up. Our members and volunteers remain enthusiastic and involved and we continue to attract high quality performers for our shows.

We continue to make strides toward ensuring the safest possible operations and amongst other things we have appointed Emma Hyslop (a career healthcare first responder) to create a detailed operations guide to help us deal with patron emergency and health-related issues.

During the 2023 Xmas show *A Christmas Carol*, Scarborough Players ran a food drive (to Feed Scarborough) which was incredibly successful thanks to the generosity of our members, volunteers, and patrons.

FOH staff have been able to maintain a positive, welcoming atmosphere for patrons while remaining vigilant to the complications that can arise because we are in a public building.

However, in spite of our best efforts, some problems still require solutions.

From a Theatre Scarborough perspective, the temperature control for the theatre has been a top priority. It is not under our direct control, it is an old HVAC system and continues to be plagued by maintenance issues. Hopefully, as we gather data on the problems and continue to make the appropriate complaints to City management, we can anticipate some resolution.

Secondly, we still do not have a new lease for our continued usage of the theatre. It is in "overholding" which means that it continues to renew with no end date. Does this mean that we could face cancellation at any time? Such an action would fly in the face of City Council's stated policy to support organizations such as ours. We are actually very close to coming to an agreement with the City on a new lease. Unfortunately, City staff turnover and their workloads mean that progress is glacially slow and is not likely to change very much in the near term.

Nevertheless, our patrons still want to see the shows produced by our member groups, Scarborough Players, Scarborough Theatre Guild and Scarborough Music Theatre. We are a strong, vibrant and well-managed set of organizations and we will continue to do very well indeed.

Ian Fox, President

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***"To all of our volunteers: Thank you.
Please remember you are the strength of our organization
and we will continue to rely on your commitment."***

Rhoda Silzer, 2021

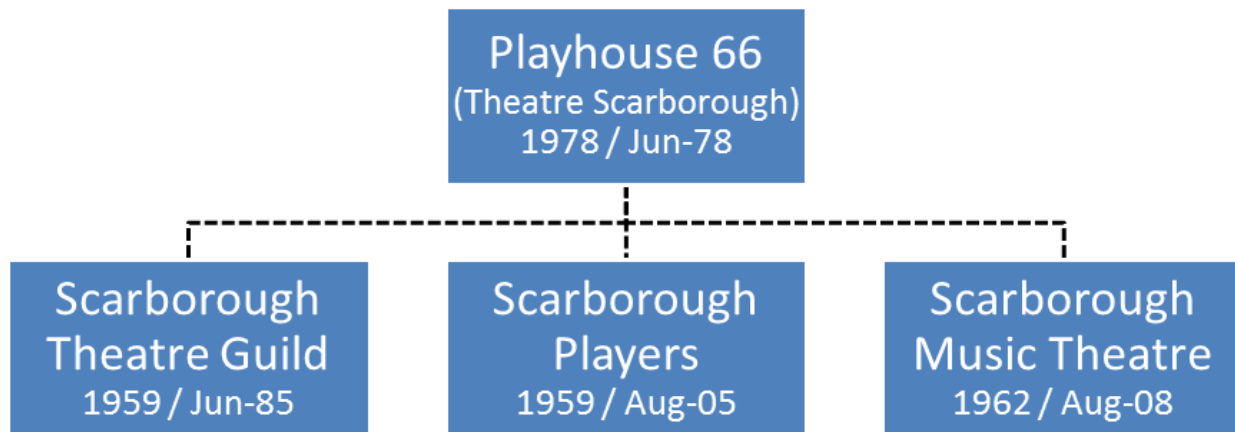
I. Theatre Scarborough Mandate

Theatre Scarborough (TS) was formed at the time of the construction of the **Scarborough Village Recreation Centre** to provide a single point of contact for the City when dealing with the member Performing Arts Organizations (Scarborough Music Theatre, Scarborough Players, and Scarborough Theatre Guild) whilst coordinating the use of the theatre.

