



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

CITT/ICTS ANNUAL GENERAL ASSEMBLY

Notice and Agenda

Indigo Room, Alt Hotel (and via Zoom)
480 2nd Avenue South, Saskatoon, SK S7K 5R4
Saturday, August 17, 2024
1-2:30 PM CST

Board of Directors Present:

Russell Martin (Interim President)
Josh McIntosh (Interim Treasurer)
Andrea Lundy (Secretary)
Autumn Coppaway (Vice-President)
Debbie Richardson (Director at Large)

Board of Directors Regrets:

Crystal Lee (Director at Large)

National Office Staff Present:

Jacquie Lazar (Executive Director)
Marie-Laure Leclerc (Coordination Assistant)

Regional Section Representatives Present:

Emma Alderman, Ontario Section Chair
Kevin Humphrey, Alberta Section Chair
John Dyck, Prairie Section Chair
Eric Mongerson, Quebec Section Co-Chair (online)

Regional Section Representatives Regrets:

Sandra Matte, Quebec Section Co-Chair
Jody Burkholder, BC Section Chair

?? Participants in attendance

Call to Order

1. Interim President's Welcome and Opening Remarks

- Gathered in Saskatoon – land acknowledged for the nations who are stewards of this land
- Current board members, regional members and Executive Director introduced
- Zoom attendees welcomed
- All sponsors were thanked - acknowledged and named
- Persephone Theatre, City of Saskatoon, and exhibitors thanked
- Local committee acknowledged – Prairie Regional section
- Thanked all past board members who were present this year
- Thank Al Cushing and Paul del Motte for their time
- University of Saskatchewan thanked
- Rendez-vous staff thanked – Jacquie, Marie-Laure and Kevin
- Reminder about who can vote in the room

2. Approval of the Agenda

Motion to approve: K. Schellenburg Seconded: S. Spidell Carried

3. Approval of the Minutes of the 2023 AGM Minutes

Motion to approve: A. Viczko
Seconded: J. McGrath
Carried

4. Interim President's Annual Report

- Report attached – Appendix Item 4
- Membership driven organization, and meeting the membership at these events is important
- Mention of campaign to find a new Executive Director at the end of 2023
- Mentioned initiatives that are in the works, and have been executed so far this year – see written report
- R. Martin and J. Lazar attended the PACT conference in April to raise the profile of CITT/ICTS with arts organizations
- Emphasize progress over perfection for the role of the Board in moving things forward
- Membership engagement – being involved is important. Speak to your organizations to help them understand the importance of CITT/ICTS in the theatre community. Join a working or standing committee to assist in executing the strategic plan of CITT/ICTS

5. National Office Report by the Executive Director

- Report attached – Appendix Item 5
- National Office update – description of how the National office is structured and how we are moving out of our Quebec office to move to a virtual office
- Membership revenues were given – see report
- 56 new Members welcomed
- 216 renewed Members
- 318 is our current active Membership total
- Rendez-vous 2023 in Toronto Ontario was reported on
 - Conference was underbudget but due to a shortfall of revenues, the conference lost money
- Expo-Scène 2024 in Montreal Quebec was reported on
 - Did not meet our budgeted targets, revenues were lower than expected but was still profitable
- Outreach and support to the community may have been less than previous years due to restructuring but some outreach was done as described in the report
- Future initiatives are in the works – much of it is early stages, and some are in process. Changes in operations and member interaction have taken place in order to better connect with members and amplify some of our resources. Updates and enhancements will be made on the website in coming months. Member engagements are also going to roll out over the coming months
- Question to the membership – what is the best way for us to communicate with you? Social media, newsletter etc. Feedback is welcome.
- What information sessions and hands-on training do you want to see happen
- We work for our membership.
- Thank you to the Board members for support
- Grateful to Marie-Laure and her hard work and council in this transition

6. Interim Treasurer's report

6.1. Presentation of Audited 2023-2024 Financial Statements

- Report attached – Appendix Item 6.1
- Full audit is accessible widely to the members
- Final Audit available on request – Appendix Item 6.1 FYE2024
- May 1 2023 - April 30 2024 fiscal year
- Expenses are down in the 23-24 fiscal year
- Revenues are down in the 23-24 fiscal year
- Final audited total is **-\$98,304**
- Deficit is not the same as debt
- Net assets decreased, reported assets decreased
- Liability also decreased
- Net deficit includes reducing our debt liability
- Asset to liability balance is at pre-COVID levels
- Both events fell short of their targets
- New ED and duplicate staffing were not fully planned in the 23-24 budget

6.2.Resolution to approve Auditor for the next three years

- Quote available upon request – Appendix Item 6.2

Motion was approved at the National Board at the July 2024 Board meeting

Carried by simple resolution from the members

7. Regional Sections Reports

7.1.Prairies – presented by J. Dyck

- Report attached – Appendix Item 7.1

7.2.Alberta – presented by K. Humphrey

- Report attached – Appendix Item 7.2

7.3.BC – presented by N. Lamb and provided by A. Coppaway

- Report attached – Item 7.3

7.4.Ontario – presented by E. Alderman

- Report attached – Appendix Item 7.4

7.5.Québec – presented A. Lundy as provided by S. Matte

- Report attached – Appendix Items 7.5 (both French and English)

8. Committee Reports

8.1.Finance – presented by J. McIntosh

- Report attached – Appendix Item 8.1
- Interim Treasurer on the finance committee for the final fiscal months
- Audit was completed in a timely manner
- Priorities for the coming year include a deep financial analysis
- External funding is clearly a need and we are looking into how we access funding
- Change comes at a cost so some deficit might persist while we stabilize

8.2.Membership and Engagement – presented by A. Lundy

- Report attached – Appendix Item 8.2

- Rundown of achievements and forward momentum, upcoming opportunities

8.3.Nomination – presented by A. Coppaway

- Report attached – Appendix Item 8.3
- This committee plays a critical role in finding nominations that speak to the broader community we represent
- Board and Regional development – coast to coast
- 24-25 Board members positions needed to more broadly represent the membership
- Orientation programs have been improved and implemented
- Small steps make big movements

8.4.Governance – presented by A. Coppaway

- Report attached – Appendix Item 8.4
- Triaging the governance of the Board – looking at composition of the National Board
- Implementing onboarding initiatives for new Board members
- Bylaw revisions will be reviewed and edited over the next fiscal year for final review at the next year's AGM

