



CITT/ICTS
ANNUAL GENERAL MEETING MINUTES
Saturday August 18, 2012 at 12:30 p.m.

Salon B
London Conference Centre
300 York Street, London, Ontario

In Attendance: Approximately 88 Members
Call to Order: 13:27 Eastern

1. Approval of the Agenda

Motion: Mark Stevens
Second: Robert Vernon
Approved

2. Approval of the 2011 AGM Minutes

Motion: Scott Spidell
Second: Michael Harris
Approved

3. President's Report – Norberts Muncs

Welcoming remarks and words of thanks to National Coordinator, Victor Svenningson, Volunteers, Craig Blackley and the local organizing committee.

Read full report on page 6.

4. Treasurer's Report – Thierry Fletcher

CITT has small deficit of \$426. There were increases in revenues from Memberships and Conference but there was also an increase in professional fees and workshops. Members were encouraged to invite others to get involved. Cash flow will remain a concern for the Board. Question from Mark Stevens – Board expenses increased year to year, why? Pre-conference meeting in London raised travel costs.

Motion to approve the 2011-12 audited statements.
Motion: John Mayberry
Second: Paul Court
Approved

5. Approval of Auditor for 2011-2012

The Treasurer recommends approval of Michael H. Keltz as auditor for 2012-13.

Motion: Adam Mitchell

Second: Eric Mongerson

Approved

6. National Office Report

Monique Corbeil presents her report on the numerous outreach activities that she took part during the year and provided membership statistics. Read full report on page 4.

Norberts Muncs gave a short report on the member survey. What word best described the core values of CITT? The Top 4 are Best Practices, Professional, Communication and Education. Norberts Muncs reported that the AGM is being recorded and will be placed on the website. The plan for 2013 is to partially broadcast by some means parts of the Rendez-vous. Thanked the corporate sponsors for the support at Bingo where we raised \$4105 in the auctions. Thanked Adam Mitchell and Don Waddle for hosting the event.

7. Regional Section Reports

- B.C. Section – Don Parman was unable to attend due to work demands and the section report will be placed in the record post AGM. Brian Cloutier gave a brief presentation on behalf of the BC section. There was student night similar to junk challenge, a student speed dating which very successful, (in the pervious year 8 students were hired as a result of this initiative), toured new VSO facility, held a health and safety day, The Section is planning a workshop intensive that results in a show (sound, lighting and rigging).
- Atlantic Section – No report at this time
- Quebec Section – Read by Norberts Muncs (available on the Québec webpage)
- Ontario Section – Read by Wendy Ryder
- Alberta Section – Read by Don Waddle (copy attached on page 9)

8. OISTAT Commission Reports

Motion to move to the end of the meeting.

Motion: John Mayberry

Second Peter McKinnon

Approved

9. Approval of Revised Bylaws

Norberts Muncs summarized the reasons for the revisions and asked for Members support.

Motion: Adam Mitchell

Second: Don Waddle

There being no questions and no objections.

Approved

10. 2012 Board Election Results

Norbert Muncs read the results of the Board Election. Elected are:

OFFICERS

- **Vice-president:** Gerry van Hezewyk (AB) incumbent (2-year term)
- **President elect:** *The position will not be filled for 2012. Past president Adam Mitchell (AB) and President Norberts Muncs (QC) will both remain for one more year as past president and president until a candidate for president-elect is found and confirm.*

DIRECTORS AT LARGE

- Jacquie Dawson (BC) incumbent (2-year term)
- Don Parman (BC) 2-year term

11. OISTAT Commission Reports

John Mayberry described the function of OISTAT. New initiates technical innovations prize, support the practitioners project for countries that have little technical expertise one in play in Belgrade. For those interested

Peter McKinnon vice chair of the Education Commission, Jerome Maeckelbergh is producing the electronic version of Theatre Words, which will include a multi language interface version

12. Questions from the Members

Ms Catherine Bradley – Is there a place in CITT for costumers?
Norberts replies that yes, and that he will follow up and meet with Catherine in Montréal.

13. Other Business

None

14. Adjournment

Motion: Adam Mitchell
Meeting was adjourned at 14:33

CITT/ICTS AGM 2012 President's Report

On behalf of the board of directors, I would like to welcome all of you to the 2012 annual general meeting of the CITT/ICTS here in London, Ontario.

On behalf of the board I would like to thank the local committee, headed by Craig Blackely, our National Coordinator Monique Corbeil, our student volunteers, corporate sponsors, presenters and all of the members and participants in this year's annual conference. It takes a lot of people to make a conference a reality, thank you very much!

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

This past year has been my first as president of the CITT/ICTS and it has been a very instructive and busy year. Together with the National Office and the members of the board of directors we have been actively working on a variety of issues.

We had set ourselves a number of goals last August at our Board retreat and have been quite successful in achieving them, while at the same time dealing with the regular ongoing tasks for our organization.

We have been looking at ways to ensure the financial stability of the organization to ensure its long-term viability, including fundraising, and to provide more services to our members.