Since the formation of TS, other areas of opportunity have been identified that benefit the member performing arts organizations from a single point of engagement. As a result of the Season 2018/19 Community Space Tenancy work, the TS Board identified that the following nine areas need Managers/Leads that report to the TS Board. These Leads can sit on the Board directly or can choose to not sit on the Board, but report to the Board. Currently TS is responsible to:

- 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, Health & Safety lead Emma Hyslop)*
- Coordinate theatre marketing and publicity *(leads Dot Routledge and Mike Scott)*
- Coordinate the operation of theatre refreshments *(leads Rhoda Brachman & June Bedford)*
- Coordinate community partnership activities *(lead Katherine Turner)*
- Coordinate theatre accessibility activities *(lead TBD)*

It behooves TS to continue to look for opportunities to leverage the combined power of the three member performing arts organizations via the harmonious and focused actions of Theatre Scarborough.



The dates indicate date of incorporation vs date registered as a charity.

The three theatre groups neither report to Theatre Scarborough, nor do they have any legal relationship to Theatre Scarborough. The above graphic is only meant to show the co-ordination effort between the four organizations.

II. Key Department Reports

1. The Theatre Scarborough Box Office (*W. Miller/M. Parent*)

Box Office Co-Managers: Wendy Miller and Mark Parent
Arts People Technical Aid: Mike Scott

The Box Office is comprised of three distinct areas:

- Box Office at Home;
- Box Office at the Theatre (during performances); and
- Subscriptions - processing orders and mailing of tickets.

The first two require volunteers to be trained during a 90-minute session. For in-person Box Office work, it is helpful for new volunteers to shadow a seasoned volunteer for 1 or 2 shifts.

Mike Scott continues to take responsibility for the back end – all setup having to do with shows, complimentary tickets, and ticket pricing. He managed the subscription roll-over as well as collecting all information for the Season Brochure.

Wendy and Mark have divided the ongoing work of the box office as follows:

Wendy: monthly statements to the TS Board, answering Box Office emails, banking cash and cheques monthly, ordering ticket stock, liaising with the theatre coordinator regarding booth codes, monthly updates to the box office voicemail, monitoring the post box for mail and setting up the In-Theatre Calendar.

Mark: corresponding with the volunteers regarding shifts and information they need to help them do their job, answering the bulk of the box office phone calls, setting up phone shifts on the At-Home calendar, printing the subscription orders for mailing and this season, organizing the campaign to contact gift certificate holders.

On Tuesdays, **Jennifer Bakker** continues to staff a daytime in-theatre shift and Rec Centre patrons are becoming more aware of this opportunity to purchase tickets in person.

Thanks to our great box office volunteers this season – **Jennifer Bakker, Teresa Bakker, Heather Hyslop, Linda Knox, Gary Prudence** and **Paula Wilkie**. **Julie Jarrett** is our newest volunteer in training and we hope she will be signing up for shifts in 24/25!

In October 2023, the volunteers had an information / get to know you session where we had questions and talked about some issues. We plan to do another one of these in the coming season. In 2023/24, new and renewal subscriptions were received starting mid- February. The early bird deadline was again June 15th. Many patrons are taking advantage of the ability to do their renewals online. Subscriptions are also coming in by phone.

If you are a customer service type person and are interested in volunteering with the box office please contact Wendy at:

boxoffice@theatrescarborough.com

2. Theatre Refreshments (*S. Sanders*)

The Theatre Refreshments mandate is to offer low-cost refreshments to our patrons and to provide an essential revenue stream towards running our theatre. This activity continues to be a valued benefit to both our patrons and Theatre Scarborough operations.

Rhoda Brachman and **June Bedford** have been Co-Managers for Theatre refreshments since 2019/20, and after the COVID disruption they were back to their second “normal” season in 2023/24. They have been doing a *great* job:

- They carefully monitor their product inventory and re-stock the in demand items.
- They monitor changing costs to maintain a reasonable profit margin while keeping pricing as straightforward as possible. As a result prices for drinks and snacks were raised from \$1.25 to \$1.50 in April.
- They ensure that each show is staffed with one or two refreshments volunteers. *More volunteers are always needed!*

Many thanks to Rhoda and June - and their absolutely AWESOME volunteers - for the time they spend maintaining and running the refreshments this past season. Refreshment volunteers get two free passes to the current show.

