



**CITT/ICTS
2013**

ANNUAL GENERAL MEETING MINUTES

Saturday August 17, 2013 at 12:30 (Mountain Time)

The Banquet Room of the Southern Alberta Jubilee Auditorium
14th Avenue NW, Calgary, AB

In Attendance: Approximately 80 Members

Call to Order: 12:45

Welcome Remarks – N Munčs

A “thank you” to our Corporate Members who donated \$5,000 last night at Swag Bingo

This AGM is being broadcast to the Web by STRAIGHT LINE VIDEO NETWORKS

A “thank you” to Christie Lites who have provided power distribution
and a “thank you” to GerrAudio for the audio

1. Approval of the Agenda

Be it moved that the Agenda be approved as amended by the removal of item 7.

Motion: T Fletcher

Second: D Parman

Approved

2. Approval of the 2012 AGM Minutes

Be it moved that the minutes of the 2012 CITT Annual General Meeting be approved as presented

Motion: J McKernan

Second: J Dawson

Approved

3. President's Report – Norberts Munčs

Full text attached

The president recognized Don Waddle for his longstanding contribution to the CITT/ICTS and in particular to this year's conference planning and execution.

4. Treasurer's Report – Thierry Fletcher

The year-end statements are available on the tables.

The CITT/ICTS made \$50,000 on the 2012 London Rendezvous Conference

There is a 40% drop in membership revenue. It is up to the membership to recruit new members and to help retain members. We have lost approximately \$10,000 in membership revenue in 2012/13. Overall, revenue generation has been stabilized over the past few years, by distributing membership renewal over the course of the calendar year and by introducing an early bird registration for conference.

We have built up a significant surplus, which should help us to establish a line of credit for the CITT/ICTS, this was also a personal goal which is close to being achieved

5. Approval of Auditor for 2011-2012

The Treasurer recommends approval of Michael H. Keltz as auditor for 2013-2014.

Motion: T Fletcher

Second: M Harris

Approved

6. National Office Report

Full text attached

7. Regional Section Reports

This item was covered during the Section's meeting this morning and official reports will be posted on line.

8. OISTAT Commission Reports

The OISTAT will meet in September in Cardiff.

The OISTAT is made up of organizations like the CITT/ICTS from approximately 50 countries. G van Hezewyk has been nominated to the executive council of the OISTAT. He hopes to build international connections and will share those with the CITT/ICTS membership.

Peter McKinnon is organizing a workshop in June in Belgium, "Wooden Canvas and Rabbit Glue in the Modern World". This workshop's topic would be on old wooden stage machinery and how it might be revived in the modern world.

9. 2013 – 2014 Board Election Results

The President reviewed those leaving the Board.

He thanked Michael Dickinson for his contribution and commitment to the CITT/ICTS.

The President also recognized that the CITT/ICTS past-president Adam Mitchell was a great board member and president who truly understood the value of the CITT/ICTS; to its members, as well as the live performance industry and the cultural sector. Adam is an individual who understood the rich history of the organization and understands the sometimes difficult steps that brought us to the present and the steps that this organization needs to take in order to ensure its continued growth and relevance in our sector. He continues to be an inspiration to us all.

President recognized the elected members:

M Harris made was made welcome as President-Elect. Mr Harris thanked the membership and the board for their confidence

Karl Simmons, from St. John's Newfoundland; who was previously the Atlantic Region representative is now newly elected to the Board and will continue to the voice from the East Coast.

Elizabeth Wilkie from Edmonton Alberta is also a new member.

The President then introduced the existing members and remaining members of the Board.

The President invited others who might be interested in becoming Board members to make their presence known, as the board is always in need of new members.

10. Other Business

R Hamilton recommends multi year renewal memberships with discounts as a way to increase memberships.

11. Adjournment

Motion: G van Hezewyk

Meeting was adjourned at 14:00

CITT/ICTS AGM 2013 President's Report

On behalf of the board of directors, I would like to welcome all of you to the 2013 annual general meeting of the CITT/ICTS here in Calgary Alberta.

I would like to welcome in particular, our good friend Joe Aldridge, immediate past president of the USITT.

On behalf of the board I would like to thank Murray Palmer, our National Coordinator Monique Corbeil, Victor Svenningson, Sherry Waddel, members of the Alberta section, our student volunteers, corporate sponsors, presenters, exhibitors and all of the members and participants in this year's annual conference. It is remarkable to witness the hard work of so many people come together and make this conference a reality. Thank you very much!