We are in the process of reducing our board size in order to make it more effective and to reduce the financial impact on our budget.

We reviewed all of our by-laws in order that we are compatible with the new federal regulations associated with not-for profit organizations and to ensure that the by-laws reflect our current practices.

We are addressing the ongoing issue of membership retention, which is directly related to creating a clear and effective communication plan that would be used to promote the CITT/ICTS and increase its visibility throughout the country.

We are working to help shore up the Atlantic Section by providing support and initiating activities in that region.

We are hoping that through our efforts we will be able to help start up a Prairie section.

Working on all of these issues and the day-to-day, has shown me how much is already being accomplished, yet how much there is to do in order to ensure that the CITT/ICTS continues to grow and continues to be an important voice for our industry across this country.

The amount of time, work and effort put into the conference by individual members and the local community is amazing.

The dedication to this organization by the members of the board of directors, the section boards, our corporate members, our organization members and all the individual members across the country is phenomenal.

Our organization is recognized by government agencies as a resource centre and as an important part of any decisions affecting the performing arts industry. Our representatives sit on and participate in the provincial, national and international committees that decide the direction of health and safety, environmental, professional development and competency issues that affect all of us.

The people who participate in all of this do so, because they believe that there is value in their participation and value in the CITT/ICTS.

We should be proud of who we are and what we have accomplished. However, we also need to work harder at making sure that more people are aware of who we are, what we do and whom we represent. To do this, we must be clear and united in our approach. Clear in whom we represent and what we stand for, and united in how we communicate this information.

This is the next great challenge for our organization. Getting the word out! Making sure that anyone involved in the performing arts in this country knows what our call letters, CITT/ICTS, stand for and the reason it is important to support us, become a member, remain a member and to get involved.

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 COORDINATOR REPORT

Prepared by Monique Corbeil

August 18, 2012

1. MEMBERSHIP RENEWAL

Since May 1st, 2011 (beginning of FYE2012), CITT has welcomed 90 new members as shown below, for an average of 10 new members a month or 2+ per week.

However, there were still about 200 expired members the past two year that had not renew, which represents over 20 000 \$ in revenue.

| Active membership in good standing per Categories | TOTAL | BC | Alberta | Ontario | Québec | Atlantic | Prairies & Territories | Outside Canada |
|--|------------------|------------|----------------|----------------|---------------|-----------------|-----------------------------------|-----------------------|
| CONTRIBUTING | 7 | 1 | 0 | 3 | 1 | 0 | 0 | 2 |
| SUSTAINING | 55 | 3 | 6 | 23 | 17 | 0 | 0 | 6 |
| ORG - Not-for-Profit | 125 | 33 | 22 | 37 | 17 | 7 | 6 | 3 |
| PROFESSIONAL | 18 | 6 | 4 | 4 | 2 | 0 | 1 | 1 |
| INDIVIDUAL | 163 | 30 | 27 | 61 | 21 | 13 | 6 | 5 |
| STUDENT | 80 | 1 | 12 | 57 | 3 | 3 | 4 | 0 |
| Total | 448 | 74 | 71 | 185 | 61 | 23 | 17 | 17 |
| % of membership | 100% | 17% | 16% | 41% | 14% | 5% | 4% | 4% |
| % of dues | \$ 80 360 | 16% | 14% | 38% | 19% | 3% | 3% | 8% |

CITT AFFAIRS**Membership category for senior:**

The Board has \$35 for "senior" members (65+) regardless if they are retired or not... this would apply to individual members only and not for corporations.

3. RENDEZ-VOUS 2011 IN VICTORIA

Attendees: 83 full conference delegates (compared to 62 in Halifax) plus à la carte delegates.

Exhibitors: 25 versus 22 in Halifax

Revenue: 21 812 \$

The Victoria local committee did done a wonderful job in gathering an array of presenters and session topics for the conference.

OUTREACH ACTIVITIES

During the year 2011-2012, I attended the following events:

- **OSAC SHOWCASE:** October 13-15, 2011 Regina SK
- **LDI 2011:** October 27-29, 2011 in Orlando FL USA
- **CAPACOA Annual Conference:** November 4-7, 2011 in Toronto ON
- **USITT – Annual conference** in Long Beach March 2012 CITT sits on the USITT Membership Committee.
- **BC Touring Council Pacific Contact** April 1 in Burnaby BC
- **EN COULISSE:** in Montreal on May 2nd and 3rd. The Québec Section CQICTS has a small booth. I was able to meet most corporate members, and to sign up a new corporate member as well as sell out the CITT trade show.