June Bedford	Dorothy Lee	Claire Richards
Rhoda Brachman	Vivian Lockton	Goldy Rose Sabastian
Gillian Hall	Noreen Oliver	Maria Wu

They also offer a refreshments-perk to those volunteering during a show (FoH, 50/50, backstage personnel). They can obtain their beverages for \$0.50. Although costs have risen, Theatre Scarborough has agreed to continue to offer this perk to our volunteers.

Assistive Hearing

A hearing loop system is available in the theatre that patrons can access with their own hearing aids (if they have a “T-coil” setting), or by using one of our receivers and headsets.

Thank you to **Bob Sanders** who has been responsible for overseeing the units and maintaining the supplies.

- The Assistive Hearing case contains 15 receiver units and 15 headsets along with sign-out slips, Lysol wipes for the headsets, and extra AAA batteries. Each member group assigns a Front of House team member to sign out units for each performance and collect them afterwards.
- The original foam ear pads on the headsets began to break down, likely due to repeated cleanings with the Lysol wipes. All of the ear pads were replaced with more robust ones near the beginning of the season.
- Earlier this season one of the receiver units was no longer working. Cost analysis showed that repair and shipping would exceed the cost of a new unit. The TS Board approved the purchase of three new units, one to bring the complement in the case back up to 15 and two others to be available for future replacements or expand the number available when demand warranted.

While the number of units being signed out recently has increased, we have not yet exceeded the capacity of 15 units. Based upon patron inquiries it *appears* that more may be using the T-coil setting on their hearing aids, but this is only anecdotally based.

3. The Theatre Scarborough Website (*D. Routledge*)

Website lead: Dot Routledge

This year, we finally completed the redesign of our website which launched in time for our single ticket on sale. The site was created using the GoDaddy web builder which is very easy to use, better supports video and social media content, and give us a great deal of flexibility which will make updates much more efficient. We are still in the process of moving our domain over to GoDaddy and there is still some work to be done to move our emails to a Google Workspace environment.

We continue to leverage our website in the following ways:

- Informing our patrons, members and volunteers about our shows, auditions, hiring, AGMs and special events.
- Supporting the box office with up-to-the-minute information for ticket holders.
- Promoting our upcoming subscription season.

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.

www.theatrescarborough.com

4. Scarborough Village Theatre Operations (*G. Nowlan*)

Lead Theatre Coordinator: Sidnei Auler

Various maintenance tasks were carried out this season. For example:

- We replaced the stacking IKEA chairs (they were past their safe usage date) with additional folding chairs.
- We repurposed 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!
- The light ballast in the upstairs washroom was replaced.

An approved St. John's First Aid kit was purchased for the Front of House teams. It is readily available, hanging in the FoH vestibule on the right side as you enter just under the fire extinguisher. A kit with a larger inventory was purchased so that supplies would not have to be replaced as frequently. Thanks to **Susan Sanders** for undertaking this.

Thanks once again to **David Buffham** for volunteering his time and expertise to make improvements to our LED lighting system.

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.

The team would like to encourage all users of the theatre space to contact them at any time with questions, suggestions, or complaints with regards to the theatre space via the email address:

svtech@theatrescarborough.com

- **New in 2023/24: Health & Safety Coordinator**

Longtime Theatre Scarborough member Emma Hyslop suggested creating the position of Health & Safety Coordinator and volunteered to serve in the role. Emma, who works professionally in health and safety, was involved with SMT's production of *Xanadu* in the fall. A couple of incidents brought to Emma's attention that safety procedures for handling injuries could be clearer and participants' familiarity with health and safety procedures could be improved generally. She set a goal to implement documentation and procedures for emergencies.

As a first step, Emma drafted a document: "TS Emergency Procedures & Contact List." It has been shared with the TS Board as a work-in-progress. Future plans include possibly creating tear-out job aids for certain positions.

Of course, of great importance is ensuring that the information is implemented and that participants are well-versed in it. Emma's plan was to lead training with Producers, Stage Managers, and anyone in an action role in a production. She has done a walk-through after each move-in before the Q2Q to confirm production staff's familiarity with Health & Safety. Those involved have found this to be an excellent experience, very thorough and informative. Emma is also looking into possibilities for organizing a training session at the theatre to train many TS members/volunteers at a time.

