



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

CITT/ICTS
ANNUAL GENERAL MEETING MINUTES
(Hybrid)

Saturday August 13, 2022 at 12:30 p.m. MDT
McEwan Ballroom, Calgary Alberta and via Zoom (recorded)

Board of Directors Present:

Matt Frankish (President)
Russell Martin (Vice-president)
Al Cushing (Treasurer)
Paul Del Motte (President Elect)
Autumn Coppaway (Director at Large)
Crystal Lee (Director at Large) via Zoom
Andrea Lundy (Director at Large)
Russell Martin (Director at Large)
Esther Van Eek (Director at Large)

Board of Directors Regrets:

Claudia L'Écuyer (Director at Large)

National Office Staff Present:

Monique Corbeil National Coordinator
Marie-Laure Leclerc, Coordination Assistant

Regional Section Representative Present:

Kevin Humphrey (Alberta Section)
Rick Boychuk (Praires Section)
Emma Alderman (Ontario Section)
Marie-Claude Pilon (Québec Section)

Regional Section Representative Regrets

Josh Jansen (BC Section)

50 participants in attendance

Call to Order

The president calls the meeting to order at 12:31 EDT

President's Welcome Remarks

The President Matt Frankish welcomes everyone and thanks Actsafe the sponsor of the AGM Luncheon.

1. Approval of the Agenda

Motion to approve the 2022 Annual General Meeting agenda.

Moved by Craig Langlois

Seconded by Matt Labrie

Carried

2. Approval of the 2021 AGM Minutes

Motion to approved the 2021 Annual General Meeting minutes.

Moved by Russell Martin

Seconded by Autumn Coppaway

Carried

3. Treasurer's Report

Al Cushing presents his report to the Membership and introduces the auditor Roland Naccache to present the audited statements. See more of the Treasurer report in Annex A.

3.1. Presentation of 2021-22 Financial Statement by Auditor

Roland Naccache presents the 2021-22 audited financial statement that ended on April 30th 2022. The auditor has a very positive opinion and mentioned that the collaboration of the administration to conduct the audit was excellent. Overall it has been a very good year for the organization with \$212 000 net worth at the end of the fiscal year for a budget of \$400 000 representing almost 50% of the budget, which is very good.

4. President's Annual Report

Presented by Matt Frankish. See report in Annex B.

5. National Office Report

Presented by Monique Corbeil. See report in Annex C.

6. Regional Section Reports

6.1. Alberta Section presented by Kevin Humphrey, see report in Annex D

6.2. Ontario Section presented by Emma Alderma, see report in Annex E

6.3. Prairie Section presented by Rick Boychuk

6.4. Québec Section presented by Marie-Claude Pilon

7. Committee Reports

7.1. Human Resources presented by Esther Van Eek, see report in Annex F

7.2. IDEA presented by Russell Martin

7.3. Rendez-vous Curated Content presented by Russell Martin

8. 2022 Board Election Results

Election results are presented by the president. The following members have been elected to sit on the board for a 2-year term: Autumn Coppaway, Al Cushing and Russell Martin.

The remaining board members are Paul Del Motte (to become President), Matt Frankish (to become Past-President) Claudia L'Écuyer, Crystal Lee, Andrea Lundy and Esther Van Eek.

8.1. Introduction of Board Members: the board members who are present at the AGM are introduced to the membership

9. Moving Forward

The president Matt Frankish presents the president elect Paul Del Motte to share his thoughts on the past 2 years and his vision of taking the helm of the organization as president and moving forward.

10. Questions from the Members

- Because of audio issue the first question was partially inaudible and no name was mentioned: it was about achieving the strategic plan targets and milestones.
 - *The president respond that we believe it's possible but it's not easy there are measurable targets in there and you know we'll be able to report as we go along.*

- Don Parman ask about using outside help or contactor to help fulfill the strategic targets by using outside specialist to do some of that work rather than hiring six more staff.
 - *The president respond that it's a great idea and that the incoming board will consider it and look into that at tomorrow's board meeting.*

- Lee O'Reilly shares feedback about Rendez-vous: This is really just about this Rendez-vous and this is my first Rendez-vous and I really love it. My only real feedback as a first time attendee, it would be great to see pronouns on name tags and introduction and wherever else there's an opportunity.
 - *The president thanks Kim and respond that by looking at Russel Martin's face expression it's exactly what the IDEA committee is going to propose to do.*

11. Adjournment

Moved by Scott Spidell to adjourn the meeting at 1:30 p.m. MDT.

