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ANNUAL REPORT
2020 ANNUAL GENERAL MEETING

citt
icts

CANADIAN INSTITUTE FOR THEATRE TECHNOLOGY
INSTITUT CANADIEN DES TECHNOLOGIES SCÉNOGRAPHIQUES



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BOARD OF DIRECTORS

Angela Drainville *President*
Paul del Motte *Interim Vice-President*
Scott Martin *Secretary*
Al Cushing *Treasurer*
Matt Frankish *President Elect*
Directors at Large **Emma Alderman**,
Claudia L'Écuyer, **Eric Pells**, **John Raymond**
and Esther Van Eek

FINANCE COMMITTEE

Norbert Muncs *Chair*
Al Cushing
Paul Del Motte
Matt Frankish
Angela Drainville *(ex-officio)*
Monique Corbeil *(ex-officio)*
Claudia L'Écuyer *(invited member)*

NOMINATING COMMITTEE

Matt Frankish *Chair*
Claude Viens *Québec Section*
Paul Fujimoto-Pihl *Ontario Section*
Kevin Humphrey *Alberta Section*
Alex House *BC Section*
Angela Drainville *(ex-officio)*
Monique Corbeil *(ex-officio)*

HR COMMITTEE

John Raymond *Chair*
Paul Del Motte
Scott Martin
Angela Drainville *(ex-officio)*
Monique Corbeil *(ex-officio)*

GOVERNANCE COMMITTEE

Al Cushing *Chair*
Matt Frankish
Emma Alderman
Angela Drainville *(ex-officio)*
Monique Corbeil *(ex-officio)*

DIVERSITY, EQUITY AND INCLUSION

Emma Alderman *Chair*
Eric Pells
Esther Van Eek
John Raymond
Angela Drainville *(ex-officio)*
Monique Corbeil *(ex-officio)*

COMMUNICATIONS COMMITTEE

Scott Martin *Chair*
Matt Frankish
Emma Alderman
Claudia L'Écuyer
Angela Drainville *(ex-officio)*
Monique Corbeil *(ex-officio)*

NATIONAL OFFICE STAFF

Monique Corbeil *National Coordinator*
Marie-Laure Leclerc *Coordination Assistant*

BOOKKEEPER

Chantal Comeau

PROOFREADER

Danielle Leclerc

RENDEZ-VOUS 2019 TEAM

Monique Corbeil *National Coordinator*
Maryse Dupuy *Coordination Assistant*
Sara Muncs *Conference Assistant*
Joël Décarie *Technical Director*

RENDEZ-VOUS 2019 LOCAL COMMITTEE

Colin Asselstine *Transportation Coordinator*
Al Cushing *Conference Collaborator*
Angela Drainville *Conference Coordinator*
Josh Jansen *Conference Collaborator*
Kaori Torigai *Local Conference Coordination*

EXPO-SCÈNE 2020 TEAM

Monique Corbeil *National Coordinator*
Marie-Laure Leclerc *Coordination Assistant*
Joël Décarie *Technical Director*
Guy Declos *Event Manager, Customer Experience*
Palais des congrès de Montréal
Claude Noël *Manager, Business Development Exhibitions, Palais des congrès de Montréal*
Nazli Rahman *Account Manager, GES*
Monica Lapierre *Project Manager, Inscript*

RENDEZ-VOUS 2020 CONTENT CURATION COMMITTEE

Matt Frankish *Chair*
Emma Alderman
Craig Blackley
Chad Croteau
Paul Del Motte
Paul Fujimoto-Pihl
Simon Marsden
John Raymond
Esther Van Eek
Angela Drainville *(ex-officio)*
Monique Corbeil *(ex-officio)*

WORLD STAGE DESIGN 2021 PLANNING COMMITTEE

April Viczko *University of Calgary*
Lisa Russell *World Stage Design Coordinator*
Patrick Rizzotti *University of British Columbia*
John Raymond *University of Alberta, CITT/ICTS*
Trevor MacDonald *University of Calgary*
Troy Hourie *University of Guelph*
Ian Garrett *York University*
Sadaf Ganji *University of Calgary*
Monique Corbeil *CITT/ICTS*



PRESIDENT REPORT

•

Hello everyone, and welcome to a very different AGM this year – our first that is taking place in a fully on-line format. I'm grateful to those of you who are willing to participate in this unusual way, and particularly to all of you who have decided to give an on-line version of Rendez-vous a try.

To say that this is one of the most unusual years that CITT/ICTS has ever faced, would be a fantastic understatement. Our organization took what we thought was a seismic leap toward a new format at last year's conference in Whitehorse – with a shift toward reconciliation and a focus on increasing the diversity of the membership. I am so grateful that all those who joined us in Whitehorse were able to be there, it remains one of the highlights for me in my time as a member with CITT/ICTS. I was honoured to be able to share my community and our culture with you then, and it is a particularly poignant now, as the most recent time we were all together.

During last year's AGM, we were challenged by members on our inclusion of Women+ in the organization. Taking the notion even further, the Board responded by creating a new committee on Diversity, Equity and Inclusion – which we will be receiving our first report from shortly. Working with that committee, we revised our Governance Document to require the presence of at least two genders for all decisions made by the Board. These were first steps, in what we hope will be a more welcoming and inclusive CITT/ICTS.

We followed up the AGM and conference last year with a comprehensive survey of the membership. 109 members responded to the online survey, and 20 members agreed to be interviewed by phone. The results of this scan were presented to the Board of Directors at the in-person meeting in Montreal in mid-February. CITT/ICTS worked with a third-party consultant to facilitate a two-day strategic planning session which will shape the course of the organization over the next five years. Although the plan is approaching completion, Covid-19 delayed its progress. We are hopeful that over the next six months, that work will be completed, and the resulting strategy will be able to be shared with the membership.