The TS Board expresses its thanks to Emma for the initiative taken in this important area and looks forward to continuing to learn and improve!

5. Relationship with SVRC Personnel (*I. Fox*)

SVRC relationship lead: Ian Fox

The Rec Centre staff continue to be helpful and friendly. Tim Scherk (Community Recreation Programmer) is the “de facto” Manager of the facility. Karen Kwok has rejoined the Centre staff as Tim Scherk’s deputy and assistant and is very pro-active on our behalf.

We continue to process our permit requests through Tim. Since the theatre lease is in the name of Playhouse 66 (operating as Theatre Scarborough), all permits from any of our member groups are now all in the name of Playhouse 66. An email address (permits@theatrescarborough.com) has been set up to facilitate the exchange of information between member groups and Centre Management but the issuance and review of the permits is still a very time consuming process. Errors sometimes creep in, causing usage conflicts between our theatre groups and other SVRCC programme users. Centre staff can usually resolve these problems but they can be very upsetting when they occur.

Our problems with the HVAC system are well known to Centre staff and if we have an AC failure, they will now raise an emergency work order to address the problem. This is a significant improvement over previous procedures.

However, general maintenance requests are still being given low priority by the City. We still only have verbal, but not written, guarantees that the Centre will accommodate our operating hours and, so far, the City has yet to respond to our request for us to install more visible outdoor signage. Our formal lease expired in 2016 but there is a clause that allows for its indefinite extension that is described as “overholding” and until the City provides us with a suitable Community Space Tenancy agreement, that situation will endure. It is unfortunate that there are many other lessees in a similar situation and City staff turnover helps to exacerbate the problem.

6. Relationship with City of Toronto Personnel (*L. Hines*)

City of Toronto relationship leads: Lynette Hines and Ian Fox

Our relationship with the City of Toronto is focused on two key areas:

- We lease a space (Scarborough Village Theatre) from the City of Toronto, thus we deal with City personnel on lease compliance and lease finances;
- Since we are a community theatre in a City building, we are responsible to the **Arts and Culture** division of the City of Toronto;

As a performing arts organization responsible to **Arts and Culture**, we are required to provide a number of key documents annually to our Arts and Culture liaison. It was only during the work on the CST Lease that we truly understood this annual requirement. However, it is now understood, and the process is well controlled. Unfortunately, this past season our Arts and Culture liaison – who had been with us for many years – left his role. As of this writing, his replacement has not been named. Recent history shows that it is taking the City some time to fill vacancies. The new Board will work with the City to ensure the name of the new liaison is communicated to us as soon as it is available. We will work with the new liaison to aid them in understanding our unique situation and challenges.

We are in a unique position since our theatre is in a recreation centre, and rec centres are under the jurisdiction of **Parks, Forestry & Recreation (PF&R)**. The City of Toronto manages over 150 rec centres, 50 of which have rinks. Our challenge is that only one location also houses a theatre – ours! Thus, when there is rec centre personnel turnover – and that happens surprisingly often – individuals come in with no understanding of how to work with a theatre partner. Our Arts and Culture liaison can be a significant support partner in helping us manage misunderstandings that might arise with our PF&R partners new and old.

As a result of COVID, we made many new contacts at the City within their Finance department. This has been very valuable as we managed such activities as COVID rent deferment, sudden CAM Fee invoices, and clarifying the financial wording in our in-development CST lease. As of this writing, the City has still not filled the vacant “main finance contact” role. This year, we built a stronger

relationship with the individual who does the work, and communications have been smooth there, but there is only so much she can do. The City continues to experience a higher resource turnover than normal, and we continue to be as patient as possible as we work through our various time-sensitive requirements.

We look forward to continuing to grow these relationships, including conducting orientation sessions for new contacts when role changeovers occur.

7. Community Partnerships (K. Turner)

(The Community Partnerships Lead is Katherine Turner)

Good theatre practitioners know the value of stealing a good idea particularly when it illuminates and clarifies action. **Valerie Lusted**, Community Outreach Volunteer at STG, at a recent meeting, shared the idea of **ComeUnity**. At that meeting, participants from all three groups worked through a list of ideas to promote the productions and connect with community.

