**Alumnae Theatre**

**Annual General Meeting 2016-2017**

***Draft 2***

**Date:** June 18, 2017

**Location:** Alumnae Theatre: Main Stage, 70 Berkeley Street

1. Call to Order 2:40

1. President’s Welcome – Brenda Darling
2. Review of Minutes of AGM 2016 **Motion:** That the June 2016 minutes be approved as amended. **Moved**: Joan Harvey; **Seconded**: Jane Carnwath **Carried**
3. Report of the Treasurer by Financial Administrator - Susan Q Wilson
	1. Audited Financial Statements 2015-2016 were presented to the ATC membership for information. (See “02 AGM 2017 Fin Statement Signed 2015-2016”) **Action: Susan** agreed to ask the auditor to increase the type size on the report.
	2. The Production Reports for 2016-2017 were received.
		1. 03\_01 AGM 2017 This Production Report
		2. 03\_02 AGM 2017 FireWorks Production Report
		3. 03\_03 AGM 2017 Gut Girls Production Report
		4. 03\_04 AGM 2017 NIF Production Report
		5. 03\_05 AGM 2017 Clean House Production Report

**Action: Susan** is to make changes related to a seat discrepancy.

* 1. The Production Report Summary 2016-2017 was received. (See “03 AGM 2017 Production Summary 2016-2017”)
	2. The Board of Management Report 2016 was received. (See “06 AGM 2017 Board of Management 2016”)

Catherine explained the cost over runs. They were related to repairs and improvements. Additional funds were sought the alumnae Board of Directors to cover the costs. **Action: Catherine** will check why Fire Inspection was double the estimate.

* + 1. Telephone costs have been reduced by nearly 50% which represents a $200 cost saving per month.
	1. Statement of Cash/Investments as of June 15, 2017 was presented. (See “07 AGM 2017 Statement of Cash and Investments 2016-2017”)

 **Motion:** “That the Treasurer’s Reports be accepted as read.” **Moved:** Barbara Larose **Seconded**: Carina Cojeen **Carried**

 **Motion:** “That Hogg, Shain and Scheck be appointed auditor for the 2016- 2017 season and that the Board be authorized to set their remuneration”. **Moved:** Barbara Larose **Seconded:** Molly Thom **Carried**

1. Summary Reports by Directors of the Board were presented. (See attached reports.)
	1. President – Brenda Darling (01 AGM 2017 Reports – p. 1)

 Brenda introduced new members: Julie Chandler, Adriana Salvati, Emilie Callan, and Jessica Ducharme, present for the meeting. It has been a busy and productive year featuring successful productions, growing membership, and visioning for the future. This included success in getting a Canadian Heritage Grant in support of celebration of ATC’s 100th anniversary season

1. VP Membership – Prepared by Liz Best. Read by Carolyn Zapf. (01 AGM 2017 Reports – p. 24) This season, Alumnae membership was 146: the highest in five years. We welcomed 25 new active members and 10 new supporting ones.
2. VP Theatre Manager – Catherine Spence (01 AGM 2017 Reports – p. 5)

The year featured ongoing work on building infrastructure and the installation of new lobby features such as the photomural. Health and safety issues are being monitored and addressed on an ongoing basis.

1. Training & Development – Ellen Green (01 AGM 2017 Reports – p. 7)

 Training and Development was busy this season with much help from many Alumnae Members. Marketing has been essential to the success of projects this season. Along with Andrea Brown's excellent *Alumination* newsletters and bulletins, thanks go to Teresa Bottaro and her team for a great job.

1. New Play Development – Ramona Baillie offered a brief summary of the reports in the AGM package written by New Play Development Coordinator, Mary Barnes Amoroso, and Fireworks festival Executive Producer, Molly Thom. (01 AGM 2017 Reports – p. 9) Both reported on a busy and successful year.
2. Marketing and Promotions – Teresa Bottaro (01 AGM 2017 Reports – p. 12) Teresa has assumed the role of Marketing Director and manages a team that collaborates with Audience Development. A marketing communications plan is in place for the 100th anniversary season. Social media, public relations, and development of print materials are part of the wide-range of work done by the team.
3. Audience Development – Carina Cojeen (01 AGM 2017 Reports – p. 11) Carina reported her role this year has been mostly to assist the marketing coordinator to reach out to an external audience via emails. Open rates range from 32% to 47%, which are higher than the industry average of 26%.
4. New Ideas Festival – Carolyn Zapf (01 AGM 2017 Reports – p. 15)

 The 2017 festival was a great success, both artistically and financially. NIF was proud to present an all-Canadian festival this year.

1. Main Stage – (read by Brenda Darling) (01 AGM 2017 Reports – p. 19)

Joanne Williams and her team created a vibrant, contemporary main stage program: *This* by Melissa James Gibson directed by Rebecca Ballarin; *The Gut Girls* by Sarah Daniels directed by Maya Rabinovich; *The Clean House* by Sarah Ruhl directed by Ali Joy Richardson.