8.5.IDEA – presented by R. Martin as provided by C. Lee

- Report attached – Appendix Item 8.5
- To simplify the committee structure, we will fold IDEA initiatives into each committee

9. 2024 Board Nomination results

9.1.Introduction of Board Members

- The following members have been elected to sit on the board for a 2-year term
- Introduction of M. Lamarche – 30-year veteran in the industry. Ottawa based.
- Introduction of B. Gwartz – Centre in the Square in Kitchener
- Introduction of P. Lyne – at NAC in Ottawa

10. Bylaw amendment motion – Article VI – Election of The Board of Directors – Qualifications of Candidates – clause A. – presented by A. Lundy

- Motion attached – Appendix Item 10
- Discussion was held with an amendment proposed to remove the first clause requiring past member experience
- Opinions on both sides were discussed
- With no consensus as to the amendment, a vote was held on the bylaw amendment as written

<p>Confirmed Simple majority of 18 approved 15 rejected Resolution is carried</p>

11. Other Business

- No other business was discussed

12. Questions from the Members

- Reminder that we are eligible for CC funding because of the funding we received for World Stage Design in 2023

13. Adjournment

Meeting adjourned at 2:46pm CT

Andrea Lundy
Secretary

ITEM 4 Interim President's Report

As an organization driven by its members, these meetings are crucial opportunities for us to come together, to learn, to see the latest in technology and to connect with our others in our community. Coming into this year's conference we as a board were tasked to reach out to all members, identify what's working, what isn't, and ensure that we continue delivering value. This feedback is vital as we plan for the future, particularly in preparation for our plenary discussion on Saturday.

In my years doing corporate events, I've seen many "State of the Union" addresses where the message often seems to be that everything is figured out and smooth sailing lies ahead. However, the reality, as with any organization, is that we operate in a constantly changing landscape. Our goal is to continuously strive for improvement, adapt to new challenges, and meet the evolving needs of our members.

There has been a lot of change this year. After many years of dedicated service, Monique decided last year would be her last with us, which led to the search for a new Executive Director. We formed a search committee to define the criteria for the ideal candidate and received 8 to 10 applications. After interviewing four candidates, the committee, which included both board members and representatives from various disciplines, recommended Jacquie for the position. We were thrilled when she accepted the role. Despite being new, Jacquie has seamlessly integrated into the organization, with great support from Monique's and Marie-Laure. We couldn't be happier with how this has turned out.

Another key activity this year was the board's in-person retreat, which hadn't been possible since COVID. In March, we met in Montreal with all board members and sectional heads, facilitated by a moderator, to reconnect and reevaluate our strategic plans and goals. Given the significant changes in our industry over the past few years, this was an important and important session. We focused on Progress not perfection. What are tangible actionable items we can do. It sounds clichéd but we emerged from it with renewed connection to each other and momentum.

Each committee was tasked with updating their long term's objective along with what are the key short term goal we can accomplish in the immediate future to give us momentum. While many of our immediate actions have focused internally—like improving processes and onboarding—we're excited about the initiatives that will soon be shared with the broader membership. Jacquie will touch on some of these ideas, and we'll discuss our priorities further at tomorrow's board meeting.

This year's Expo-scene was a success. This was Jacquie's first year with Monique's continued support. Looking ahead, Monique will return next year to assist with the event again.

We've also been exploring partnerships with other organizations in our industry to strengthen our position. For example, I attended the PACT (Professional Association of Canadian Theatres) conference in Montreal with Jacquie. Our goal was to raise our profile among PACT members and explore potential collaborations, such as joint training opportunities. The connections we made there were incredibly valuable and align well with Jacquie's background and experience.

The transition to a new Executive Director has understandably been a significant focus over the past six months, but we've also been streamlining processes, saving costs, and preparing to move forward with a full board. Our approach is to prioritize progress over perfection. It's better to try something and refine it than to delay action while seeking the perfect solution. I'm genuinely excited about the current board and the incoming members, who are not only full of ideas but also committed to implementing them.

As we move forward, we're keenly aware of the importance of member engagement. In reviewing our strategic plan and the 2019 survey, one key takeaway was that members want clear, actionable ways to get involved. With that in mind, we have two specific requests:

1. **Engage Your Organizations:** For those of you in member organizations, please communicate the value and contributions of CIT to your leadership. It's crucial that they understand the importance of our work and how it benefits your organization.
2. **Join Committees:** Some of our upcoming initiatives will involve working committees or standing committees focused on specific actions. We'll be reaching out to the membership for help with these efforts, and we hope you'll lend your expertise.

We recognize that everyone is busy—many of us are juggling multiple roles—but where you can, we want to involve your voice in these important discussions.

Thank you for your continued support, and now, I'll hand it over to Jacquie.

Item 5 **CITT/ICTS EXECUTIVE DIRECTOR REPORT**

Prepared by Jacquie Lazar, August 2024

- 1. National Office**
- 2. Membership**
- 3. CITT/ICTS Annual Events**
- 4. Outreach Initiatives and Community Support**
- 5. Future of CITT/ICTS**

NATIONAL OFFICE:

- The Executive Director was hired as of January 22nd, 2024, bringing the total office staff to three during the onboarding and training of the Executive Director.
- As of June 2024, Monique Corbeil continues with CITT/ICTS on a part time basis as the EXPO-SCÈNE Coordinator
- The full-time office staff is composed of two people: Marie-Laure Leclerc, coordination assistant and myself. We continue to work remotely; myself from Ontario and Marie-Laure from Montreal.
- We plan to move to a virtual office as of September 1st and let go of the physical office space in Montreal as of October 31, 2024, when lease ends.

MEMBERSHIP

- The membership revenues totaled \$69,531 down from \$71,108 from FYE2023
- From May 2022 to April 2023, CITT/ICTS welcomed 56 new members which included:
 - 19 Individuals
 - 16 Organizational
 - 11 Students
 - 9 Sustaining
 - 1 contributing
- 216 renewals were made in the FYE2024

CITT/ICTS ANNUAL EVENTS

Rendez-vous 2023 Toronto, Ontario

The 33rd Annual Conference and Trade Show Rendez-vous was held at the Meridian Hall in downtown Toronto from August 16 to 19, 2024.

The event included 2 days of pre-conference workshops including a scenic painting class-sponsored by Rosco and Pulp Art Surfaces, Smaart Operator Fundamentals with GerrAudio and Ion XE console training (Level 1 and 2) with ETC.

For the first time there was a collaboration with PMArts and TDArts to present a series of sessions at the conference. These sessions were also made available online with 13 sign-ups for the virtual passes.