Connecting with community often falls within the scope of TS Community Outreach when all three groups collaborate, connect and promote all productions. As the community is coming back post-pandemic, more and more opportunities are arising. Here's what happened in 2023-2024.

Scarborough Arts, Trades and Family Festival September 9, 2023

This was a new event for TS to be held at the Birchmount Road Community Centre. SMT picked up the torch and ran with it. SP was just opening a show so not available, but STG members were also singing for their next show, so joined the fun.

From SMT, a huge thanks to performers **Aidan Ross, Cara Humeniuk, Charlie Davidson, Janet Flynn, Judy Gibson, Justin P. Douglas**, and **Olivia Jon** along with the cast of Scarborough Theatre Guild's *You'll Get Used to It: The War Show* (directed by **Larry Westlake**) and to pianist **Ethan Rotenberg** for volunteering their time. Also, kudos to **Keith Hebert, Sandy Robb** and **Jan Harvey** for help with technical set up and running the booth at the festival.

The event had its difficulties as parking around the Community Centre disappeared due to the ongoing re-building of the hockey arena.

December Food Drive for Feed Scarborough 2023

Community helping Community!

During Players' run of *A Christmas Carol* and SMT's *Christmas Cabaret*, the Community was invited to bring food items, new clothing and pet supplies for Feed Scarborough.

Thanks to the ACC team whose closing strike duties included boxing and sorting donations. Thanks to Feed Scarborough for agreeing to send their truck on Wednesday, December 20 to pick up the food. Thanks to STG, **Linda Ramsay** and the *Death of a Salesman* team who graciously let us store the food in the loft until December 20th.

Thanks to the team who joined in on December 20th to finish the packing and to take all the food back downstairs to the loading doors – **Ken Gray, John Pirker, John Anderson, Tom Bakker, Teresa Bakker, Valerie Lusted, Greg Nowlan, Mark Tingle**, and **Katherine Turner**. John, the Feed Scarborough truck driver was amazed at the amount of food and most thankful. Scarborough Players also received \$847.00 in cash donations to give to Feed Scarborough. Audiences were also encouraged to donate directly online to them.

The Community Spirit continued when STG ran a Food Drive during the run of *Trap for a Lonely Man*.

Guildwood Day- June 1, 2024

A team of volunteers participated in Guildwood Day Parade and handed out our 2024-2025 season brochure. Residents of Guildwood are our potential audience and they often do not know the theatre is just west of them or they confuse us with the Guild Renaissance Theatre. It was great to be part of

the parade again with thanks to **Evan and Rick MacDonald** who brought their wonderful vintage cars with **Melissa Wood** and **Maureen McMorro** holding our banner in front with help from **Rhonda Upshaw, Christine Bonnema**, **Valerie Lusted, Scott Baker** and **Andra Bradish**.

After the parade, **Jessica McQueen-Bird, Darlene Thomas, Lorin Beiko,** and **Katherine Turner** joined everyone at the TS Booth. It was a perfect day to hand out season brochures and talk about theatre. Thanks to **Greg Nowlan** for setting up and striking the booth with help from all the volunteers.

East York Canada Day Parade July 1, 2024

From Valerie Lusted, STG Outreach

Not only am I a proud Canadian, I felt proud at the success of our collaborative efforts at the July 1st parade.

We gave out all our flyers and 24/25 season brochures, we created smiles along the parade route AND we had time for some socializing afterwards. Special thanks to **Andra Bradish** for helping us present as a united 1920s themed group, in support of East York's 100th anniversary. The playlist on Rick's truck helped create some ambiance, and carrying the Theatre Scarborough banner helped identify us to everyone along the parade route. Following Evan in his T-bird with the Grand Marshall (Centurion **Joyce Crook**) at his side gave us a visible presence at this well attended celebration.

Thank you so much for taking the time to support Theatre Scarborough and its three sister companies.

Taste of Lawrence July 6 and July 7, 2024

From Olivia Jon and the SMT Report to Members

This year SMT was again invited by the Taste of the Lawrence festival to perform on the Family Stage. 8 performers (including 6 current and 2 alumni) took to the stage to perform 14 songs and talk about Theatre Scarborough. The weather was great, and the festival was quite busy. The performers drew a tremendous response from the audience.