However, some of the highlights that you can look forward to are: a revised digital strategy, positioning the organization as a hub for professional development, enhancing accessibility, and a reinvention of the mentorship program and call board.

Shortly after that meeting was when the bomb dropped on our industry. It was devastating for us, as it was for all of our members. We were forced to cancel EXPO-SCÈNE and to figure out our own path forward in the midst of the chaos that consumed us all.

I cannot overstate the horrific impact that COVID-19 has had on our industry, from individual technicians, to our presenting organizations, to our supply sector. There is no one that has escaped the economic, social, and mental health fallout of these last few months.

Soon after, we realized that an in-person Rendez-vous would not be possible, and Matt Frankish and his team on the Conference Committee worked extremely hard in order to deliver this conference in digital format for you. We have been aided in producing the conference by our resilient friends at JST Productions and Frampton Productions. I'm grateful for your support. We are so pleased with the outcome of this event, and have an incredible amount of gratitude for all of our sponsors, our panelists and speakers, and to our members for coming together to demonstrate our own resilience in overcoming the challenges facing our industry.

I have been buoyed by seeing new faces, and hearing voices from diverse backgrounds, and from diverse regions across Canada (and even beyond). It is almost overwhelming to see how many people have joined us that have never joined us before. I can only assume that this speaks to the accessibility of the format, and of the pay-what-you-can format. The Board of Directors has taken note of this, and will continue to work toward ensuring that our offerings are as accessible as possible.

Throughout these past few months, the Board has been meeting regularly (and perhaps more frequently) to review financials, make decisions about spending, and to ensure the stability of the organization in general. We also took the initiative to begin several digital 'drop ins' to facilitate dialogue between members. We intend to have these 'check ins' continue throughout the year, and are hopeful that our conference Roundtables, will also move to more regular virtual meetings throughout the year.

On behalf of the Board, I would like to thank our incredible office staff – Monique and Marie Laure for their efforts through a very difficult time. They have kept us on track, and continue to facilitate our work. Thank you for your dedication, it has been incredible.

I would also like to thank my committed Board of Directors. Many of you have had to deal with your own loss and grief through these last few months. Several of you having to define your own 'revised work practice,' several dealing with the uncertainty of CERB and companies near bankruptcy. The fact that you have still managed to find time to prioritize your commitment to this organization is incredible.

In addition, I need to thank all of those impacted by the cancellation of EXPO-SCÈNE, for your patience, your grace, your understanding and your support on the financial side of the cancellation.

Today, we are still trying to define - what is definitely not something I'm willing to call a new normal – but might call 'the next steps' in order to regain our industry. Throughout, we will be with you, and we hope that we will be able to chart a course to providing you with more support as we venture on.

I am confident in the Board we will introduce today, a Board of Directors that is the first gender-balanced Board in the history of CITT/ICTS. We acknowledge that we still have some work to do on achieving true equity and diversity in the organization, and in the industry, but we need to celebrate our baby steps as we achieve them.

I am also confident in the leadership that incoming President, Matt Frankish will bring to our organization. He is a strong, ethical leader, who is committed to the survival and even the progress of our industry in these incredible times.

Finally, I want to thank you for allowing me to serve as your President. I am passionate about the work of CITT/ICTS, and to have the ability to lead for this short time has been a gift to me.

I look forward to watching the organization continue towards its strategic goals – and to sharing the journey with each of you.

ANGELA DRAINVILLE

President

TREASURER'S REPORT

FINANCE COMMITTEE

Presented by Al Cushing

Treasurer

RECENT DEVELOPMENTS

The Finance Committee has the responsibility to review revenues and expenditures, assure that CITT/ICTS has met all fiduciary requirements, advise the National Coordinator on matters financial and report on the organization's financial health at each Board Meeting. The Finance Committee may make decisions on expenditures or actions that fall within the approved annual budget.

The members of the 2019-2020 Finance Committee were:

- a) Ex-Officio – the President of CITT/ICTS (Angela Drainville) and the National Coordinator (Monique Corbeil)
- b) Treasurer of CITT/ICTS (Al Cushing)
- c) President Elect or in lieu of the President Elect, the Vice President of CITT/ICTS (Matt Frankish)
- d) One other member of the Board of Directors. (Paul Del Motte)
- e) The Board of Directors shall appoint one other member of CITT/ICTS to The Finance Committee. (Norbert Muncs – Chair)
- f) The Finance Committee may request any member of CITT/ICTS to assist the Committee with its work. (Claudia L'Écuyer)

SUMMARY

The Finance Committee met on the following occasions:

2019 September 25

All is well
Discuss WSD / OISTAT in 2021

2019 October 30

RV2020 in London
EXPO-SCÈNE 2020
Membership Fees
RV2020 Conference Fees
Board Retreat & strategic planning

2019 December 11

Section Requests
RV2020 budget
Board Retreat

2020 January 29

WSD update
RV2020 update
EXPO-SCÈNE update

2019 March 11

EXPO-SCÈNE & Covid-19 – proceed but prepare
RV2020 planning
Defer Web-Site re-design

2020 March 18

COVID-19
EXPO-SCÈNE is cancelled
Grace period of membership dues
Pause RV2020

March and April

Ongoing work on the Pandemic Crisis –
National Coordinator shows exceptional leadership

2020 April 29

Draft budget of 20/21
Review Strategic plan
Move RV2020 to a virtual event
Covid -19 updates

2020 June 03

RV2020 – approve paying for tech services
approve refund from London venue.
Covid-19 updates

At each meeting the National Coordinator provides the Finance Committee with a detailed report of the organization's financial health and assurance that all legal fiduciary responsibilities have been met.

RECOMMENDATION

Norberts Muncs will not be returning in 2021 to chair the Committee. He will be focusing his efforts on the Québec Section. I would like to extend my appreciation and thanks for the work that he has done for CITT/ICTS as Treasurer and as Chair of the Finance Committee.