The conference offered a total of 28 sessions, 5 PMArts and TD Arts sessions, 5 TEC Talks and 2 backstage tours: one at the St. Lawrence Centre for the Arts and a second at The Massey Hall.

Social events included the opening night, closing party and Swag Bingo, which raised \$ 2,460 for The AFC.

The trade show showcased 20 exhibitors over 2 days on the Meridian Hall stage.

The conference welcomed 104 attendees, 54 presenters and instructors, as well as 4 student volunteers that assisted the 3 staff members during the event.

CITT/ICTS's annual general meeting was held on Saturday August 19th with online access and was followed by a plenary session, also available online, on membership hosted by members of the board of directors.

A warm *Thank you!* to the conference sponsors: TO Live, IATSE Canada, IATSE local 58, Christie Lites Sales, GerrAudio, Novita and Niscon and to our media partners: NWC Communications, Lighting and Sound America (LSA) and Protocol.

Conference revenues: \$ 63 152.70

Conference expenses: \$86 126.40

Deficit: (\$ 22 974.70)

Although the conference was underbudget, the core of the deficit was created by a shortfall of revenues due primarily to less attendees and exhibitors' participation, to fewer sponsorships and advertisement sales than anticipated.

The Rendez-vous team in 2023 was comprised of Monique Corbeil, National Coordinator (at the time) Marie-Laure Leclerc, administration coordinator and Kevin Humphrey, Technical Director. Thank you to them for their hard work and dedication.

Rendez-vous 2025 will be held in Halifax from August 13-16

EXPO-SCÈNE 2024 took place on April 10th and 11th at the Palais des congrès de Montréal. This year's event experienced a notable increase in attendance compared to the previous year, particularly from Ontario, and saw a modest rise in the number of exhibitors. Our marketing efforts for EXPO-SCÈNE were significantly enhanced, with promotional content distributed through LinkedIn, Facebook, X, and other channels.

CITT/ICTS Interim Treasurer Josh McIntosh, Alberta Section Chair Kevin Humphrey, and I had the opportunity to engage with members and exhibitors by walking the tradeshow floor and initiating meaningful conversations.

Despite these positive developments, we did not meet our budgeted targets for exhibitors or sponsorships, which resulted in lower-than-expected revenues. Nevertheless, the event was still profitable.

Some further stats about EXPO-SCENE 2024.

- Total exhibitors: 65 with 362 exhibitors staff
- Total visitors: 1379 with 73% Québec, 25% Ontario 2 % other – there was a large increase in visitor from Ontario this year
- Total revenues: \$315, 852.71 including In Kind Sponsorships

- Total Expenses: 233,932.24 including in Kind Sponsorships
- Total surplus: \$81, 920.47

EXPO-SCÈNE is planned and organized by a team of (now) four people composed of Joël Décarie, the show Technical Director, the office coordination assistance Marie-Laure Leclerc, the EXPO-SCÈNE Coordinator, Monique Corbeil and myself.

Thank you to all who exhibited and attended EXPO-SCÈNE your support of the event and CITT/ICTS is appreciated. Thank you as well to our sponsors and partners: Extension Concepts, GerrAudio, LaserTEch Canada, RhinoCHarge, ShowSDT, SoftBox, Stageline and TransQuebec, our media partners: Qui Fait Quoi, LSA, Protocol, Entertainment Marketer, Pro Audio Spotlight and Pro Lighting Spotlight

EXPO-SCENE 2025 will be held on April 16-17 at the Palais de Congrès and we look forward to another successful event.

OUTREACH INITIATIVES AND SUPPORT TO THE COMMUNITY

As this was very much a transition year, the support and reach out from CITT/ICTS was less than previous years but we were still able to:

- Sponsor ActSafe's annual Conference which allowed us to give away three virtual passes to the conference to our members via a draw.
- I was able to travel to USITT to represent CITT/ICTS and hold a section meeting there. This was coordinated and led by our Interim President, Autumn Coppaway and supported by Director at Large, Crystal Lee and BC Section President, Jody Burkholder.
- I was also able to go to PACT held in Montreal, along with CITT/ICTS Interim President Russell Martin, I reconnected with members there, as well as made new contacts and connections that are already seeing the beginnings of some collaborations.
- I have been invited to be part of various committees including; Entertaining Health Working Group, Event Safety Working Group, and the ETCP Council.
- I have also been able to visit some Ontario members and other associations and not-for-profits within Ontario.

CITT/ICTS FUTURE

In the past 7 months since I began there has been significant changes to CITT/ICTS and I anticipate the changes to continue in terms of how CITT/ICTS operates and how we interact with our members and the industry at large. Here are some of the major developments that have occurred and are forthcoming:

- Job postings on our job board are now being shared across social media platforms, including LinkedIn, Facebook, and X.
- Announcements of new members (excluding individual memberships) are now featured on our social media channels.
- Members can expect to see updates and enhancements to certain areas of our CITT/ICTS website in the coming months.
- I aim to introduce more training, mentorship, and Zoom information sessions for our members in the next year, building upon these initiatives

I encourage all of our members to maintain open lines of communication with us and I ask that you inform us of what method of communication is best for us to communicate with you. Is it via our newsletter, Facebook, X, Twitter etc. I also ask that you let us know what you would like to see programming and training wise so that we can better tailor those to our membership needs. We are committed to providing the support you need and are here to assist in any way possible to ensure our offerings are relevant and valuable to you.

I also wish to extend my appreciation to Monique for her warm welcome and for facilitating a seamless transition from the outset. My thanks go to the board for their unwavering support and guidance since day one.

Additionally, I am deeply grateful to Marie-Laure for her continuous support, from her initial welcome to her patient assistance in answering questions, providing training, and offering valuable counsel. Change and transition can be difficult, but your exceptional efforts and dedication have truly made a difference. Thank you all for going above and beyond every single day.

I will now hand it off Joshua, our Interim Treasurer to present the Financial Report.