Five volunteers handed out brochures in the stage area during the performances. Each wore a headband with blue bobbles or SMT shirt so they could be easily identified by festival goers. Over the course of the 90 minutes that SMT was performing the volunteers gave out 2 boxes of brochures. 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**.

The Guild Alive with Culture July 27 and 28, 2024

This is an important event as folks from across the GTA attend. It is an opportunity to speak with potential new audience members, potential new volunteers and to hand out over 1,000 brochures. It is wonderful to meet people – some who are very disappointed to live so far away from our fabulous community theatre. Volunteers are needed to be at the booth from 10:00 a.m. – 5:00 p.m. each day. We make sure extra volunteers are available to be by the Greek stage when SMT performs.

This year, changes were made about how performers were booked. SMT developed a strong working relationship with Guild Festival Theatre and was invited to perform this year. They were given four 30-minute slots, 2 on each day. Thanks to performers **Olivia Jon, Sarah Stapleton, Carys McDonald, Twaine Ward,** and **Justin P. Douglas**. They sounded amazing!

Thanks to **Greg Nowlan, Valerie Lusted** and **John Anderson** for their help setting up the booth on Friday, July 26th.

Thanks to these volunteers who talked up Theatre Scarborough over 2 very hot days – **Elizabeth Santos, Andra Bradish, Mary Nowlan, Maureen McMorrow, Christine Bonnemaision, John Anderson, Valerie Lusted, Tristyn King, Eileen Dalton, Susan and Bob Sanders, Judy Bobryn, Cheryl Waith-Taylor** and **Katherine Turner**.

Thanks again to **Greg Nowlan, Mary Nowlan** and **Katherine Turner** for striking the booth on Sunday evening. Thanks always to Councillor Paul Ainslie and his team of Volunteers who make this such a successful event.

Looking Ahead...

Other events continued through August and will be reported next year. Looking ahead, we may need to refresh our banners and standing signs or at least, have a few more to support this work. Currently the booth and other supplies are stored at the Players' unit.

Please watch your group's newsletters for calls for Volunteers to help at events throughout the coming season. Our goal is to engage more members in these events, so the core group of volunteers do not burn out. The call has now gone out for Volunteers for the **42 Division Police Picnic** on **Saturday, September 14** along with **Scarborough Village Community Garden event** on the same day, same time. **Valerie Lusted** is coordinating, please contact her at vlusted@rogers.com Check your newsletters for details.

Community helping ***ComeUnity!***

III. Select Initiatives

1. Status of our SVT Lease with the City

(The SVT Lease activities were led by Ian Fox and Lynette Hines)

You might recall that the current lease TS has with the City of Toronto for SVT (Scarborough Village Theatre) expired in 2016. You might recall that at the end of Season 2018/19, TS had been working with the City on their new CST (Community Space Tenancy) application process. In April of 2019, the TS Board had completed the requisite 20-page prose application and attached the requisite 15 attachments. We were told that the application then had to go to Council.

We inquired in November 2019 for an update on our application and were advised it had yet to go to Council. We inquired in February 2020 for an update on our application and were advised it had yet to go to Council. We inquired in May 2020 — asking if the CST process was now on hold due to COVID — and that assumption was confirmed.

During COVID, the TS City liaisons made many excellent contacts within the City.

- We were approved for indefinite rent deferment during the pandemic;
- We were introduced to a senior individual within the City who can give us any introduction that is immediately responded to;
 - ***Both individuals have now left their roles, and we are without replacements.***
- We identified that we had been in overholding since 2016 and that we were keen to get a new lease. We were connected with a City “lease writing contact” to commence the concentrated work to draft a new lease together.
- We were assured the lease writing was a ***negotiation*** and that we would have open input throughout the process (*mostly true so far*).
- We were assured that we would be part of the new Proportionate Share discussion (*mostly completed. We can confirm once we receive our next CAM Fee Invoice*).
 - Work on the accurate Proportionate Share was completed where it was confirmed that we occupy 14% rather than 17% Proportionate Share;

Since then, Ian and Lynette had several open virtual meetings with our partners at the City to draft a new CST lease. Regular updates were provided to the Board, as well as updated drafts of a new lease. We had hoped to have a new lease by August 1, 2022; by August 1, 2023; and by August 1, 2023. As at writing, we still do not have a new lease.