Thank you also to all of the members of the board who continue to give greatly of their time and energy throughout the year.

This past year has continued to be a very busy year. Together with the National Office and the members of the board of directors we have continued our work to help make the CITT/ICTS more visible, resilient and economically healthy.

The financial outlook for the CITT/ICTS is much stronger than in recent years.

We are looking to form partnerships with other organizations to ensure its long-term viability and financial stability and to help make our conference more accessible to our members and non-members.

We continue to look for additional ways and means to provide more services to our members.

Our board size has been reduced in order to make it more effective and to reduce the financial impact on our budget.

We have created a handbook for the sections, in order to facilitate the governance process and to identify the steps required to create and communicate the activities of each section to the national office and membership, as well as to ensure a clearer and easier process to integrate new board members.

With your help, the members of CITT/ICTS, we have engaged the process of redefining who we are, reiterating what is important to us.

Our core values:
Best practices
Professional
Communication
Education

We have also determined what we value most about the CITT/ICTS.

Networking

Sharing of information within the sector

The Annual conference

As I mentioned in my blog, the board continues to use those results to help take the necessary steps to make the CITT/ICTS more relevant and visible to all in the cultural sector. We also use them to help our past, present and future members recognize more clearly the value their membership, in the CITT/ICTS, brings to their daily professional lives. The board is not indifferent to the requests of the members and the needs of the organization. We work diligently to improve all aspects of the organization. However, the board members cannot reach all of you. You need to reach out to your sections and to local members and spread the word about the need to continue to network and share from coast to coast to coast.

Using the polling results of the membership, we have worked together on creating a strategic plan for the organization in order to address the issues facing the CITT/ICTS, and have begun the implementation of this plan.

Despite the membership's involvement and engagement, along with the board's, there remains one issue that we all need to work on together to ensure that the CITT/ICTS continues to grow... membership retention.

The CITT/ICTS continues to be good at attracting new members, however, we continue to have difficulty in retaining members.

A common question that is asked by potential and existing members is, "What does the CITT/ICTS do for me?" The answer lies in all of the reports that we publish, the activities and conferences that occur throughout the year, and the dedication of members like you who participate. The more our membership is active, aware and dedicated, the stronger our organization will become. "Callboard" helped the organization grow and bind us together. Today with the "Web" at our disposal we need to renew and refresh the means by which we can grow.

Last year I spoke about the dedication and hard work of the various members who give of their time and praised the organization for its ability to remain relevant and to be the go-to organization for government agencies as well as local, provincial, and international forums.

Two years ago I told the members attending the conference that if each member accomplished one thing for the organization, it would be more than enough.

Today I am appealing to all members of the CITT/ICTS from coast to coast to do that one thing. The organization needs you to help us gain and retain members. OK two things. Take the time to call a colleague or friend who has left the organization and tell them that we need them to rejoin and help us become a stronger voice. Then, turn to a new colleague or friend and ask them to join us

We receive no government funding. We live and breathe because of our corporate, organizational, professional and individual members like you, who renew their membership every year, thereby providing the organization with the funding it needs to remain active.

The CITT/ICTS continues to play a significant role in the working lives of all who are dedicated to the performing arts. We still have more work ahead.

Together we can succeed in ensuring that there will always be a strong voice representing us.

Thank you to all of our members, those present here at the conference and those across the country. Thank you for your support, thank you for your involvement.

Norberts J. Munčs
President,
CITT/ICTS

NATIONAL OFFICE COORDINATOR REPORT AGM 2013

MEMBERSHIP RENEWAL

In October 2013, the Sheridan College has signed up 32 new 1st year students.

We hired Emily Muncs to call all expired and lapsed members (over 300 names). Here is a summary of her work done so far:

“So from the calls made, mostly messages were left. The expired list is done and the lapsed has been started. In the calls that were answered, around 25 were going to renew for sure. Most of them sounded like they had just forgotten to renew. Around 6 people were not going to renew for the reasons below in order of the one heard most:

- 1) No longer involved in the industry, but thinks that CITT is great*
- 2) Too much money (for the individuals signing up at 95\$) There were 2 people saying that.*
- 3) Not interested anymore in CITT, did not say why (1 person)*
Also, a few people wanted to be sent an email with the advantages and prices and were going to make their decision after.”