Item 6 CITT/ICTS FINANCE COMMITTEE REPORT

Wednesday July 25, 2024

The Finance committee met July 24th to review the completed Audit of FY24 as well as to hold a general committee meeting. The Audit is a core component of our financial compliance and an important tool in reviewing/assessing the overall financial status of our organization. While some may voice initial concern upon recognizing the scale of the imbalance between revenue and expense in this report; it is vitally important we remember that this was wholly expected. This last year has seen significant upheaval within the board and a changeover in the staff. These two factors alone are enough to tilt a balance sheet but in addition to this, we subsequently engaged in notable efforts to both re-vitalize and redirect the organization's operation. These initiatives come at a cost which is yet further magnified by the continued ripples of the Pandemic and its impact on our industry. All that being said however, we are actively taking steps to reduce the overhead of the day-to-day organization while also striving to identify better ways to support the membership and regional chapters. While this deficit in FY24 is not a trajectory, I do anticipate that we will likely see a similar imbalance for FY25, though we may begin to see an upturn as we enter Q4. As an organization, we have reserves for this very reason: but these are not infinite, rest assured that we are focused on re-balancing this equation. Please bring any unadulterated reactions to the board meeting next week as they will be helpful to hear/respond to as we prepare to present this information at the upcoming AGM.

Outside of the Audit, we reviewed progress that is being made on the shift to a virtual office and its associated tasks/costs. The contract with our Auditor is due for renewal, Jacquie sought out several competitors for quotes but only received one, from our present team. Jacquie is quite happy with them, so this isn't a concern, but the quote has been forwarded to the board for review. We will need to make this recommendation to the membership at the AGM. The financial reports for recent months were discussed and no notable surprises or questions were voiced. One key point of excitement for the coming fiscal year is that all transactions are now on QuickBooks and the coming fiscal year Audit will be demonstrably simpler and overall review will be much clearer.

Lastly, we discussed the status of RV 2024 Travel support funding, which was approved at our last board meeting. To date, Russell has not received any requests for funding. We cannot say exactly what is the reason for this, but it is interesting/surprising and it will need to be part of the larger view as we move forward in planning next year's budget.

As of now, there are no actions that require Board Approval.

Respectfully submitted for your consideration,

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Joshua C McIntosh
Interim Treasurer
CITT/ICTS National Board

Item 6.1. INTERIM TREASURER'S REPORT OF FY24 AUDIT
AGM – August 16, 2024

CITT/ICTS undertakes an annual audit of its financial operations to ensure transparency and as a preventative effort towards financial solvency. For this year's AGM we have elected to not bring the auditor in to read the report and rather to summarize the findings. You, the membership, all have access to the full audit within the conference app, it can also be requested digitally from Jacquie and there are a few paper copies available here if anyone would like to review it more closely.

Please note that the fiscal year for CITT/ICTS runs from May 1 to April 30 of each year. During FY24 (May of 23 to April of 24) our total Expenses, as reported in the audit were: \$554,766.00 dollars, this is down substantially from our total audited expenses in FY23 of: \$796,889.00 dollars. This is a notable reduction in spending. Conversely our total Revenue for FY24 as reported in the audit was: \$456,462.00 dollars, this is also down substantially from our total audited revenue in FY23 of: \$812,318.00. So while we spent less, we still didn't bring in enough. Unfortunately, this puts our final audited total into a deficiency position for FY24 of \$-98,304.00 dollars. Again, compared to FY23 where our audited total was in an excess position by: \$15,429.00 dollars.

I know this is a daunting figure and no one enjoys seeing a deficit position on an audit report, it is important to note that deficit is not the same as debt. Deficit is when we spend more from our cash reserves, our assets, than we bring in, debt or liability is when we owe money long term. We do also have liabilities but there is some good news there.

Looking at our Assets and Liabilities in the FY24 Audit report. Our total net assets decreased from \$228,360.00 dollars at the end of FY23 to \$130,056.00 dollars at the end of FY24 and thereby our total reported assets decreased from \$336,368.00 dollars in FY23 to \$183,745.00 dollars in FY24. BUT our total liabilities also decreased from \$110,008.00 dollars in FY23 to \$54,689.00 in FY24. So realistically our net deficit of \$-98,304.00 included reducing our overall debt liability by \$55,319.00 dollars, which leaves our shortfall looking more like \$-42,985.00 dollars. This is still a large number but perhaps somewhat less daunting. Collectively CITT/ICTS had continued to carry remnants of liabilities (debt) related to the Pandemic. Given this continued reduction, however, I can now say that our Asset to Liability balance at the end of FY24 is now essentially back to Pre-Covid levels.

In addition to this reduction of liabilities, we have identified several notable cost drivers which contributed towards the deficit position we see at the end of FY24. First and foremost is that our two annual events did not net nearly the revenue we anticipated. While Expo did generate revenue, it fell short of the anticipated levels, Rendez-Vous, however, fell well short. Additionally, the organization hired our new Executive Director during Q3 and the associated costs as well as duplicate staffing costs were not part of the annual budget for FY24. Lastly there were unplanned expenses towards the end of Q4 related to board restoration efforts as part of the board retreat.

Finally, this year the contract with our external auditors expired. We went into the market to compare other services and in the end the finance committee recommended, and the board passed the motion to re-engage our existing auditors for a further 3-year contract. This motion now requires a simple resolution from the members.

Respectfully submitted for your consideration,

Joshua C McIntosh
Interim Treasurer

AGENDA ITEM #: 7.1

DATE OF ANNUAL GENERAL MEETING: August 17, 2024

SUBMITTED ON: August 12, 2024

SUBJECT: AGM Report – Prairie Section

SUMMARY:

The Prairie Section held its AGM on Monday April 29th over zoom, the section's regional hubs had a relatively slow year up to that point, one of our key topics was how to drive more awareness to students who are part of our member institutions. Our board now consists of 6 members after the stepdown of Patrick James due to personal matters. The section consists of

John Dyck (Chair)

Craig Langois (Vice-Chair)

Michael Duggan (Secretary-Treasurer)

Shauna Jones (Member at Large)

Celeste Pinder (Member at Large)

Rick Boychuck (Past Chair).

Most of our meetings happen during the fall winter months so have yet to have a meeting. We hope to have an in-person meeting in the future once we figure out the logistics of how to meet effectively given the distance between the hubs, so far, all our meetings have been by zoom lasting around an hour.

The Winnipeg region hosted two events over zoom, we had an info session on working in the Winnipeg fringe as well as a info session on green theatres. Other than that the Saskatoon and Regina hasn't had any events in the last few months. The programming committee has a few events they are working on for the fall, these include another meet and greet for new members, building off what we learnt from the last couple Saskatoon & Winnipeg are having good turn outs for theirs, Regina has some work to do to bring people together. As well we are still trying to plan a seminar on how theatrical skills can transfer over into the film world. As always, we will continue to build our presence in this section and build the membership.