With Respect to the extraordinary work that our National Coordinator has done while navigating our way through the challenges posed by the Covid-19 pandemic I would ask the Membership recognize Monique Corbeil for her dedication and leadership in this time crisis.

AUDIT

The Finance Committee and the Board of Directors have reviewed the 2019/2020 financial statements as prepared by Roland Naccache. Those statements were presented by M. Naccache at the AGM.

NATIONAL OFFICE REPORT

Presented by Monique Corbeil

National Coordinator

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

1. NATIONAL OFFICE

Following the departure of Maryse Dupuy, in October 2019, I hired Marie-Laure Leclerc as Coordination Assistant, and we have both been working from home since March 13, 2020.

CITT/ICTS has applied for and received funding through the Canada Emergency Wage Subsidy (CEWS) to help pay the staff salaries. The office lease ends October 31st and even though we have received funding through the Canada Emergency Commercial Rent Assistance (CECRA) programme, CITT/ICTS will review the pertinence of renewing, downsizing or cancelling the lease.

2. MEMBERSHIP

- Membership revenues totaled \$84 539 a decrease of \$9 000 from last year 2018-19.
- New Members: From May 2019 to April 2020, CITT/ICTS welcomed 45 new members, down from 80 (44% decrease with 35 less new members) from the previous year of 2018-19.
- Membership Renewals membership renewal was down about 20% and dropped drastically since March 2020 in the aftermath of the COVID-19 lockdown. The CITT/ICTS board has extended the grace period to pay membership dues from 30 days to 180 days (until September 12, 2020).
- Total membership as of April 30th, 2020 was 320, down 25% from 2018-2019.

3. CITT/ICTS ANNUAL EVENTS

Rendez-vous 2019 Whitehorse Yukon – The event was presented for the first time in the Northern Canada. A total of 90 delegates attended, plus 10 exhibitors at the trade show. There were over thirty sessions and five pre and post conference workshops. The president Angela Drainville and treasurer Al Cushing were able to secure a Community Development Fund (CDF) grant from the Yukon Government to the amount of \$76 788 to help offset the cost of the venue rentals, the hiring of local staff and the catering service. The conference ended with a deficit of \$39 812.

EXPO-SCÈNE 2020 – The show was sold out and preparations almost completed with 2 weeks to go before the event. As with thousands of other events, it was cancelled due to COVID-19 on March 12, 2020 after the announcement from the Québec government banning all gathering of over 250 people. Most exhibitors deferred their contract to the 2021 edition, some exhibitors opting for a 50% one-time refund and the termination of their contract. We were able to recover expenses from the Palais des congrès de Montréal venue rental, from insurances, and from the online registration service. In spite of those refunds, the “non” event ended with a loss of \$22 758 in non-recoverable expenses incurred for the planning of the show.

EXPO-SCÈNE 2021 is scheduled to take place on March 31 and April 1st, 2021 at the Palais des congrès de Montréal.

See point 4 on the next page.

4. OUTREACH INITIATIVES AND SUPPORT TO THE COMMUNITY

Over the past year, a total of \$21 935 was granted by CITT/ICTS in support to the Canadian Live Performance Community, which provided financial support and sponsorship to the following organisations and events:

- The AFC: \$5000 (amount accumulated from Swag Bingo donations over the past years)
- Northern Arts and Cultural Centre in Yellowknife NT received \$2 500 for their Outreach Sound Icon training program and \$3 075 to allow the attendance of the mentee and the instructor at Rendez-vous 2019 in Whitehorse Yukon, for a total of \$5 575
- The Actsafe Event Safety Conference received \$750
- Susan Benson Book Launch: \$500
- Ontario Contact conference: \$400
- Regional Section funding totaled \$8 700 (including annual and special projects funding)
 - › BC: \$600
 - › Alberta: \$3 100
 - › Ontario: \$3 000
 - › Québec: \$2 000

Over the year, from May 2019 to March 2020, I attended numerous events, conferences, meetings and outreach initiatives. Below is a list of those events:

- Pat Flood's Susan Benson Book Launch May 26, Toronto Ontario
- PQ 2019 and OISTAT meetings, June 9-16, Prague, Czech Republic
- Stage | Set | Scenery trade show and OISTAT meetings, June 18-21, Berlin, Germany
- ETCP Council & ESWG Meetings, July 18-20, Dallas Texas, USA
- Rendez-vous technique des arts de la scène du Québec, September 3-5, Québec, Québec
- Compétence Culture AGM September 19-20, Montréal, Québec
- ETCP Council & ESWG Meetings, October 24-26, Dallas Texas, USA
- LDI Show, November 21-24, Las Vegas, Nevada USA
- NAMM Show, ETCP Council & ESWG Meetings, January 15-19, Anaheim, California USA
- Gala Reconnaissance Palais des congrès de Montréal, February 5th, Montreal Québec
- Jubilee Backstage Access, March 2-3, Calgary, Alberta
- Actsafe Event Safety Conference, March 4-7, Richmond, British-Columbia
- Cancelled or postponed events include:
 - › PMArts & TDArts conference March 2020 (postponed later in 2020)
 - › Event Safety Alliance Canada April 2020 Conference (postponed to 2021)
 - › USITT Conference and Stage Expo April 1-4, Houston Texas USA, which was cancelled.

In closing, I would like to thank the following people:

- The outgoing board members Eric Pells, John Raymond for their engagement to the organisation;
- The outgoing chair of the Finance Committee Norberts Muncs for his wisdom and leadership;
- The current board of directors members for the continuous support and guidance over the year and especially during these challenging times;
- Our national office staff: Joel Décarie, our technical director for EXPO-SCÈNE and Rendez-vous and a special Merci! to Marie-Laure Leclerc for being there with me.