VARIOUS MEETINGS

- **CITT AFFAIRS:** I have monthly meet with the President to review the CITT's affairs and plan the board retreat and meetings.
- **ETCP Certification Council:** CITT sits on the ETCP and along with Dawn Brennan of ACTSAFE, we are the Canadian

EXTERNAL COMMUNICATIONS

- **What's up with CITT weekly digest**
- **Website:** Depending on the news we received, both the French and English websites were updated with industry news throughout December and January, Again, I would still like to receive more industry news from the membership to add to the website.
- **Social Networks:** We still have about 150 “friends” on Facebook and about 107 Followers on Twitter. Tweeting is very popular within the industry milieu, as for Facebook reaches more to individuals, the members and non-members alike. I usually post recent job postings on both networks, and according to Bitly.com used to shorten the URL links, there are more hits generated to those links via Facebook than from Tweeter.
- **STAGEWORKS:** There wasn't any content to justify publishing an issue for the January, in spite of having an advertisement from ProLight and Sound. It has become more challenge to edit Stageworks now that we have a website, email and social networks opportunities. One suggestion is to publish a special edition following the annual conference with a summary of the event, along with the annual report, financial statements and AGM minutes. That was done in the past, but has since lapse.

PROFESSIONAL DEVELOPMENT ACTIVITIES

THEATRE SAFETY PRAIRIE WORKSHOP

Following my trip to Regina in October 2011 to attend the OSAC Showcase, Crystal Spicer, director of production at the Globe Theatre in Regina and I ambitiously opted to present the Theatre Health and Safety Workshop with Janet Sellery in three cities across two provinces: Regina, Saskatoon and Winnipeg, for January 2011, right in the heart of our legendary Canadian winter. We started the planning early December. Crystal was in contact with the venues, which included Saskatoon's Persephore Theatre and the Manitoba Theatre for Young People in Winnipeg. I took care of all the travel and accommodation logistics for Janet. Everything was finalized by mid-December. Despite the holiday season around the corner, we started promoting the event and got a few registrations in. The registration fee to attend the workshop was very accessible at \$40.01 (GST included). At the start of January, upon returning from the holidays, we continued promoting the event as much as we could in all three cities and more registrations came in. We had a total of 39 participants in three cities: Regina = 15, Saskatoon = 10 and Winnipeg = 14. Of those numbers, 12 were CITT members (mostly staff members from a couple of organisational and corporate membership).

Janet flew to Regina on Monday January 9, gave the workshop the next day then took the bus to Saskatoon on Tuesday night, and gave a second workshop on Wednesday. She took a 13-hour train ride to Winnipeg on Thursday, gave the third workshop on Friday January 13 followed by an evening flight with a shuttle bus back home.

The workshop expenses came to \$ 5 220.00. Each venue donated their space for the workshop. Total revenues were \$ 1 485.00 plus a sponsorship of \$ 250.00 from EPIC Production Technologies for lunch in Winnipeg. The total cost for CITT was about \$ 3 485.00, which was pooled from the Sections Funding budget. It was money well spent for a first national workshop in a very long time, and for the opportunity to offer a CITT presence in a region that has been overlooked in past years. We plan to follow up with the other non-members as well in hopes that they may join and help build the Prairie Section. Below is a message I received from Crystal regarding this initiative:

On 12-01-17 18:20, Crystal L. Spicer wrote:

Hello Monique,

Thank you so much for bringing the Health and Safety Workshop here to Regina. Everyone who took this course was extremely happy with it and happy to have a CITT presence here in the prairies.

Cheers,

Crystal L. Spicer

Director of Production

Globe Theatre

Janet also emailed us the evaluation forms from each group. Each group was varied and enthusiastic – lots of very interesting discussion in each location. At each session, people talked about all their colleagues who they wished could have attended. So there is very positive feedback all around. I am very pleased by the outcome and wish to thank Adam for assisting me with communications and the Financial Committee for trusting us to move forward with this fantastic project: a first step in building a Prairie Section.

Alberta Section Report to the 2012 Annual General Meeting of CITT

CITT - Alberta Section 2011 - 2012 Annual Report for CITT National

Our 2011 - 2012 fiscal year was uneventful.

As has happened before, the huge time commitments that the members of the Board faced by employers and other projects frustrated attempts to initiated programming.

We had two excellent backstage tours.

Moby Dick produced by Calgary Opera had a 3 hour backstage tour attended by approx 45 persons including students and staff of the Banff Centre and Mount Royal University, and other interested professionals.

Cats produced by Theatre Calgary had a backstage tour attended by approx 15 persons and was followed by Beverages and Nachos at the Bear and Kilt.

Both tours were very well received with the attendees expressing huge interest in future tours.

Other planned programs could not find acceptable dates nor Board members able to implement them.

We need to re-energise the section for 2012/2013. Strategies include:

- \$ solicit support from Organizational and Corporate members. Approx 60 percent of the Alberta Section members are of this type. We need to get them active in section activities, promote them to their staff, and perhaps even assign employees to be involved in specific programs.
- \$ hire a staff person(s) to coordinate programming. Many of our Board members can disappear for months at a time into the demands of the employers. A staff person can provide continuity as well as coordinating the paper work and details.
- \$ expand our e-mail database of amateurs and professionals working in Alberta. If we are going to expand our programming and influence, we need t be looking well beyond the approx 70 Alberta based CITT members.

These strategies and programming will be discussed at our Workshop Weekend and AGM to be held on September 14 & 15, 2012 at the Pumphouse Theatres in Calgary.

Murray Palmer
CITT - Alberta Section Chair