SUBMITTED BY: John Dyke, Prairie Section Chair

Item 7.2 CITT/ICTS Alberta Section

Annual Report for Rendez-vous 2024

During the past year we met 9 times as a board and we held our AGM in September with the general membership for a total of 10 meetings. All were held online.

Last year we began work on the updating of Alberta's best practice guide for theatres, Safe Stages. Lots of progress has been made but there is still significant work to be done. We participated in the Backstage Access Production Expo this year which was back for it's first time since 2020. We brought ETC to Edmonton for 3-days of console training and 25 people came for the training. We paid for some advertising in addition to our own promotion and it seems to have helped. One of our members also put together a Live Mixing Summit which was attended by nearly 30 people from across western Canada. They had skills ranging from people who have never touched a fader to seasoned touring folks. The event was very successful, and Craig from the Prairie Section recreated it as a pre-conference workshop at this years Rendez-vous.

We held 3 successful student nights and industry hangouts in the spring and hope to resume them in the fall. MacEwan University and University of Alberta held a Student Job Fair and then we took them all out for drinks and introductions after. In June we sponsored a brunch for Alberta Circus Arts Festival. This got some nice exposure and allowed our members discounted pricing for the Human Rigging workshop. We decided to scale back our sponsorship of the Theatre Awards in Calgary and Edmonton this year and put the money towards projects that would be more beneficial for our members. Due to the success of our events, we were able to make a small surplus which after 2 years of losses feels nice.

Looking forward we are hoping to being Figure53 to both Edmonton and Calgary this fall but we are still in discussions.

Thank you.

Respectfully submitted,

Kevin Humphrey
Chair, CITT/ICTS Alberta Section

AGENDA ITEM #7.3: BC Section Report

DATE OF BOARD MEETING: August 17, 2024

SUBMITTED ON: August 22, 2024

SUBJECT: BC Regional Section Report

RECENT DEVELOPMENTS:

Reactivation and Incorporation

We are pleased to announce that the BC Regional Section for CITT/ICTS has officially been reactivated as a Not-for-Profit Society. This incorporation has been a critical step forward for our organization, allowing us to establish a formal bank account, which is instrumental in streamlining our financial operations and facilitating future growth. The reactivation is a significant milestone, marking the revitalization of the organization in our region.

Social Event Mixer

In October 2023, we hosted a Social Event Mixer to reintroduce the BC Regional Section to the community. The event was a success, providing an excellent opportunity for networking, reconnecting with past members, and engaging with new individuals interested in the organization. This mixer marked the first of many events aimed at re-engaging our community and establishing a strong presence in the region once again.

Co-Sponsored Job Fair

This past November, we co-sponsored a highly successful Job Fair in partnership with ILEA Vancouver and Douglas College. A special thank you goes out to our partners, New Board and Craig Alfredson for facilitating these connections. The event drew over 100 students, eager to connect with industry professionals and explore career opportunities. Following the fair, we hosted a social event attended by more than 40 people, fostering further networking and engagement within the community.

Sponsorship of GVPTA - Making a Scene Programming

We are proud to have recently sponsored the Greater Vancouver Professional Theatre Alliance (GVPTA) "Making a Scene" programming. This sponsorship aligns with our commitment to supporting the professional development and growth of the performing arts community in British Columbia. We look forward to continuing our partnership with GVPTA and contributing to the success of their future events.

Future Initiatives

Looking ahead, we will be actively seeking new Board Members in the fall. As we continue to expand our reach and impact, we encourage those with a passion for the live event and performing arts industries to consider joining us in shaping the future of the BC Regional Section.

Our Annual General Meeting (AGM) will be scheduled for early next spring. We anticipate this will be an important opportunity for members to participate in the governance of the organization, review the past year's achievements, and help set the direction for the year ahead. More details will be provided closer to the date.

SUMMARY:

The reactivation of the BC Regional Section as a Not-for-Profit Society has set the stage for renewed growth and community engagement. We are excited about the progress we have made thus far and look forward to the opportunities that lie ahead.

RECOMMENDATION OR MOTION:**ATTACHMENTS:**

SUBMITTED BY: Autumn Coppaway – Interim

PRESENTED BY: Nicole Lamb

AGENDA ITEM #: 7.4

DATE OF ANNUAL GENERAL MEETING: August 17, 2024
SUBMITTED ON: August 14, 2024

SUBJECT: AGM Report – Ontario Section

SUMMARY:

Hello my name is Emma Alderman, I use any pronouns but they/them brings me joy. I am here today as the chair for the CITT/ICTS Ontario Section.

The Ontario Section has experienced a large amount of change over the past couple years and lately we have been focused on transfer of institutional knowledge. Last year, we had the opportunity to thank our past chair for over a decade of service to the section. I would like to thank Laura Coleman for taking on that role and leading us through that transition before having to take some time away from the board. I would also like to recognize and thank our former secretary John A MacDonald for over a decade of service to the board. His knowledge and dedication will be a great loss to us but we hope he will take this extra time to relax and enjoy time for himself, he deserves it.

Our current board composition is as follows:

Emma Alderman (myself) as Chair
Stephanie Grinton as Vice Chair
Colin Harris as Treasurer
Matthew Sirna as Secretary
Justin Antheunis - Director at Large
Don Finlayson - Director at Large

I am excited about this team and what I believe we can accomplish once we settle into our new positions. We will be putting out a call for any members who would like to join us when we send out the invite to our provincial annual general meeting. This meeting is scheduled to take place at 4:30pm on September 29, presented in a hybrid format with those who are able to join in person gathering in Toronto. The specific meeting spot and link will be sent out to the membership in the next couple weeks. The AGM will be followed by an in person social, we hope the Ontario membership will be able to take this opportunity to get to know us and their fellow members.

The Ontario section was able to put on a smaller version of our annual “Connect” event this year in January. This consisted of our annual job fair hosted at Toronto Metropolitan University and networking social sponsored by IATSE Local 58. Both events were successful and well attended. This year, we hope to return to our full weekend format in January 2025, location and dates to be confirmed at our AGM.

Finally, the Ontario Section is feeling optimistic and enthusiastic about the current direction of CITT/ICTS. We are looking forward to the incredible opportunity to work more with the incoming National Board slate, the other section chairs, and Executive Director Jacquie Lazar.

SUBMITTED BY: Emma Alderman

Item 7.5 RAPPORT ANNUEL 2023

Fin d'année au 31 décembre 2023

Présenté le 11 mars 2024

MOT DE LA PRÉSIDENTE

C'est avec le sentiment du travail accompli que le rapport annuel du Centre québécois de l'institut canadien des technologies scénographiques 2023 vous est présenté. En effet, malgré les défis provoqués par les deux postes d'administrateurs vacants au sein du conseil, l'équipe est parvenue à atteindre des objectifs fixés en début d'année avec succès.