REGIONAL SECTION REPORT

BRITISH COLUMBIA

Presented by Krista Pavane
BC Section Secretary

The BC Section made it through 2019 and into 2020 with a solid showing of events and involvement. As a section, our focus tends toward educational outreach to our up-and-coming tech students and their teachers. The board and everyone in our section would like to recognize the amazing work of Alex House in spearheading so many of our events.

In October we attended and provided workshops at the annual conference for the Association of BC Drama Educators, including lighting and sound training and an ask-us-anything style panel discussion.

In January we held our four-day intensive Tech-Nique workshop that is just as popular with professionals as it is with students. This year we had attendees from a variety of backgrounds – highschoolers, teachers, new industry workers – and all their hard work culminated in a great show. We appreciate the generosity of the Centennial Theatre in North Vancouver for donating their venue for a second year.

We have been grappling with ongoing issues with board membership. To address these issues, several members of the BC Board held an impromptu lunch meeting at the ActSafe conference in March to discuss the current makeup of the board and how that impacts our ability to provide support, content, and events to our membership. We realised at that meeting that it was actually easier to get together when we were already together for other reasons so we put forward a plan to adjust our in-person meetings to coincide with industry events that we regularly attend (conferences, etc) and to host all other meetings online. We were planning to Zoom before it was cool to Zoom!

And then the pandemic hit. While it makes sense to have a board made up of members actively working in the industry, each one of us has had to prioritize our own individual safety and welfare and that of our venues and businesses. We are still connecting with our BC membership as friends and colleagues, but we have paused our activities as a board until the situation stabilizes.

		2020-08-17
2019 BC CITT Financial Statement		
July 1st 2019 June 30th 2020		
Income		
Technique	Sponsorship	1,100.00
ABCDE Tradeshow	National paid direct	150.00
ABCDE Workshops		450.00
National		450.00
	TOTAL	2,150.00
Expenditure		
Instructor Payment	ABCDE workshop #1	112.50
ABCDE Tradeshow	Paid by National	150.00
Technique - Tshirts		715.01
Technique Bands		750.00
Technique	Pizza	273.46
Technique -	Truck Rental	172.95
Bank Fees		86.75
	TOTAL	2,260.67
Total Income		2,150.00
Total Expense		2,260.67
Overall		-\$111
Final Balance		\$444.54



REGIONAL SECTION REPORT

ALBERTA

Presented by Kevin Humpfrey

Hello,

Here is a brief recap of what our section has been up to since we last met in Whitehorse:
The Section Board has met 6 times over the past year. All meetings were conducted online.

- In October we went to Banff and sponsored two workshops for Theatre Alberta's Community Theatre Summit. We sponsored The Basics of QLab and Don't Break A Leg! Safety In Theatre. We were given a chance to speak about CITT at the beginning of each session.
- In March, just before the world ended, we were fortunate to bring both ETC and Rosco to Calgary for some workshops prior to Backstage Access. We had ETC in town for 3 days of training, including the first time Augment3d training was offered in Canada. Rosco presented a 2 day class on wood-grain paint techniques. The ETC classes sold better this year than the last couple but Rosco wasn't as well attended. We found the US/CAD exchange rates made our thin margins even thinner.
- In June we sponsored 2 awards for the Elizabeth Sterling Haynes Awards celebrating outstanding achievements in theatre. The awards were virtual this year so although we didn't get to enjoy a buffet, we can watch it again and again thanks to YouTube.
<https://youtu.be/rEpBKZY4PaU?t=296>

We were supposed to have our Annual General Meeting in May, but made the decision to temporarily postpone it. We had been in the process of planning SMAART training for late summer or early fall. But now that is on hold for the foreseeable future. I would like to thank all of our sponsors who were able to help us offer courses and programming for Albertans.

Respectfully submitted,

Kevin Humpfrey
Chair, CITT Alberta Section

Canadian Institute for Theatre Technology Alberta			
Financial Statement			
For the Year Ended May 31, 2020			
Assets			
BMO Chequing Account		\$5,972.62	
GIC		\$6,003.95	
Total Assets			\$11,976.57
Revenues			
GIC Interest			\$3.95
Registrations			\$10,655.00
Sponsorships			
CITT National	\$3,100.00		
Theatre Alberta	\$1,500.00		
WOW Lighting	\$ 500.00		
Total Sponsorships		\$ 5,100.00	
Total Revenue			\$15,758.95
Expenses			
Admin			
Bank Service Charge	\$ 37.40		
Credit Card Fees	\$315.00		
Postage and Delivery	\$ 28.30		
Total Admin		\$ 380.70	
Gifts		\$ 26.15	
Programming			
Accommodation	\$1,896.58		
Food & Beverage	\$1,240.34		
Supplies	\$ 265.57		
Trainers	\$9,519.03		
Total Programming		\$12,921.52	
Sponsorship Expense		\$ 2,846.75	
Executive			
Registration	\$ 105.00		
Travel & Accommodation	\$ 812.30		
Total Executive		\$ 917.30	
Total Expenses			\$17,092.42
Net Loss for Period			\$ 1,333.47

This Financial Statement has been reviewed and accepted by:

Name: Sherry Waddle
Position: Director at Large
Date: 2020-06-15

Signature: *Sherry Waddle*

Name: roy jackson
Position: Board member at large
Date: 2020-06-15

Signature: *Roy Jackson*



REGIONAL SECTION REPORT

ONTARIO

Presented by Paul Fujimoto-Pihl

Hello all,

The Ontario section has been less active over the last year than it has in the past, but we managed to continue to produce some quality programming during our Connect 2020 event in January at Ryerson University. With the help of a hard-working conference committee, contractors, and volunteers, we put together an excellent range of sessions for students and professionals alike.