This season, many of the Board members were able to attend a City TownHall with other BMR/CST members to discuss their shared experiences. Not certain if it was good or bad news that most participants were experiencing similar frustrations to ours, and many still did not have a new CST lease.

The DRAFT of our CST lease we currently hold still contains the one outstanding item to resolve.

We engaged a lawyer this past season to review our lease and reach out to the City. Although the review was helpful, he was unable to resolve our remaining outstanding issue.

Theatre Scarborough will continue to partner closely with CRE (Commercial Real Estate) during Season 2024/24, investigate new strategies, and aim to have a new lease before our next AGM.

2. The Season 2023/24 Bylaw Refresh!

(The Bylaw refresh team was led by I. Fox, L. Hines, O. Jon, E. Jones, and D. Routledge)

The Theatre Scarborough Bylaws were refreshed in Season 2020/21. At the time we knew we'd have to refresh them again prior to October 2024 to fully align them with the new ONCA (*Ontario Not for Profit Corporations Act*) requirements. That's what this refresh was focused on.

Process for the review

- Focus of the refresh was to align with the nominal ONCA requirements, and make any final adjustments to improve Theatre Scarborough governance operations;
- Bylaw team was formed and met several times to develop their recommended changes;
- Changes were shared with the Board. An off-Board meeting was held to discuss recommended changes in depth. Email feedback was received and incorporated;
- Changes were shared with the members (members of SMT/SP/STG), and two TownHalls were held for members to review the changes, and discuss any other opportunities. Email feedback was received and incorporated, where applicable;
- New DRAFT bylaws were approved by the Board and the "change package" was shared with the membership in advance of ratification by the members at the AGM.

Salient recommended changes

For a full list of the changes, please see the AGM handout "PH66 Bylaws CHG-notes, 24-07-25" which details all 15-changes. However, the more significant changes include:

- Changing the number of "members at large" from **six** to **six to eight**;
- Adding a role description for "Member at Large";
- Changing the number of members required to call a Special Meeting from 20 to 10;
- Changing that the Board can make amendments to the bylaws – mid-season – with two thirds plus one of the entire Board vote. The membership could ratify or overturn those amendments at the next AGM.

The Board believes these changes will aid the Board in serving the needs of the membership.

The bylaw team thanks everyone for their commitment to Theatre Scarborough and their contribution to this bylaw refresh exercise.

IV. Appendices
1. Season-2021/22, List of Theatre Scarborough Donors

Theatre Scarborough would like to thank our thoughtful 74 donors for their most generous donation this past season (total of \$63,894). Your support is deeply appreciated.

NOTE: This is a listing of those donating **DIRECTLY** to Theatre Scarborough

Platinum Level Supporter - \$1,000+

Ian Fox
Luella & Tom Stephens

Gold Level Supporter - \$500 to \$999

Patricia Cash
Christopher Northey

Silver Level Supporter - \$250 to \$499

Roland Beauregard
Geoff Crewe
Charles and Barbara Cutts
Jerry Daca
Elizabeth King
Diane and Daniel Lang
Peggy Simionati

Bronze Level Supporter - \$50 to \$249

Patti Andrews
Felicity Bain
Dale Bartlett
Jane Bazarkewich
Kathleen Bennett
Nancy Beverly
Mary Blazo
Suzanne Bond
Susan Booker
Susan Boyce
Kim Brown
Rosemary Brown
Ian & Donna Campbell
Robin Collard
Shonagh Crawford
Patricia Dalrymple
Jeanette Del Carlo
Catherine Dolan
Rob & Ann Ewan
Lilia Fitzpatrick
Elizabeth Fletcher
Jennie Garde
Ian Hale
Lynette & David Hines
Barry and Betty Hitchcock
Aggie Hoogeveen
Lida Hoogeveen
Sheila Hultquist