1. Dans un premier temps, et comme promis à la dernière assemblée générale annuelle, nous avons attentivement suivi les travaux menés par Compétence Culture et pris connaissance du [Plan d'action pour les ressources humaines en culture 2023-2028](#). Nous avons concentré notre attention sur deux des trois principaux enjeux mis de l'avant :

- La transformation de l'environnement organisationnel et le développement des carrières en culture
- La richesse de la diversité des personnes et l'approche inclusive de la pluralité des parcours

Plus spécifiquement, et en lien avec nos objectifs en matière de formation initiale et continue, nous avons concentré notre attention sur l'orientation 3 : Proposer des parcours de formation cohérents pour le développement des compétences et propres aux spécificités professionnelles.

À partir des objectifs proposés dans le plan d'action, nous avons poursuivi ou adapté nos activités et nos actions. À titre d'exemple, le comité du Rendez-vous Technique des arts de la scène de Québec (pilote conjointement avec Culture Capitale-Nationale, Chaudière-Appalaches) a redoublé d'efforts pour choisir judicieusement les formations à offrir aux techniciens en se souciant des besoins réels du milieu. La forte participation à l'édition 2023 démontre que l'effort en valait la peine, car c'est plus de 70 participants de toutes les régions du Québec qui ont pu profiter des quelques 9 formations d'une durée d'un ou deux jours. C'est aussi cette veille en matière de développement des compétences qui nous a permis de mettre en relation différents intervenants du milieu de l'éducation avec ceux de l'industrie dans le cadre des Salons de l'emploi de Québec et Montréal. À cette occasion, Solotech a, par exemple, soutenu Compétence Culture pour la mise en œuvre de la Zone Culture et moi. (Voir Annexe 1) et ainsi permis à des institutions d'enseignement tel que L'École de Cirque de Québec, L'École de Danse de Québec et le Centre d'études collégiales de Montmagny d'offrir une vraie expérience de certains métiers culturels.

La proximité du CQICTS avec les différents milieux d'enseignement et de perfectionnement de la main-d'œuvre nous a aussi permis de constater une augmentation de l'offre de formations dans notre secteur d'activité, sans toutefois pouvoir y associer une plus grande disponibilité de la main-d'œuvre. La pénurie de travailleurs semble avoir provoqué une hausse des demandes de la part des milieux de travail envers les organismes et institutions d'enseignement, croyant à tort que la formation continue allait leur permettre un accès à un plus grand nombre de travailleurs spécialisés. Afin de vérifier que le développement de multiples formations à la hâte n'affecte pas la cohérence de l'offre, nous les avons répertoriés pour une éventuelle action de concertation.

2. Dans un second temps, et afin de solutionner l'enjeu lié aux deux postes d'administrateurs vacants, le processus de recrutement a aussi été teinté par ce plan d'action via l'orientation 4 : Soutenir l'inclusion par des actions et des pratiques reposant sur l'ouverture à la diversité

et adhérant aux principes d'équité en emploi et d'ascension professionnelle.

Après le départ de deux de nos administrateurs en 2022, le conseil a dû mettre les efforts nécessaires afin de résoudre la problématique récurrente de vacance au sein de la composition du conseil d'administration. Afin d'assurer une relève de qualité qui répond aux besoins de l'organisation et qui favorise l'inclusion, l'équité et la diversité, les administrateurs ont entamé le développement d'un processus officiel de recrutement et de sélection des candidats. Ce dernier, encore en évolution, nous a permis de mieux cibler les compétences, les champs d'expertise et les types d'individus manquants au sein de notre équipe afin d'offrir aux membres une équipe équilibrée et dynamique pour administrer l'organisme.

Aussi, afin d'aller de l'avant et d'utiliser efficacement le précieux temps bénévolement offert par les administrateurs, nous avons fait le choix de proposer à nos membres de revoir la composition du conseil passant de 7 à 5, les postes qui le composent. En complément à cette nouvelle formule, nous suggérons d'offrir à deux intervenants observateurs non-votants, d'assister à certaines rencontres du conseil d'administration. Cette participation permettra aux observateurs de mieux comprendre le fonctionnement d'un conseil d'administration, les rôles et responsabilités des administrateurs, en plus de les familiariser avec nos pratiques et nos activités. Ces participants pourront aussi contribuer à l'avancement de certains dossiers en siégeant sur des comités

3. Grâce à l'implication de notre vice-président, le CQICTS a encore cette année, été représenté à la majorité des «Board meeting» du CITT. Eric Morgeson a en effet, assisté aux rencontres suivantes :

- 21 mars 2023
- 25 avril 2023
- 20 août 2023
- 7 septembre 2023
- 5 octobre 2023
- 9 novembre 2023

Sa présence à aux rencontres a facilité les échanges entre nos organisations et nous a permis de mieux connaître les opérations en cours. Pour ne citer que quelques exemples, cette présence soutenue nous a permis de suivre de près et de donner notre opinion sur le processus de recrutement de la nouvelle directrice générale, Jacquie Lazar, qui succède à Monique Corbeil suite à son départ après 19 ans de loyaux services. Il a aussi été possible pour Eric, de communiquer les actions initiées par l'équipe du CQICTS aux membres du conseil d'administration, mais aussi aux présidents des autres sections régionales.

4. Pour conclure, le maintien de la mutualisation avec l'AQM nous a permis, encore cette année, d'offrir un support important à l'équipe de Culture Capitale-Nationale et Chaudière-Appalaches pour l'Organisation du Rendez-vous techniques des arts de la scène de Québec. Le soutien du CQICTS en matière de liens corporatifs aura permis de rassembler une dizaine de partenaire afin de financer des gouters aux pauses, des boites à lunch à coûts modiques pour les dîners et quelques consommations lors du traditionnel 5 à 7.

L'équipe du CQICTS a aussi offert aux participants, une conférence sur un sujet d'actualité en complément à l'offre de formation. Une vingtaine de personnes ont assisté à la présentation de Francis Bélimé (AKOVA) sur le réseautage à l'ère post-pandémique.

Le conseil d'administration du CQICTS était composé de 7 membres, dont deux sièges vacants.