Minutes were transcribed by Monique Corbeil from the Zoom video recording

ANNEX A

Treasurer Report Al Cushing, Treasurer

The good news is that CITT/ICTS is in very good financial shape with \$141, 630 and a cashflow of \$426 000 in the bank so moving forward to the next year we're going to be in a very good shape. The amazing thing I want to report is that we survived the pandemic and we got EXPO-SCÈNE back on track, which is where our revenue comes from. I Would like to say a big Merci à Monique, she has done incredible work to make all of that happen and it has not been easy with all the federal grants and maneuvers to make sure we survived. CITT/ICTS is a very well run organization, with no obvious difficulties or problems which is good news.

Auditor report

The main variances in revenue and expense are due to Covid in 2021 when nothing was happening vs 2022 with the return of EXPO-SCÈNE, As mentioned by the treasurer there is a surplus this year of \$141 000 with will be add to the net asset of \$71 000 from 2021 for a total of \$212 000 in net asset in 2022. The assets, minus liabilities, are composed mostly of cash and investments, some prepaid expenses and for the liabilities it is the regular accounts payables and deferred contribution, which is the money that was received and will be spent next year. Long term debt is \$60 000 (*Federal relief grant for Covid*) which will be reimbursed by December 2023 although we will keep \$20 000 which is why there is only \$40 000 as a debt to reimburse.

ANNEX B

President Report 2022 Matt Frankish, President

We are finally back together. I'm very happy to connect with those of you attending the conference in person as well as those joining us virtually. The last couple of years have really driven home for me the importance of making our events available online as much as possible, especially in terms of increasing access for members who may be more geographically remote and find attending in-person events to be a challenge.

The Production Industry has undergone incredible upheaval over the last two years, and the landscape looks very different to the one we knew in 2019. To still be here and actively engaged in our backstage community is an achievement for us all. We need to ensure that we continue to assess and adapt to the new realities of our circumstances, remaining relevant and helpful as we navigate this post-pandemic landscape.

As the world continues to emerge from the pandemic, I am pleased to report the following CITT/ICTS successes:

- Expo-Scene returned to Montreal this past April and engaged almost 2000 visitors and 70 exhibitors. The success of Expo-Scene relieved significant pressure on CITT/ICTS's finances and have enabled us to resume mostly normal operations.
- We welcomed an entire new Regional Section from the Prairies, covering the provinces of Manitoba and Saskatchewan. That new section is already doing some excellent work and have submitted a compelling case for holding the conference in Saskatoon in 2024. I look forward to seeing some of you there.
- We finalized and released the Strategic Plan which will set the priorities and the target for the next few years. I hope you've had a chance to read it and understand where the organisation is heading. If you have any questions, please connect with one of the CITT/ICTS Board members to discuss the Plan further.
- We successfully secured funding from the federal government to facilitate an Assistantship programme over the next year – look out for more information on this in future as we will be engaging with the regional sections to find suitable candidates for this programme.
- Finally, we are here at the University of Calgary, meeting with both conference attendees from across Canada and international visitors to World Stage Design, an event we partnered with the University of Calgary on presenting.

None of this would have been possible without two things:

- First, the hard work and dedication of CITT / ICTS's small staff, Monique and Marie-Laure, who keep everything working and provide the glue that holds it all together.
- Secondly, and crucially, the engagement and support of you, the members. To be clear: Member Involvement at the local, section and national levels is essential to the success of the programming we can offer.

Tomorrow, my tenure as President comes to an end, and I will hand over the reins to Paul Del Motte, the current President Elect. Paul is a long-time supporter of CITT / ICTS and will do an excellent job to carry on and expand the work we have completed so far. I have every confidence

that he will continue to improve and strengthen the organisation as we move into the post-pandemic world.

I would like to thank the existing board and membership for their support and understanding over the last couple of years. as we collectively navigated some extremely challenging circumstances. I can't say that this was the two years I had imagined serving as President, and I suspect it wasn't the two years that most of us were expecting. Despite the challenges, I have found the experience hugely rewarding and have learned an immense amount and developed a more nuanced appreciation of the contributions of CITT/ICTS to our industry.

In closing, I sincerely thank each of you for continuing to engage with our community you're your ongoing support of CITT/ICTS. I look forward to continuing to help and work with you in whatever way you'll have me.

Thank you

ANNEX C

CITT/ICTS NATIONAL COORDINATOR ANNUAL REPORT

Presented by Monique Corbeil

Bonjour and Welcome! My report is in 4 sections:

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

NATIONAL OFFICE

The office staff – consisting of two people – continued to work exclusively from home during the year, while the office unit serves a very useful storage and a hub for face to face meetings. Plans on returning to work at the office will be evaluated in the coming year.