Sandra Imada
Doreen Jackson
Cheryl & Mark Johnson
Sharon A. King
Bradley L Kirk
Sheri Kowalski
R Barry Krentz
Josee Lambert
Catherine Lenihan
Gillian MacCausland
Claire Maclean
Eleanor MacLeod
Elizabeth Marshall
Douglas G. Maunder
Valerie McDonald
Joan McIntosh
Terry McLeod
Wendy L Miller
Kay Minter
Marg Misener
Micheline Mistruzzi
Ann Moore
Cyril & Sandra Muhic
Jackie Nicholson
David & Myrna Pagan
Jean & Mel Particka
Karen Pilotte
Jean & Lloyd Porter
Kim Reid
Joe Robinson
Laurie Robinson
Wendy Rymal
Shirley Scott
Jo-Anne Seeley
P J Sellors
Frances Seymour
Gladys & Allen Snelling
Heather Stewart
Olive Store
Peter Sweet
Gloria Tellis
Chantal Thomas
Will Van Der Zyl
Stephanie Watson-Lodge
Dennis Wilson
Corinne Winnett
Linda Young

**Supporter of PH66
- \$20 to \$49**

Alexandra Ardern
Janice Austin
Raymond & Judy Boyer
Linda Chamberlain
jason collette
Charles Cormier
Debbie Davy
Marian Dayal
Manisha D'Souza
Angela Eagan
Zinta Erdmanis
James Galbraith
Deborah Gargrave
Deborah Gilmore
William Guest
Carol Hanlon
Joan M Harvey
Stuart Hayhurst
Susan Hill
Margaret (Peggy) Irwin
Ann Jackman
Yvonne Laborde
Arlene Lancin
Jennifer LeBlanc
Laura Leblanc
Karen Manuel
Jessica McQueen-Bird
Anita Millar
Al Mladenoff
Rose Nishiyama
Pamela Parsons
Robert Rainford
Valerie Russell
Fay Sieger
Mary Ellen Steele
Harry Jay Thompson
Esther Tilley
Bonnie Waters
Bill Whitbread
Robert Ziemendorf

2. Season 2023/24 Theatre Scarborough Volunteers

A number of remarkable people put in hundreds of hours every year to help ensure that Theatre Scarborough runs as smoothly and effectively as possible. Just some of the volunteer activities executed by these individuals include: Box Office Operations, Theatre Operations, Theatre Refreshments, Community Outreach activities, and the TS Board of Directors.

TS thanks the unbelievable support we received from this season’s **80+** volunteers, and the hundreds of hours that they generously give to Theatre Scarborough in order to support our productions throughout the year. However, we can never have too many volunteers. Please consider volunteering next season!

(Our deepest apologies for any names that we may have missed. If you feel your name was missed, please let us know, and we can correct the master copy.)

John Anderson	Cara Humeniuk	Gary Prudence
Sidnei Auler	Emma Hyslop	Linda Ramsay
Scott Baker	Heather Hyslop	Claire Richards
Jennifer Bakker	Julie Jarrett	Sandy Robb
Teresa Bakker	Olivia Jon	Aidan Ross
Tom Bakker	Erin Jones	Ethan Rotenberg
June Bedford	Tristyn King	Dot Routledge
Lorin Beiko	Linda Knox	Goldy Rose Sabastian
Judy Bobryn	Dorothy Lee	Bob Sanders
Christine Bonnemaision	Vivian Lockton	Susan Sanders
Rhoda Brachman	Valerie Lusted	Elizabeth Santos
Andra Bradish	Evan and Rick MacDonald	Mike Scott
David Buffham	Carys McDonald	Sarah Stapleton
Eileen Dalton	Shannon Mcleod	Darlene Thomas
Charlie Davidson	Rachael Mcleod	Mark Tingle
Justin P. Douglas	Maureen McMorro	Katherine Turner
Janet Flynn	Jessica McQueen-Bird	Rhonda Upshaw
Ian Fox	Wendy Miller	Cheryl Waith-Taylor
Judy Gibson	Chris Northey	Tori Waller
Georgia Grant	Greg Nowlan	Twaine Ward
Ken Gray	Mary Nowlan	Carol Wells
Gillian Hall	Noreen Oliver	Larry Westlake
Jan Harvey	Mark Parent	Duane White
Keith Hebert	Avi Petliar	Paula Wilkie
Len Henderson	John Pirker	Melissa Wood
Lynette Hines	Emily Pople	Maria Wu