- Sandra Matte, présidente
- Éric Morgeson, vice-président
- Jérémy Busque, trésorier
- Marie-Claude Pion, secrétaire
- Nicolas Labbé, administrateur
- Vacant (Norbert Muncs, administrateur, démission avril 2021)
- Vacant (Peter Vastis, administrateur, démission février 2022)

Le conseil s'est réuni 8 fois dans l'année :

- 16 janvier 2023
- 10 mars 2023
- 13 mars 2023
- 14 avril 2023
- 5 juin 2023
- 28 août 2023
- 12 octobre 2023
- 27 novembre 2023

Résolutions 2023

- 13 mars 2023: Il est résolu de maintenir Monique Corbeil comme représentante au sein de l'assemblée de Compétence Culture et Marie-Claude Pion comme substitut.
- 14 avril 2023 : Il est résolu de nommer Sandra Matte comme représentante au sein de l'assemblée de Compétence Culture et de maintenir Marie-Claude Pion comme substitut.
- 27 novembre 2023 : Il est résolu de modifier les règlements généraux et de diminuer les nombres d'administrateurs de 7 à 5 à l'article 20: Composition du conseil d'administration.

Item 8.1 CITT/ICTS FINANCE COMMITTEE ANNUAL REPORT
AGM – August 16, 2024

As Interim Treasurer and chair of the finance committee, I participated in the committee during part of Q2 and Q3, but I only led the committee for Q4 of FY24. During my leadership the committee met 4 times, inclusive of the board retreat. Prior to that I participated in two meetings but am unaware of any other meetings. My report is focused on Q4 and the Fiscal Year End, as I was new to the board and cannot comment on if the operation of the committee was typical.

The timing of my taking on this role dictated the priorities for the committee in a notable way. CITT/ICTS also was onboarding our new Executive Director and had Expo-Scene on the immediate horizon, which is just prior to fiscal year end.

ExpoScene was net positive in spite of the organizational changes and we were successful in completing the audit in a timely manner. While FY24 posted an overall deficit, the primary cost drivers were anticipated, and we had sufficient reserves against this deficit within an acceptable margin. All these challenges have fueled our priorities for the coming year - primarily, undertaking a deep financial analysis of the organization and its financial trajectory. The central focus of this analysis is to understand and identify ways to minimize overhead, maximize the efficacy of spending and broaden our range of income opportunities. External funding is a clear need, and our hope is to identify appropriate ways to maximize the organization's applications to all potential sources.

The committee is facing a substantial task, but I have good confidence that the participants are engaged, and the board is energized to embrace new and diverse approaches. Change does most often come at a cost, so I anticipate that some degree of a deficit position will persist into the near future, however, I think this will be a diminishing trajectory and we will subsequently move into a more stable and predictable model.

Respectfully submitted for your consideration,

--

Joshua C McIntosh
Interim Treasurer
CITT/ICTS National Board

AGENDA ITEM #: 8.2

DATE OF ANNUAL GENERAL MEETING: August 17, 2024

SUBMITTED ON: August 14, 2024

SUBJECT: AGM Report – Membership Engagement Committee

SUMMARY:

Last year's plenary session focused on enhancing membership engagement and improving overall member satisfaction with CITT/ICTS. We appreciate your participation and the inspiring insights and ideas you shared.

The Membership Engagement committee convened in October of 2023 to review the plenary outcomes and explore ways to enhance what CITT/ICTS offers its members. We considered strategies for arts organizations, service organizations, tech companies, student groups, educators and the broader community of working professionals. Our central question was: What does CITT/ICTS offer to potential and existing members? It became evident that different target groups require tailored strategies, some of which have been gradually implemented throughout these past few months – particularly after our new Executive Director took office. In April of 2024 the committee reconvened following a period of restructuring at the national office and on the national board.

Over the past year we have made progress in enhancing membership in certain ways as evidenced by the following initiatives:

- Building stronger collaboration with companies and vendors to define and support members benefits specific to this group
- Advocating for universities and colleges to include student memberships as part of their tuition (or as part of the department budget) and encouraging educational institutions to engage further with us on this matter.
- Exploring ways to reduce costs for students to join and participate
- Identifying ways for the national board to support regional sections in recruiting new members
- Increasing our social media engagement to promote the job board and amplify new corporate members
- Hosting a few webinars and information sessions to support ongoing professional development for members.
- Representing CITT/ICTS at this year's PACT conference to network with arts organizations

The broad plan moving forward includes:

- Conducting a comprehensive review of member benefits
- Exploring additional engagement strategies, including social media events, webinars, town halls and other networking and development opportunities
- Re-evaluating the callboard and other resource pages to enhance their usability and usefulness
- Expanding mentorship opportunities

- Collaborating with service organizations and tech companies to boost membership, including encouraging companies to offer their available proxy memberships to their employees to ensure we are connected to those who would most benefit from what CITT/ICTS has to offer
- Continuing to find ways to connect with potential members in schools, including building upon our relationships with faculty and program chairs

In summary, thanks to the dedicated efforts of our Executive Director and the small, committed team at the national office, we are gaining positive momentum in making CITT/ICTS's offerings increasingly relevant, engaging and valuable. This progress not only enhances our current member experience but also positions us an enticing choice for future arts professionals.

SUBMITTED BY: Andrea Lundy

AGENDA ITEM # 8.3: Nomination Committee

DATE OF BOARD MEETING: August 17, 2024

Submitted: August 17, 2024

SUBJECT: Nomination Committee

RECENT DEVELOPMENTS:

As one of the By-Law Standing Committees of the Corporation, the Nomination Committee plays a critical role in ensuring that the Board reflects the diversity and expertise of the membership it serves. In response to ongoing challenges, we triaged our work in the nomination and governance Committees to develop strategies that encourage greater representation, interest, and nominations for the Board and the broader organization.

Over the past four years, we have observed a steady decline in both the number of Board nomination applicants and the diversity of their experience. Given the importance of having a National Board that truly represents the wide array of educators, students, and professionals across all live entertainment fields, our efforts centered on three key areas:

- *Board and Regional Development:* This year, we successfully reactivated and began supporting the BC and Atlantic Regional sections. With representation on the National Board, we are ensuring comprehensive coast-to-coast representation at both the Regional and National levels.
- *Engaging Diverse Experiences and Perspectives:* We recognized a decreasing trend in membership applicants, actively listened, and proactively engaged with the community to help find representation from a variety of experiences. This approach was critical for filling the 2024 director positions with diverse individuals representing many fields including music touring, corporate vendors, educators, managers, producers, and technicians.
- *Board Member Development and Orientation:* By incorporating a wide range of viewpoints, knowledge, and experiences, we implemented an improved orientation program for new Board members. Working with the Governance committee, this package hopes to ensure they are well-prepared to contribute effectively to the organization and the live entertainment industry.