Kicking off the three-day event, we hosted a student job fair on the mainstage at Ryerson, and headed off to the pub for an opening night social generously hosted by IATSE Local 58. The following two days were full of great conversations, panel discussions, seminars, and product demonstrations. Saturday night held another social event, sponsored by Jack A Frost, that featured an eye-opening panel discussion on work-life balance. Our Final day culminated in another perspective-shifting Women+ in the Backstage panel discussion. We are eternally grateful to the national office for their continued administrative, marketing, financial, and emotional support of this programming.

Following the conclusion of the event, we finally allowed Victor Svenningson to retire as treasurer, and from the Ontario Section Board. I would like to thank Victor for his many (many) years of service that date back to when the Ontario section was the Algonquin section.

In February, I was fortunate enough to participate in the CITT/ICTS national board retreat and Strategic Planning in Montreal. I am grateful for the driven and compassionate leadership of Angela Drainville as president, and to the national board and regional section chairs for the passionate, thoughtful, and committed dedication to this organization. The clarity of purpose that came out of those meetings is inspiring, and I believe will help bring even greater value to the membership and our industry as a whole.

Since that fateful Friday the 13th in March this year, we've been pretty quiet as a section. I am personally fortunate to have been continuously employed, and have meaningful work to do. My family is not struggling financially. We own our house. We have enough to eat. We have remained safe and healthy. Even with all those worries taken care of I have still struggled with my capacity to do work, to contribute to in the way that I want to, and frankly, with my mental health. Many, if not most, of our members don't have those luxuries. I think about them every day, and what more we can be doing for them.

When we met for the national retreat in February, advocacy for our industry seemed to be a relatively low priority. Today, it's at the very top of the list. We are fortunate to have a passionate group of people around us to lead us in these advocacy efforts, and who have already issued an open letter calling for support for our industry. I implore you to send a copy to your local, regional, provincial/territorial, and national politicians with a personal note, asking them to take action to help our industry weather the storm. If you have ideas of how we can do more, speak up and send us a note.

There is light at the end of the tunnel. Organizations across the country are taking this down time to evaluate the way they do business, and why. Breaking down barriers and addressing systemic racism is finally both in the national spotlight, and production companies have the time and resources to do something about it. Production companies are evaluating working conditions, and considering eliminating 10-out-of-12's, and going to five-day rehearsal periods. When we emerge, I believe we will be better than ever before. It's up to us to make sure it happens.

Sincerely,

Paul Fujimoto-Pihl
Chair, Ontario Section CITT/ICTS



REGIONAL SECTION REPORT

QUÉBEC

Presented by Sandra Matte

This annual report is the result of the work of the two presidents. The first fiscal year ended on February 24, 2020 with the end of the mandate of Mr. Claude Viens. He was succeeded by Sandra Matte.

CITT/ICTS members and recruitment:

We note that an effort must be made to increase recruitment. A Facebook page has been created to promote visibility. However, an effort must be made to add content to the CQICTS page.

Rendez-vous 2019 Yukon:

Nice meets. Nice exchanges. Mr. Viens suggests recording the lectures to make them accessible to members.

Agreement between AQM and CQICTS:

Mandates to be developed for the CQICTS training resource, Cloé Ratio of AQM.

- TEC Talks at EXPO-SCÈNE.
- First training in lighting in January 2020.
- We wish to collaborate more with Cloé in order to closely monitor developments in terms of training.
- Use of social networks to promote training.

OHS:

The CQICTS will collaborate with the Centre d'études collégiales de Montmagny for the possible development of an OHS work tool.

Venues visits:

Always so interesting activity to continue.

- Creation of links between individuals.
- Potential promotion tools for social networks.

Covid-19:

- Many questions about the role that the CQICTS can play.
- Questioning at the level of the communication structure of our industry. Lots of disparate actions.
- Search for a position that is fair to represent and make the voice of our members heard.
- A letter to the provincial Ministry of Culture is in development with the prioritization of the following elements:
 - › Workers' status and guaranteed minimum income
 - › Psychosocial risks and support for self-employed workers
 - › Protection of expertise
 - › Continuing education
 - › Support for suppliers and manufacturers

CQICTS
États financiers au 31 décembre 2019

ACTIF

EN CAISSE	601 \$	
Comptes à recevoir	0 \$	
		<u>601 \$</u>

PASSIF

Compte Fournisseurs	0 \$	
SURPLUS ACCUMULÉ	601 \$	
		<u>601 \$</u>

AVOIR DE MEMBRES	601 \$	
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CQICTS
ÉTATS DE L'EXERCICE 2019
au 31 décembre

REVENUS

	2019	2018
Soutien CITT/ICTS	1 000	1 000
Revenus autonomes	-	-
	<u>1 000 \$</u>	<u>1 000 \$</u>

DÉPENSES

Frais d'administration	907	2 071
Activités de perfectionnement	-	281
Activités de promotion et rencontres	25	-
Projets spéciaux	-	-
	<u>932 \$</u>	<u>2 352 \$</u>

Excédent (déficit)	<u>68 \$</u>	<u>(1 352) \$</u>
Surplus antécédent	(1 294)	58
	<u>(1 225) \$</u>	<u>(1 294) \$</u>

COMMITTEES REPORTS

WSD 2021

Presented by John Raymond

The University of Calgary's School of Creative and Performing Arts with CITT/ICTS (Canada's OISTAT Centre) will host the next World Stage Design.

World Stage Design 2021 in Calgary has been postponed to August 6 – 16, 2022 and I am happy to report that the CITT/ICTS Rendez-vous 2022 Annual Conference and Trade Show will take place in Calgary.

I assume that very soon WSD2021 will change to WSD2022 on the web.

For those that may not know very much about WSD it includes:

- International Design Exhibit and Competition
- Scenofest Conference that includes Performances, Panels and Masterclasses, Community Engagement and Family Events
- Theatre Architecture Conference (TAC)
- Technical Invention Prize (TIP)
- OISTAT World Congress

And in 2022, it will also include the 32nd CITT/ICTS Rendez-vous Annual Conference and Trade Show.