In the 2021-2022 fiscal year, CITT/ICTS received \$70 348 in funding through the Canadian wages support and \$5 436 from the rent funding support for a total of \$75 784.

As of today, CITT/ICTS received over \$190 000 in Covid support funding from the Canadian government since the start of the pandemic, which ensured the viability of the organization. The Covid funding subsidies ended on May 7, 2022.

MEMBERSHIP

The Membership revenues totaled \$72 295, an increase of \$12 500 from 2020-2021. However, the total number of members remains the same as of last year around 300, the revenue increase is due mainly to the increase of renewals from corporate members who paid higher membership dues.

From May 2021 to April 2022, CITT/ICTS welcomed 42 new and returning members a 24% increase (8 more) from 2020-2021.

CITT/ICTS ANNUAL EVENTS

Rendez-vous 2021 was presented on line for the 2nd time with the same registration fee structure of “pay what you can” with 153 attendees signing up, down 25% from 2020 (206).

The decrease in attendance can be explained perhaps by Zoom fatigue...

Total registration revenues were at \$4 570 a decrease of \$2 000 from 2020 (\$6 465)
Total in sponsorship and advertisement revenues were higher at \$6250, a 150% increase from 2020 (\$2 500).

The conference hosted a total of 23 activities spread out over 3 days, including the product showcase, sessions, roundtables, panel discussion, Swag Bingo and the AGM. The conference generated a \$2 710 surplus.

A warm thank you to Aidan Cosgrave, Eden Weiss and Graham Frampton of JST Productions for overseeing all our Zoom technical needs throughout Rendez-vous.

EXPO-SCÈNE 2022

The return of EXPO-SCÈNE, CITT/ICTS flagship event, was certainly a highlight of the year. With nearly 2000 attendees and over 70 exhibitors it was an amazing feeling to finally reconnect with our friends and colleagues once again, live, in person, at the Palais des congrès de Montréal.

EXPO-SCÈNE generated \$150 000 net surplus. I wish to express my deepest gratitude to the generosity of our corporate members without whom EXPO-SCÈNE would not be the successful event that it is. Their financial contribution to the event and to CITT/ICTS is remarkable and deserved to be recognized. –if there are any corporate members in the room or on line, Merci beaucoup!

I also want to thank the show's Technical Director Joël Décarie who has been with us since first edition in 2015 for the fantastic work he, along with his tech crew, accomplished in bringing EXPO-SCÈNE back to life as well as to our office coordination assistance Marie-Laure Leclerc, who arrived amidst the planning of EXPO-SCÈNE 2020, which of course got cancelled, and therefore has never seen or experienced it. This year's edition was her first time working on the event from the start and she did an amazing job in capturing the essence of the event.

OUTREACH INITIATIVES AND SUPPORT TO THE COMMUNITY

Ove the year, CITT/ICTS continued to organize the monthly online TD and Education Roundtable in partnership with PMArts and TDArts. These monthly meetings provided a space to share knowledge, to ask questions, to talk about experiences and the changes in our industry landscape as we continue to navigate in challenges times. At this point, I invite you all to stay and attend our last session of Rendez-vous 2022 following the AGM on “Collaborating Strategies”.

The monthly meetings is taking a break during the summer months and will return this fall in a new formula that will encourage cross-pollinated conversations.

CITT/ICTS Group Mentorship Pilot Program for the live performance production and technology professionals.

This Group Mentorship Pilot Program was a collaboration between the CITT/ICTS Mentoring Network and the Professional Development and Mentorship Project (PDM Project), a pilot program created in partnership between The AFC, AFBS, and Dancer Transition Resource Centre.

CITT/ICTS was very proud to have the opportunity to adapt this pilot program and provide the live performance production and technology sectors with this unique career development experience. Thus we became Cohort 3. The Group Mentorship Pilot Program offered a free one-month mentorship led by a respected and experienced group of leaders in the live performance production and technology industries.

The program aimed Canadian professionals working in the live performance production and technology fields of any age looking to make a shift in their careers. They could be an

emerging, mid-career or mature professional. Or looking for insight and guidance for a specific career advancement goal or career exploration or transition.

Those interested were invited to submit their application as a mentee. Of the dozen applications, a total of 6 participants from across Canada and different fields were selected in this program.

The Mentors invited for this cohort were:

Gavin Fearon, technical director for Dramatic Arts at Brock University's Marilyn I. Walker School of Fine and Performing Arts, and an IATSE stagehand.