SUMMARY:

CITT is moving forward with strong momentum, and we are committed to sustaining this progress. By engaging with our membership and filling the Board with invested, diverse individuals, we believe we have set a strong foundation for the future. We are proud of the strides we have made and are optimistic about continuing this trend in the years to come.

RECOMMENDATIONS FROM (EXECUTIVE COMMITTEE, DIRECTOR, COMMITTEE MEMBER, STAFF)

ATTACHMENTS:

SUBMITTED BY: A.Coppaway

AGENDA ITEM #8.4 : Governance Committee

DATE OF BOARD MEETING: August 17, 2024

Submitted: August 17, 2024

SUBJECT: Governance Committee

RECENT DEVELOPMENTS:

The CITT//ICTS Governance Committee is committed to ensuring robust corporate governance, regulatory compliance, and assists in the fostering of inclusive, diverse, equitable, and accessible environments within the organization. This year, we prioritized several key areas to strengthen our governance practices and align our Board's operations with our core values.

During this year, we undertook a comprehensive review and triaging of the Governance Committee alongside the Nomination Committee. Our efforts focused on three primary areas:

- *Board Composition:* The National Board is committed to building on its existing strengths while achieving balanced representation across diverse disciplines, regions, and communities within the live entertainment industry. By incorporating a wide range of viewpoints, knowledge, and expertise, we enhance and strengthen our decision-making processes.
- *New Internal Processes:* Implementing an improved orientation program for new Board members to ensure they are well-prepared to contribute effectively to the organization and the live entertainment industry.
- *Action Schedule for By-Law Revisions Compliance:* We are in the process of developing a detailed action plan to review and edit our By-Laws. The review will be conducted over the next fiscal year, with key milestones including draft revisions, a consultation period, and final approval by the Board.

SUMMARY:

This year's initiatives aim to build on the National Board's existing strengths while ensuring that our governance practices are representative, lawful and aligned with our organizational values. We are confident that these efforts will contribute to the long-term success and sustainability of our Board and organization.

RECOMMENDATIONS FROM (EXECUTIVE COMMITTEE, DIRECTOR, COMMITTEE MEMBER, STAFF)

ATTACHMENTS:

SUBMITTED BY: A.Coppaway

AGENDA ITEM #: 8.5

DATE OF ANNUAL GENERAL MEETING: August 17, 2024

SUBMITTED ON: August 20, 2024

SUBJECT: AGM Report – (Proxy: Russell Martin)

SUMMARY:

This year, IDEA Committee has been restructured as a fundamental set of values existing in each committee rather than its own stand-alone entity. This change was brought on at our annual retreat (facilitated by PHIL) to help simplify the number of necessary committees lead by board members and maintain operational sustainability.

This upcoming year, Crystal (with support from other chairs) will help to create a set of IDEA standards that can help ensure all our CITT/ICTS activities are led with care for our membership and continued learning. Practically, our goal will be to have accountability check-ins with our active committees to exercise IDEA where possible. As CITT/ICTS continues to grow, our hope is that more of our intersectional membership will find opportunities to connect with curated spaces at future Rendezvous and other public CITT/ICTS activities, that better reflect their demographic.

SUBMITTED BY: Crystal Lee – Director at Large

Item 10 Motion to Amend Bylaw

Date: July 30, 2024

To: Members of CITT/ICTS

Subject: Motion to Amend Article VI – Election of the Board of Directors – Qualifications of Candidates – Section A

Motion:

I, Andrea Lundy the Secretary of the National Board of CITT/ICTS, hereby move that the following amendment be made to Bylaw Article VI of our organization:

Current Wording of Bylaw Article VI – Election of the Board of Directors – Qualifications of Candidates Section A:

A. Nominees for all Board positions, Officers and Directors at Large, shall be:

- a. an Individual, Student, Professional or Retired member of the Corporation, or
- b. An individual who has been designated as the voting representative of an Organizational, Sustaining or Contributing member of the Corporation, for at least one (1) year as of 01 January of the year of their nomination.

Proposed Amendment: addition of clause c

- c. The National Board may move to nominate a non CITT/ICTS member when deemed appropriate and necessary. In each case, the reasoning behind the nomination must be clearly stated. The nomination must achieve a majority vote from the current Board Members. The nominee must comply with the following criteria to be considered:
 - i. Must have been a CITT/ICTS member in the past, or affiliated with a CITT/ICTS member in the past
 - ii. Must join CITT/ICTS as a member or be affiliated with a CITT/ICTS member before the nomination can be secured
 - iii. Once nominated they will be a Member-at-Large for a minimum of one year before being eligible to join the Executive

Rationale:

The amendment will enable the National Board to leverage its strengths while ensuring balanced representation across various disciplines, specialties, and communities. This may include, but is not limited to:

- Expanding opportunities for underrepresented communities
- Incorporating a diverse range of perspectives and expertise
- Achieving representation from across Canada

Impact:

The impact of the amendment could be significant and multifaceted. Here are some potential effects:

1. **Enhanced Diversity and Inclusion:** By focusing on increasing opportunities for underrepresented communities and ensuring a broad range of perspectives, the amendment promotes diversity and inclusion within the National Board. This can lead to more equitable representation and decision-making processes.
2. **Broader Perspectives and Expertise:** With a focus on incorporating diverse perspectives and knowledge, the Board is likely to benefit from a wider range of insights and expertise. This can improve the quality of discussions and decisions, leading to more innovative and well-rounded outcomes.
3. **Nationwide Representation:** Ensuring cross-Canada representation helps to reflect the geographic and demographic diversity of the country. This can enhance the Board's ability to address issues and needs relevant to different regions, fostering a more comprehensive and inclusive approach.

Overall, the amendment aims to build on the National Board's strengths while ensuring that it operates in a more inclusive and representative manner.

The motion has been carried by the Board of Directors and a resolution is now required by the members.

Motion approved: R. Martin Seconded: A. Coppaway Carried
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Request for Vote:

I respectfully request that the members of CITT/ICTS consider and vote on this proposed amendment to Bylaw **Article VI – Election of the Board of Directors – Qualifications of Candidates Section A** at the upcoming Annual General Meeting scheduled for Saturday August 17, 2024.

Andrea Lundy
Secretary