Monique and I have been on the Advisory/Planning Committee of seven members lead by April Viczko – Project LEAD, and I will continue to represent CITT/ICTS with Monique on this planning committee.

Please refer to WSD2021, soon to be 2022, for further information and announcements.

COMMUNICATIONS COMMITTEE

Presented by Scott Martin

The Communications Committee this year was tasked primarily with a review of the Communications Audit that was commissioned last summer and submitted to the board in October 2019.

Some highlights of that audit are not surprising to many members. Although CITT/ICTS does send out a lot of information to members, it is not necessarily formatted in the best way for busy theatre personnel who may not often be sitting at a desk to access easily. Our newsletters and job postings are often read and our Facebook page is fairly active, but we lack a broad social media presence and our out of step with the communication habits of our younger members and colleagues. Our website should be easier to navigate, especially for mobile devices and our forums are not quickly accessible and are not nearly as busy as they once were.

All of these items were talked about in detail by the board throughout the strategic planning retreat and plans were made to address most of the shortfalls identified in the report. Monique and the National Office have been working with our web designers to improve the interface of the website as best they can with low impact on our budget.

However, a lot of these plans had to go by the wayside in early March when we were faced with the cancellation of EXPO-SCÈNE and the shift to support our members in a vastly different landscape in the entertainment community. Since then the board has focused mostly on supporting our members through government advocacy and increasing the opportunities for members to communicate through online forums such as the TD Re-opening Round table, Education Round-table, Advocacy Committee and Member Check-ins.

As we settle into the new reality and are able to focus back on our strategic goals, communications with member and potential members is an area that we hope to improve.

DIVERSITY, EQUITY AND INCLUSION COMMITTEE

Presented by Emma Alderman

General

Our committee was created at last year's board meeting following Rendez-vous and we worked with the Governance committee to add a DEI clause to our Governance documents. Specifically this began with the feedback from our members regarding quorum and our gender diversity on the board. In response to this I would like to highlight a specific point that we have added the following to our governance documents:

By 2020 we will:

"Ensure that the Board of Directors includes at least three members that do not self-identify as male. Recognize that a board quorum must include representatives of at least two self-identified genders."

We have heard feedback from our membership loud and clear that you want to see more diverse representation in presenters. This includes diversity in gender, ethnicity, or the kinds of expertise being shared. We will continue to work with the rest of the board when programming to ensure this is heard.

The BIPOC experience in the industry and our part in this

We, as the national board of directors, would also like to acknowledge again that we are aware that we are a board made of mostly white individuals and because of that we benefit from the white privilege ingrained in our society and our industry. We commit to continue this discussion within our board and with our membership in order to dismantle institutionalized racism from within our own organization as well as use our position within the entertainment industry to help create safe spaces and ensure BIPOC voices are heard.

We encourage our members to look within their own institutions and communities so we can work together to challenge racism as an industry, not just today but every day. We encourage our members to listen to those who have been generous enough to speak up and support organizations that are led by Black, Indigenous and Persons of Colour across the country. We will be working with the finance committee to move toward DEI training for board members and staff. Specifically we will be continuing to fill the gaps in our knowledge as a largely white board and encourage Black, Indigenous and Persons of Colour to participate on and run for election to the National or local boards.

Creating Diverse and Inclusive Spaces

We are aware that our space and our industry have not always felt safe and welcoming to everyone and we would like to make that space for you.

We would like to support you in creating spaces in your own communities, whether it is supporting Women+ of the Backstage activities in your area or helping create new spaces for BIPOC or LGBTQ+ individuals. We are open to helping you create these spaces for the communities you belong to and would like to see them thrive.

The committee, in addition to educating ourselves, would love to hear from you about how we can make this space more accessible and welcoming or how you would like to use the space we create for you. We are also very open to listening to how we may have failed you in the past. You can email CITT/ICTS directly or you can reach out to one of us individually.

This is also our formal invitation to join us to anyone who would like to be on this committee, all members are welcome to apply to serve on any committee, even if they are not on a CITT/ICTS board.

We are also working with the office and event planning teams to begin rolling out more gender inclusive practices when it comes to events. For example: encouraging our members to add pronouns to their name tags and making gender neutral washrooms available at our events. As well as encouraging our team and membership to use gender inclusive language when addressing large groups of people. We will also be working with the office staff to see how we can make our spaces more physically accessible. Ideally, at minimum, creating accessibility notes that attendees can access before deciding to enter a venue.

Financial Accessibility

Finally and certainly not least important, we are also working with the finance and governance committees to keep CITT/ICTS accessible particularly right now as many of you are unemployed (by extending the period to renew your membership during this difficult time and offering to pay what you can options for our conference this year). Longer term we will also continue to work towards making our programming financially and physically accessible to younger and more remote members.

ADVOCACY COMMITTEE

Presented by Angela Drainville

In response to government mandated restrictions put in place to battle COVID-19, and the subsequent fall-out for our industry, the CITT/ICTS Advocacy Committee was formed. The members of the Advocacy Committee self-appointed from all jurisdictions across Canada. The Committee met several times in order to deliver a letter to the Ministers in support of extending the CERB, CEWS and CECRA programmes, as well as urging direct funding to the various arts funding bodies, and requesting industry involvement in drafting the regulations surrounding the return of live events. This work was done following the lead of IATSE, ADC and Equity. The Advocacy Committee has also offered to be a resource for the regional sections in advocating in their own jurisdictions, and this work is ongoing.

CITT/ICTS also maintains an extensive list of resources and information for members on safe reopening, and was represented on the following national level working groups:

Coalition of Canada's arts and live performance industry, comprised of the IATSE, Canadian Actors' Equity Association, the Canadian Federation of Musicians and the Associated Designers of Canada.