Valérie C. Kaelin, MFA, ADC, DGC is a set and costume designer, and a film art director, teaching scenography at Ryerson University, also coordinating the Certificate in Design for Arts and Entertainment.

Sharon E. Secord who for the last eight years was the Head of Wardrobe for the University of Waterloo's Theatre and Performance program drawing on over 32 years of experiences from the professional theatre industry in costume construction and wardrobe administration for small and large-scale, productions.

This group mentor/mentee experience a combination of collective learning and guidance with opportunities for individual attention. The program ran from September 20 to October 11, 2021 with 4 online sessions, once a week. The Group Mentorship Pilot Program received support from the Canada Council for The Arts. CITT/ICTS financially supported setting up the 3rd cohort to the amount \$3000 which came from donations received over the past 7 years from an anonymous donator.

In closing, I would like to thank the board of directors for the continuous support and guidance over the year and to Scott Martin who recently stepped down. And a very special Merci! to Marie-Laure for her relentless support and dedication throughout the year.

Merci, Thank you.

ANNEX D
CITT Alberta Section Annual Report for Rendez-vous 2022

Compared to most years, this has been a slow year for Alberta.

In December 2021 we signed on for an initiative with Theatre Alberta called the Engagement Lab. It paired 20 senior theatre leaders from predominantly white institutions with 20 historically marginalized theatre artists in the province. The goal was to create community to acquire new tools, discuss changes, and ultimately test out new ways of collaboration to help foster a braver, safer, and more inclusive theatrical ecology in Alberta. The program started off well and showed much promise but in the last few months as more shows continue to open, many in the program have been unable to commit to the dates that were agreed to 9 months ago

As reported last year, in March of 2021 we submitted our section finished updating our bylaws and submitted them to the province for approval. Months later we received news that there were a few clerical errors with our wording, and they weren't accepted. After discussions with Service Alberta, we were able to eventually correct everything and get them officially approved in October 2021. In the process we discovered that our bylaws from 2003 that we had been operating under, had never been submitted and we should have been operating under our original bylaws from May 1980. It's nice to finally have everything updated.

Over the past year the board has been able to meet 8 times. Most of our meetings were short as we couldn't hold events, so without planning to do events we had less to discuss. We are currently hoping to hold an event to hold in the next few months so that we can get people out and hold our Section AGM at the same time. We will have positions open for new faces so if you have any interest in helping out your regional section, please come talk to me!

Without any events our financial situation remained stable and relatively unchanged. We have around \$5000 in our bank account and a further \$6000 in our GIC. This past year we earned \$15.35 in interest on our GIC. We had bank charges of \$3.95 and had to pay \$25 to file our revised bylaws. At the end of this month, we are sponsoring an award at the Betty Mitchell theatre awards here in Calgary.

Thank you.

Respectfully submitted,

Kevin Humphrey
Chair, CITT/ICTS Alberta Section

ANNEX E

Ontario Section Annual Report August 13, 2022

Hello all,

The Ontario Section has once again had a relatively quiet year. We have had a few board meetings so far this year, and held our 2022 AGM last week. We have elected two new board members, and for the first time in over a decade, have a vice-chair.

Our industry is facing significant pressures in the labour market, with many fresh faces, and many people looking to upgrade their skills to fill the gaps and take advantage of new opportunities. We are excited to be planning our first in-person conference in three years, with Connect 2023 being planned for January 6th through 8th 2023 in Toronto. We plan to present a focused program to ensure that technicians and production staff can train as board operators in sound, video, and lighting so the shows can, in fact, go on.

We're also excited about providing an opportunity for students and recent graduates to meet with prospective employers from across the province.

The Ontario Section Board would like to thank Monique and Marie Laure, as well as the national board for all their work to keep the membership engaged, and the organization in good health.

I'm looking forward to serving our membership with high-quality professional development and networking opportunities, and seeing everyone in person again soon!

Sincerely,

Paul Fujimoto-Pihl
Chair

ANNEX F

Human Resources Committee Report

Submitted by Esther Van Eek, chair of committee

We met this year and worked on 2 initiatives, one of them was to create terms of reference for the committee because they did not exist prior to this. So we do have a draft terms of reference that is close to being completed and will be instituted soon. The other thing that we met about and that been working on is just updating the job profile and job mandate for the National Coordinator. As everything as she is to this organization her job description is out of date by probably half a decade or more. So we're working on getting that updated so it reflects what she actually does and do for this organization and that pretty much everything.

Thank you very much!