Mailed out renewal notice with a hand-written note to expired members. The results are modest: I have seen membership renewal coming in. More needs to be done to encourage membership retention.

OUTREACH ACTIVITIES

1. VARIOUS MEETINGS AND CONFERENCES

Rendez-vous Technique in Québec City – CQICTS

Contact East, September 20-23 in Fredericton NB

- Karl Simmons joined me to host a Roadhouse Roundtable on Sunday September 23. Ten people attending the meeting and discussion ranged from training, health and safety, touring challenges, etc.
- Karl and I met with Sue Urquhart from PEI 2014. She invited us to consider PEI for our 2014 conference and mentioned that there were money incentive ranging from \$10 000 to \$20 000. Karl and I will be visiting Charlottetown and Summerside over the weekend of November 4-6 to assess the logistic feasibility of holding the conference in PEI. We will report back to the board on our findings and recommendations.
- From that point, the Board will have to decide on a located in Eastern Canada for the 2014 conference.

CHRC Human Resources Forum, September 28 Toronto ON

- This inaugural forum was quite interesting but I felt that the performing arts sector was not highlighted as much as it should have been, even though it was the largest

breakout group. There was a lot of focus on the digital media sector. Sylvain Lafrance's speech was very inspiring.

- The first DUX award for mentorship leader was awarded to CITT member Jeff Cummings. It was quite a lovely surprise!

Alberta Showcase, October 12-13 in Fort Saskatchewan AB

- Adam Mitchell and I presented a workshop on Theatre Safety as part of the Alberta Touring Arts Alliance (ATAA) professional development program.
- Attended a session on Twitter... enjoyed learning more about this social media tool.
- Had great meeting time with CITT members Elizabeth Budd and Don Waddle.

LDI, October 17-21 in Las Vegas NV USA

- Attended two ETCP meetings: one for the Recognition Committee and for the Council Meeting.
- Attended the PLASA Rock our World award banquet. PLASA presented the 2012 Frank Stewart Volunteer of the Year Award to members of the Technical Standards Program's E1.6-1 Powered Hoist Systems Task Group, and the Entertainment Technician Certification Program's Rigging Subject Matter Experts, on which Tom Heemskerk (from Royal & McPherson Theatre) and Marcel Boulet (from IA Local 819 in Halifax) sat on and participated in writing new question items for the ETCP Arena and Theatre rigging exams.
- While at LDI, I met with Art Wanuch, chair of the Entertainment Electrical Safety Committee of Ontario ([EESCO](#)) to discuss electricity issue within our industry. EESCO has been working on creating training courses electricity for technicians and is involved with the Ontario [Entertainment Industry Power Technician](#) apprenticeship programme. Both Art and I agree to collaborate in getting a nationwide consensus on the issue of "entertainment electrician". I will prepare a more comprehensive report on this topic for the February board meeting.
- I was invited to attend the Parnelli Awards banquet by Jacques Tanguay from Show Distribution.
- I enjoyed having time to visit our corporate member's booth at the LDI show and talk with them. Many were present at the CITT trade show in London and commented on how they were pleased with the event.

Ontario Contact, October 24-27 in Kitchener ON

- Victor Svenningsson facilitated the Facility Manager meeting on Thursday 24. It was followed by Victor's session on Technical Riders: The Necessary Evil. Both sessions, which were sponsored by CITT, went wonderfully and allowed us to showcase CITT's work.
- Attended the CCI Ontario Presenting Network (<http://ccio.on.ca/>) AGM on Friday morning and was invited to talk about CITT.
- Donated a Full Conference Pass

November 11 and 12, 2012 in Stamford CT – Attended PLASA Focus with Eric Mongerson , and enjoyed the seminars and the great lecture by Richard Pilbrow on his new book A Theatre Project. I thought the trade show room was too cramped for that type of event.

January 8 2013 in Ottawa, ON – Attended the Theatre Health and Safety Workshop with Janet Sellery and the showcase at Shenkman Centre. I had dinner with Karen Scott Gagné Marketing and Communication Specialist at the Shenkman Centre.