COVID-19 ASO (Art Service Association) Response Group affiliated organizations include:

- Alberta Partners for Arts and Culture
- Atlantic Presenters Association
- Canadian Dance Assembly
- CAPACOA
- CARFAC National
- La Fédération culturelle canadienne-française (FCCF)
- Greater Vancouver Professional Theatre Alliance
- National Reading Campaign
- Ontario Presents
- Opera.ca
- Orchestras Canada
- Professional Association of Canadian Theatres (PACT)
- Saskatchewan Arts Alliance
- Theatre Nova Scotia

GOVERNANCE COMMITTEE

Presented by Al Cushing

At the 2019 AGM the revised By-Laws were presented to the Membership and approved. However, there was a critique from the floor that the By-Laws did not make any provision for Diversity, Equity and Inclusion. As a result, the Board directed the Governance Committee to review this issue and bring forward a recommendation.

The Committee reviewed, extensively, the existing literature on Diversity, Equity and Inclusion (DEI) in both the US and Canada. It became clear that embedding DEI in an organization's bylaws was clumsy and indeed created more problems than it cured. The needs of DEI guidance changed far more quickly than most organizations could update their by-laws resulting in policies and rules that were constantly out of date. Therefore, the Committee determined that the best approach was to add a section to the CITT/ICTS governance document to provide guidance to the organization as it continues to work towards greater inclusivity. The attached Section Six was presented to, and approved by, the Board of Directors.

SECTION SIX

DIVERSITY, EQUITY AND INCLUSION (DEI)

CITT/ICTS desires to be a diverse, equitable and inclusive organization and workplace where all members, volunteers and employees whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education, socio-economic status, or disability, feel valued and respected.

CITT/ICTS recognizes that Canada is a multicultural society and that our membership may include individuals from distinct cultural groups.

CITT/ICTS is committed to be a model of diversity and inclusion for the live performing arts industry.

CITT/ICTS will strive to provide informed, authentic leadership for diversity, equity and inclusion (DEI).

We will:

1. See DEI as connected to our mandate and mission and critical to ensuring the wellbeing of our organization, staff and the live performing arts communities we serve.
2. Explore the underlying, unquestioned assumptions that interfere with DEI and acknowledge and dismantle any inequities within our policies, systems, programs, and services.
3. Advocate for and support board-level thinking about how systemic inequities impact our organization's work, and how best to address that in a way that is consistent with our mission.
4. Commit time and resources to ensure diverse leadership within our board, committees and staff.
5. Ensure that the Nominations Committee is committed to actively seeking out women and individuals from underrepresented groups to include in the list of nominees; while remembering that building a diverse board is not about tokenism.
6. Develop and present sessions on DEI and to provide information and resources to members, the live performing arts industry and the arts community at large.
7. Ensure that we are aware of and take into consideration conscious and unconscious bias when hiring employees or engaging contractors and ensure that selection and assessment processes are equitable.
8. Advocate for public and private-sector policies and behaviours that promote DEI and challenge systems and policies that create disparity, inequity and exclusion.
9. Lead with respect and tolerance.

CITT/ICTS recognizes that gender equity and inclusion is an issue in the live performance industry that it represents.

To address this issue within CITT/ICTS we will:

- Ensure that the Board of Directors includes at least three members that do not selfidentify as male.
- Recognize that a board quorum must include representatives of at least two selfidentified genders.

NOMINATIONS COMMITTEE

Presented by Matt Frankish

ELECTION RESULTS

BOARD ELECTION

The 2020 Election for Directors was held in accordance with CITT/ICTS Bylaws beginning May 20th 2020 and was open for 30 days. Four Director positions were available on the Board. Eric Pells did not stand for re-election and John Raymond completed his three terms on the board. We thank them for their work on the board over the last few years. Two incumbents, Paul Del Motte and Al Cushing, chose to stand again. There were three additional nominations: Rick Boychuk, Russell Martin and Autumn Coppaway.

The ballot was publicized on the CITT/ICTS social media, website and email list.

- 477 members in good standing received the ballot via email.
- 104 members cast votes.

RESULTS

The ballot permitted selection of up to four candidates from a pool of five. The results were as follows, in descending order of votes received:

1. Autumn Coppaway, BC
2. Al Cushing, YT
3. Paul Del Motte, NB
4. Russell Martin, MB
5. Rick Boychuk, ON

As such, Autumn Coppaway, Al Cushing, Paul Del Motte and Russell Martin are duly elected to the Board of Directors. We thank all of the candidates for stepping forward and offering to volunteer their time.

The current President-elect will also take post as President at the same time as the Directors. The other Officers (Vice-President, Secretary, Treasurer) will be elected by and from the Board of Directors at the incoming board meeting on Friday August 21, 2020.

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INDEPENDENT AUDITOR'S REPORT

To the Members of
CANADIAN INSTITUTE FOR THEATRE TECHNOLOGY
INSTITUT CANADIEN DES TECHNOLOGIES SCÉNOGRAPHIQUES

Opinion

We have audited the financial statements of Canadian institute for theatre technology, institut canadien des technologies scénographiques, which comprise the balance sheet as at April 30, 2020, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the organization as at April 30, 2020, and its result of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the organization in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the organization's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the organization's financial reporting process.