1. Discussion about the Board reports followed.
* **Suggestion:** We should look into 50% of cast being ATC members and giving preference to in-house directors if are of same ability as other applicants. This is in the production manual. **Answer:** We will look into it.
* **Suggestions:** Phone individuals, send individualized emails, and hold open casting.
* **Question:** Why if you are cast, are you not required to become a member? **Answer:** Good idea but what about the men?
* **Suggestion:** What about a performance fee for both men and women? (And if you’re a member, you don’t have to pay.) All community theatres do it. Can tell them that the performance fee for our insurance.
* **Question:** Have a MOU written up for producers and directors to sign. Board to acknowledge it. **Answer:** Is a good idea to follow up on.
* **Question:** Can we have more access to rehearsal space rather than allotting it to rentals? **Answer:** We need the income.
1. Summary Report by Departments

Rentals Managers– Susan Q Wilson (read by Rhona Bennett) (04 AGM 2017 Rentals Report 2016-2017) Rental rates were reviewed this year and raised to be more into line with those of similar venues in the city.

* 1. Interim FOH Manager – Catherine Spence (01 AGM 2017 Reports – p. 20)

 Liz Best noted as a great help. The lack of an overall FOH coordinator last season created communication challenges. However, FOH for individual productions was handled by experienced members.

* 1. Bar Manager – Shelley Cahill (read by Catherine Spence)

Bar sales were good this year with a 43% profit.

* 1. Archivist – Catherine Spence (01 AGM 2017 Reports – p. 22)

The archives collection continues to grow with additions of production reviews and photos, etc. Robin Whittaker continues to work on the ATC history project. The book is slated to be published late in 2018. It is hoped some preview materials will be available in advance.

1. Oral Reports from the floor were received.
	1. Raizie Brownstone “Props report”. Props collection grows but props people are buying what we already have and leaving things we don’t need. It is hard to keep ahead of the inflow.
	2. Margaret Spence gave wardrobe report. She led a clean up to deal with a moth problem and discard costumes. She was assisted by Jane Chavennes, Toni Hanson, Anne Harper, Andrea Brown, Catherine Spence, Martha Spence, Joan Burrows, Kay Randewich, and Peter de Freitas. Wardrobe clean-up is ongoing. Margaret offered a big thank you to those who helped her.
2. Discussion about the Department reports followed.
* **Recommendation:** Make it possible for box office to be able to receive payment by VISA, Mastercard, and debit card. **Answer:** This is coming by Friday, June 24.
* **Recommendation:** Make more of our possibility to collect donations online.
* **Recommendation:** Be sure we are able to issue tax receipts.
* **Question:** Who is publishing the history? **Answer:** We don’t know but it is an academic publisher. **Action: Catherine** to get name of publisher for Anne Tait.
1. Brenda reported on the Canadian Heritage Grant and what the ideas are that are under consideration. This grant is to compensate artists’ contributions to the celebration of ATC’s 100th anniversary season. We received **$20,600** of a total request of  **$63,792.** The board will engage in active discussion with members to determine how best to allocate the funds.

4:10-4:25pm Break

1. Special Thanks and Volunteer Shout Out: Sandra Schneider, Ramona Baillie and husband, Peter de Freitas, Andrea Brown, Jane Chavennes, Toni Hanson, Kay Randewich, Mary Wentz, Tina McCulloch, Brenda Darling, Janine Diamanti.
2. 100th Anniversary Interest Groups

Members were asked to form groups to discuss the following topics with the discussion leaders mentioned below. The discussion leaders made notes of the input for their ongoing work.

* 1. Online Auction Items Procurement & Admin. – Jeanette Dagger, Kathleen Allamby
	2. Gala Oct 20 – organization & invitations - Ramona Baillie, Barbara Larose
	3. Marketing Fall (Neighbourhood BQ, Thirteen Hands, FireWorks) - Teresa Bottaro, Carina Cojeen
	4. Campaign of the Century (fund raising) – Brenda Darling
1. The report of the Nomination Committee was presented by Barbara Larose. (See “08 AGM 2017 Nominations Report (Final)”)
	1. Nominations from the floor for Board positions were invited. There were none. Barbara Larose declared nominations closed. **Motion:** That the new Board of Directors be acclaimed. **Moved:** Brenda Darling **Seconded:** Carina Cojeen **Carried**
	2. The report of the Nomination Committee for Department Head positions was presented by Barbara Larose. She invited nominations from the floor. None were received. Barbara declared nominations closed. **Motion:** to acclaim the new Department Heads. **Seconded:** Naomi Hunter **Carried**
2. Other Business: Members’ announcements about upcoming productions in other venues were received.
3. Adjournment 6:50