January 15, 2013 in Drummondville QC – TD meet & greet DT with CQICTS – summary report is on the website

January 23 to 26, 2013 in Toronto – Attended the CAPACOA annual conference

- Meeting with EESCO to discuss electrical training and certification
- Meeting with Lucy White of PACT to discuss a online searchable facility venue database
- Meeting with NAPAMA (North America Performing Arts Managers and Agents) – suggested tech rider workshops and reciprocal membership with them
- Attended the Networking peer session - one was informative, the other too focus on presenting network organisations and was not feeling involved.
- Attended Value of presenting session
- Attended the Keynote with Richard Sirman
- Attended the Artist Voice with Mary Walsh
- Attended the Creative Space Panel and even twittered about it live

**USITT ANNUAL CONFERENCE AND STAGE EXPO
Milwaukee Wisconsin March 19 to 23, 2013**

Tuesday March 19

- Attended the **USITT Board Meeting** where they presented and discussed the Strategic Plan. I received a hard copy of the summary report. USITT is facing the same challenges as CITT.
- Attended the **Keynote Address and Annual General Meeting**: there are more Students members than Individual members.
- Attended a session on **Recommended Practices for Stage Firearms**
- Attended the **Membership Committee Meeting** (the focus is mainly on recruiting students and not really on professionals)
- Attending the **International Members Cocktail Reception**
- Hosted the **Canadian Members / CITT Meeting**. Attending were: Rick Boychuk (Thern Staging), Eric Mongerson (Concordia University), Ted Paget (Daktronics Rigging), Christopher Popowich (Carnegie Mellon University), Peter Urbanek (University of Toronto), Esther Van Eek (Windsor School of Dramatic Arts) and a technical director from the United States that wants to move to Vancouver. Discussion on the following items:
 - NOC Updates on the CITT Strategic Plan
 - NOC Updates on the Calgary Conference in August
 - Rick: asked about high schools as new market and how to be more present
 - Peter mentioned the new MOL safety guidelines on line and a Workshop on April 23rd (info to follow)
- Attended the **ETCP Certification Council meeting**
- Attended the **Regional Section Officers Meeting**. The model is very different from CITT. The Regional Sections can have members that are not necessary members of USITT National. Some USITT Sections charge a membership fee (between \$5 to \$100+) depending of membership category.
- Visited the **Stage Expo** and met with the following person:

- **Diane M. Carr, director of Chapter Relations for Educational Theatre Association** based in Cincinnati. We discussed how CITT could foster a partner with them. I mentioned the 2-day Stage Technology 101 workshop that the Quebec Section CQICTS created, which could be offered to high school teachers, and eventually to students. We suggested reciprocal memberships to stay informed of each other news and events. I have gathered documentations from them, including a recent study on teaching theatre.
- Attended a session by **Donyale Werle: Award Winning Sustainability**
- Met with **Charlie Deull, Executive Vice President at Clark Transfer and co-chair of Broadway Green Alliance**, we chatted on CITT's role as the main catalyst regarding greener theatres and best sustainability practices for Canada. I have confirmed the creation of the CITT Sustainability Committee and that we would be actively involved in this endeavour.

USITT OUTREACH

- During my stay, I discussed with **USITT President Lea Asbell-Swanger** and **David Grindle, Executive Director** on possibly meeting with CITT President Norberts Muncs and I to discuss issues (membership benefits, membership retention, partnerships, etc.) regarding both organisations. It could take place either at Syracuse or in Montreal.
- I am pleased to learn that **Joe Aldridge** will be attending the conference in Calgary, which coincides with the USITT board meeting in San Francisco.
- I sit on the **Membership Committee** and attended 2 meetings in regards with membership. Both organisations have similar challenges regarding membership.

Pacific Contact 2013 in Burnaby BC April 4-5-6-7

- CITT sponsored the facility manager meeting
- Donated 2 full-conference passes to the silent auction.

EN COULISSE show in Montréal May 1 & 2, where CQICTS did 4 sessions

Invited to Opera America Conference in Vancouver BC – panel discussion with David Gridle of USITT and John Avery of the Banff Centre to discuss collaborative ways to “educate” new artisans, crafts people and technicians about the jobs available to them in the operatic field both in Canada and America. There was also a Fog demo and health issue discussion with CITT corporate members.

3 - Communication

- Logo and Website make over – launch later this year.
- Facebook Page (over 470 likes)
- Twitter – LinkedIn etc.
- Email blast

4 – Strategic Plan

- Since August 2011, 2 years in the making with the help of consultant facilitators.
- Membership survey on the core values, survey on
- A summary report will be available soon.
- The SP contains the action plan that will guide the board for the coming years.