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INDEPENDENT AUDITOR'S REPORT

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

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INDEPENDENT AUDITOR'S REPORT

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Roland Naccache et Associés
Par Roland Naccache, CPA auditeur, CA

Roland Naccache, CPA auditeur, CA
Montréal (Québec)
June 25, 2020

CANADIAN INSTITUTE FOR THEATRE TECHNOLOGY
INSTITUT CANADIEN DES TECHNOLOGIES SCÉNOGRAPHIQUES

STATEMENT OF OPERATIONS / RÉSULTATS
FOR THE YEAR ENDED APRIL 30, 2020 / EXERCICE TERMINÉ LE 30 AVRIL 2020

	2020	2019
	\$	\$
REVENUES / PRODUITS		
EXPO-SCENE income / Revenu EXPO-SCENE	32,775	371,000
Conferences / Conférences	114,539	90,170
Memberships / Adhésions	84,653	93,541
Grants / Subventions	8,579	-
Special projects / Projets spéciaux	10,926	-
Donations / Dons	5,000	-
Publications income / Revenus de publications	550	1,625
Investment income / Revenu d'investissement	1,027	484
	258,049	556,820
EXPENSES / CHARGES		
EXPO-SCENE expenses / Dépenses EXPO-SCENE - note 6	55,533	184,800
Salaries and employee benefits / Salaires et charges sociales	101,323	103,544
Conferences expenses / Dépenses conférences	154,351	85,923
Office and general / Frais de bureau	20,237	23,402
Board expenses / Frais du conseil	26,487	14,989
Mediation expenses / Frais de médiation	-	(4,557)
Office rent / Loyer	21,653	19,706
Workshop and project expenses / Frais d'atelier et de projet	23,632	11,294
Financial expenses / Frais financiers	5,407	12,899
Membership expenses / Frais d'adhésions	2,740	9,523
Accounting fees / Frais de comptabilité	5,560	5,890
Regional sections funding/Financement des sections régionales - note 7	8,700	9,050
Professional fees / Honoraires professionnels	27,929	6,170
Website expenses / Frais de site web	4,199	5,073
Organizational memberships / Adhésions organisationnelles	1,280	1,086
Donations / Dons	5,000	-
Amortization / Amortissement	1,894	1,894
	465,925	490,686
EXCESS (DEFICIENCY) OF REVENUS OVER EXPENSES /		
ÉCÉDENT (INSUFFISANCE) DES PRODUITS SUR LES CHARGES	(207,876)	66,134

See accompanying notes to financial statements / Voir les notes complémentaires

INSTITUT CANADIEN DES TECHNOLOGIES SCÉNOGRAPHIQUES
STATEMENT OF CHANGES IN NET ASSETS / ÉVOLUTION DE L'ACTIF NET
FOR THE YEAR ENDED APRIL 30, 2020 / EXERCICE TERMINÉ LE 30 AVRIL 2020

	Invested in capital assets / Investi en immobilisation	Special projects/ Projet spéciaux/ note 5	Unrestricted / Non affecté	2020	2019
	\$	\$	\$	\$	\$
BALANCE BEGINNING OF YEAR / SOLDE AU DÉBUT	6,213	25,000	241,670	272,883	206,749
Excess (deficiency) of revenues over expenses / Excédent (insuffisance) des produits sur les charges	(1,894)	(12,457)	(193,525)	(207,876)	66,134
BALANCE END OF YEAR / SOLDE À LA FIN	4,319	12,543	48,145	65,007	272,883

See accompanying notes to financial statements / Voir les notes complémentaires

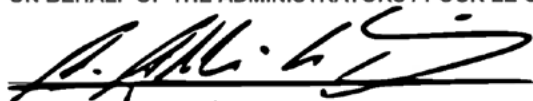
INSTITUT CANADIEN DES TECHNOLOGIES SCÉNOGRAPHIQUES

BALANCE SHEET / BILAN
AS AT APRIL 30, 2020 / AU 30 AVRIL 2020

	2020	2019
	\$	\$
ASSETS / ACTIF		
CURRENT / À COURT TERME		
Cash / Encaisse	-	31,925
Investment / Investissement	387,042	250,288
Accounts receivable / Comptes clients	3,916	18,345
Grants receivable / Subventions à recevoir	8,579	-
Prepaid expenses / Frais payés d'avance	41,698	30,769
	441,235	331,327
CAPITAL ASSETS / IMMOBILISATIONS CORPORELLES - note 3	4,319	6,213
	445,554	337,540
LIABILITIES / PASSIF		
CURRENT / À COURT TERME		
Bank overdraft/ Découvert bancaire	12,469	-
Accounts payable & acc. Liabilities / Fournisseurs et frais courus	30,180	50,325
GST-QST payable / Sommes à payer à l'État	9,850	3,827
Deferred revenue / Revenus reportés	288,048	10,505
	340,547	64,657
LONG TERM DEBT / DETTE À LONG TERME - note 4	40,000	-
	380,547	64,657
NET ASSETS / ACTIF NET		
INVESTED IN CAPITAL ASSETS / INVESTI EN IMMOBILISATIONS	4,319	6,213
RESTRICTED / AFFECTÉ - note 5	12,543	25,000
UNRESTRICTED / NON AFFECTÉ	48,145	241,670
	65,007	272,883
	445,554	337,540

See accompanying notes to financial statements / Voir les notes complémentaires

ON BEHALF OF THE ADMINISTRATORS / POUR LE CONSEIL D'ADMINISTRATION



Administrator / Administrateur



Administrator / Administrateur

citt icts

THE YEAR IN PICTURES

AUGUST 2019

CITT/ICTS

Rendez-vous 2019 Annual Conference and Trade Show - Whitehorse, Yukon



SEPTEMBER 2019

Quebec Section

Rendez-vous technique des arts de la scène



OCTOBER 2019

Alberta Section

Don't Break A Leg: Safety in Theatre



JANUARY 2020

Ontario Section

CONNECT2020



BlackTrax Demonstration



Job Fair on Ryerson Stage

FEBRUARY 2020

CITT/ICTS

Board Retreat



MARCH 2020

Alberta Section

3 Days of ETC ION/GIO/EOS Family Console Training



Alberta Section

ROSCO Wood Grain Texture Creation 2-day Course



CITT/ICTS

EXPO-SCÈNE 2020

Cancelled due to Covid-19 — See you in 2021!





CANADIAN INSTITUTE FOR THEATRE TECHNOLOGY
INSTITUT CANADIEN DES TECHNOLOGIES SCÉNOGRAPHIQUES

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