



Connecting the Canadian Live Performing Arts Community
Réunir le milieu canadien des technologies scénographiques

**CITT/ICTS
ANNUAL GENERAL MEETING MINUTES**

Friday August 17, 2018
Meridian Centre
1 IceDogs Way, St. Catharines, ON L2R 0B3

Call to Order at 12:44pm

**IN ATTENDANCE
BOARD**

- Interim Vice President: John Raymond
- Secretary: Michael Harris (Acting President)
- Interim Treasurer: Norberts Muncs
- Director at Large: Angela Drainville
- Director at Large: Eric Pells
- Director at Large: Esther Van Eek
- Director at Large: Matt Frankish
- Director at Large: Scott Martin (Assistant Secretary, Recording)

BOARD REGRETS

- none

SECTION REPRESENTATIVES

- British Columbia Section Representative: Matt Frankish on behalf of Alex House
- Alberta Section Representative: Sherry Waddle on behalf of Kevin Humphrey
- Ontario Section Representative: Paul Fujimoto-Pihl
- Québec Section Representative: Monique Corbeil on behalf of Michel Fournier

SECTION REGRETS:

- None

STAFF

- National Office Coordinator: Monique Corbeil
- Coordination Assistant: Sara Muncs
- Membership Services Assistant: Ana Kawina

MEMBERS

An estimated 100 members of CITT/ICTS attended the meeting.

1. Approval of the Agenda

Be it resolved that the Agenda be approved as tabled:

Moved: Eric Pells

Seconded: Al Cushing

Approved

2. Approval of the 2017 AGM Minutes

Be it resolved that the 2017 AGM Minutes be approved as tabled:

Moved: Scott Martin

Seconded: Robert Vernon

Approved

3. Interim Vice-President's Report – John Raymond

Highlights: The board was less productive this year than it could have been largely due to the ongoing human resource issues between a staff member and a former board member. Now that this issue has reached resolution the board is looking forward to moving forward with action that will better support the members and the local sections. Due to our improving financial health, we are looking at ways to rejuvenate and grow the organization with the focus on the words CREATIVITY and TECHNOLOGY and that this will be an anchoring idea in the upcoming discussions. Our hope is to use this focus and a renewed Rendez-vous to promote creative, collaborative projects between members. This should also help us recruit more student members and support younger members just growing their careers.

Report Attached

4. Interim Treasurer's Report – Norberts Muncs

Financial statements for the year ending April 30, 2018 were distributed and are available online.

Highlights: EXPO-SCENE's continued financial success has helped ensure the organization's financial stability. Although the funds in the bank at year end continue to grow, we still experience times of year where we face cash flow issues, most notably after paying expenses for EXPO-SCENE, but before revenue generated by the event is received.

Opened the floor to questions. No questions from the membership

4.1 Approval of 2018 Financial Statement

Be it resolved that the financial statements for the year ending April 30, 2018 be accepted as tabled:

Moved: Michael Harris

Seconded: Jacquie Dawson

Approved

4.2 Approval of Auditor

The auditor recommended by the Finance Committee is Roland Naccache et Associés. They are available to work in the CITT/ICTS office and present the financial reviews at our AGM's. Their quote was the lowest of the three at \$5560 annually. Michael Kletz, our current auditor cannot do either of these and quoted \$6500-\$7500 per year. The third quote was from APSV and was \$6000 annually.

Be it resolved to appoint Roland Naccache et Associés as the auditor for the fiscal years ending 2019, 2020 and 2021

Moved: Graham Frampton

Seconded: Robert Vernon

Approved

5. National Office Report – Monique Corbeil

Highlights: We welcomed a new staff member to the organization, Analoga Kawina has been hired as the Member Services Coordinator. She will take on most of the duties that have in the past been performed by Sara as she is leaving the organization to pursue her studies. Much work was done updating and expanding our Anti-Harassment policies and working with other arts organizations to develop initiatives to support those who experience harassment in our industry in Canada. Membership now stands at 443 members in good standing, including 83 new members this year. Whitehorse was announced as the host city for Rendez-vous 2019. An update on last year's conference outcomes, activities surrounding EXPO-SCÈNE and outreach travels over the last year by the National Coordinator was presented.

Report Attached

6. Regional Section Reports

Québec – Presented by Monique Corbeil – Report Attached

Ontario – Presented by Paul Fujimoto-Pihl – Report Attached

Alberta – Presented by Sherry Waddle – Report Attached

British Columbia – Presented by Matt Frankish – Report Attached

7. 2019/2020 Board of Directors – Michael Harris

7.1 Returning Board Members

Secretary: Michael Harris

Director at Large: Esther Van Eek

Director at Large: Scott Martin

Director at Large: Matt Frankish (1yr appointment)

Director at Large: Angela Drainville (1yr appointment)

7.2 Introduction of New Board Members

Vice President: Eric Pells

Treasurer: Al Cushing

Director at Large: Paul Del Motte

Director at Large: John Raymond

7.3 Nomination Call for President

At a board meeting on August 8, 2018 the board accepted the resignation of Olivier Gagnon. At this time, the board voted to appoint Michael Harris as Acting President and Scott Martin as Assistant Secretary until elections could be held for a new President. Details of the timeline and the Job Description of President will be sent out to the membership shortly. Nominations will close at the end of September with the vote to be complete by the end of October so that the new President can begin their term as of November 1st.

8. By-Laws Revision Update – Al Cushing

Was asked by the Board to complete a thorough review of our by-laws and to craft a governance document for the organization. Draft by-laws have been reviewed by the Board and are in the process of being reviewed by the organization's lawyer. The goal is to have the by-laws complete in time to distribute to the membership and vote on them at next year's AGM. After they are approved by the membership, they will be filed with the federal government for approval.

9. Moving Forward – Michael Harris

Highlights: Encouraged membership to embrace change as the organization looks to grow in the future. During this time, we should embrace different opinions and constructive dissent. We should look to further recognize new and young members and urged us to embrace new initiatives like the Mentorship Committee.

10. Questions from Members

- Murray Palmer asked if the strategic plan will be updated in conjunction with the change that was talked about. John Raymond and Michael Harris answered that yes, it will be updated as bylaws are updated and decisions are finalized.
- The members were invited to the Brown Bag Lunch on Saturday where the topic of discussion will be the future of Rendez-vous.

11. Adjournment

Moved: Norbert Muncs
Seconded: Esther Van Eek

The meeting was adjourned at 1:43pm

Scott Martin
Assistant Secretary