



**CITT/ICTS
2014**

ANNUAL GENERAL MEETING MINUTES
Saturday August 17, 2014 at 08:30 (Eastern Time)
Salon 205 – Ottawa Convention Centre
55 Colonel-By Drive, Ottawa, Ontario

In Attendance: 100 members

Call to Order: 08:45

Welcome Remarks – N Munčs

Offered thanks to the Breakfast sponsor *Technically Yours inc.*, and GerrAudio for sound system.

Typical number of full conference delegates = 75 this year 115

Thanked Don Parman for the Pirate Swag Bingo, Don thanked Jaccque Dawson for being the pirate queen.

All the reports are available on line

1. Approval of the Agenda

Be it moved that the Agenda be approved as presented.

Motion: T Fletcher

Second: M Harris

Approved

2. Approval of the 2013 AGM Minutes

Be it moved that the minutes of the 2013 CITT Annual General Meeting be approved as presented

Motion: J McKernan

Second: T Fletcher

Approved

3. President's Report – Norberts Munčs

Full text attached

4. Treasurer's Report – Thierry Fletcher

The year-end statements are available on the tables.

Treasurer reviewed the retained earnings. We did not generate as much revenue as anticipated due to the cost of last year's conference. However, expenses were reduced to make up the difference. There was an operational surplus of \$3,134, which did not compare favorably with the year before. There are only three sources of revenue memberships, conference and sponsorships

(There was no need to approve the appointment of an auditor since CITT/ICTS is not conducting a full audit every year.)

5. National Office Report

Full text attached

6. Regional Section Reports

- N Muncs commented on the importance of the Sections and their representatives.
- Alberta – Kevin Humphries – report on line
- Ontario – James McKernan – report on line
- Quebec – Michel Desbiens – report on line
- Atlantic Region – Jim Wilson
 - Look forward to working with CITT/ICTS
 - His job to go find out what is happening in the region with particular attention to member recruitment.
 - N Muncs advised that he and Adam Mitchell will be working to support Jim and they will also be trying to form a prairie section.
- BC Section – Brian Cloutier, presented the following verbal report
 - BC Chair is Jim Dobbs
 - Section brought together a group of young people for a three-day (student) workshop and then the students got to run an event.
 - There was a student night combined with student performance that didn't quite work out as planned. The student technicians were a bit rough. Two drama teachers came and their eyes were opened.
 - Next year the two events will separate.
 - There were two TD round tables; one in Vernon and one at the York Theatre in Vancouver, where Scott Miller did a tour of the new venue.

7. 2014 – 2015 Board Election Results

- President thanked the retiring member Gerry van Hezewyk
- 2014-15 NATIONAL BOARD OF DIRECTORS
 - President - Michael Harris*
 - Vice-President - Karl Simmons *
 - Treasurer -Thierry P. Fletcher *
 - Secretary - A. Allison Cushing *
 - Past President - Norberts Muncs*

Directors at Large

- Jacquie Dawson
- Don Parman
- John Raymond (newly elected)
- Elizabeth Wilkie -> not present
- Sarah Zeilstra

* Members of the Executive Committee

CITT REGIONAL SECTION REPRESENTATIVES

- Alberta - Kevin Humphrey
- Atlantic - Jim Wilson
- British Columbia - Jim Dobbs -> not present
- Ontario - James McKernan
- Quebec - Michel Desbiens

8. Other Business/Questions from the Members

- None were raised

9. Adjournment

Motion: J Dawson

Meeting was adjourned at 09:47

Post meeting – N Muncs introduced the new President Michael Harris

M Harris thanked the Board for the vote of confidence. Thanked N Muncs for taking the chair for an extra year and thanked A Mitchell for staying on as past president for an extra year. He thinks we have reached a tipping point based on this year's conference attendance.

We are working diligently to move into the social media realm and invited any one with the appropriate skills to volunteer to help.

Looking forward to establishing new sections.

CITT/ICTS AGM 2013
President's Report

CITT/ICTS AGM 2014
President's Report

On behalf of the board of directors, I would like to welcome all of you to the 2014 annual general meeting of the CITT/ICTS here in Ottawa Ontario.

On behalf of the board I would like to thank our National Coordinator Monique Corbeil, Victor Svenningson, members of the Ontario section, our student volunteers, corporate sponsors, presenters, exhibitors and all of the members and participants in this year's annual conference. It is important to underline the hard work of the many people who ensure that our conference is a success. Thank you very much!

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

This past year has been as busy as any previous years.

The board continued to make progress in ensuring our financial stability and we began to implement some of the decisions designed to help stabilize our income generating ability and our long term financial needs.

We reviewed the conference budgets and created a new fee structure to help make our conference more accessible to our members and non-members.

To enhance the conference and draw more delegates and visitors, we extended the trade show to two days. We are optimistic that this will result in an increase in attendees for the conference and attract more corporate members and sponsors.

We are also preparing a new venture, Expo-Scène 2015.

This CITT/ICTS trade show will occur in March 2015 in Montreal's convention

centre. The board is extremely excited with the opportunities that Expo-Scène 2015 will offer to the CITT/ICTS as a whole. Apart from the general visibility and income that the organization will gain by presenting this trade show, there are other important advantages that will occur.

This trade show will fill the gap that the CITT/ICTS has in the east, most notably with Québec, but also with the Atlantic regions and the entire east coast. It will also place the CITT/ICTS within the cultural sector as the go-to organization for trade shows and conferences.

The board is well aware of the financial risks and responsibilities associated with another trade show, but the response from the corporate sector has been extremely positive and we are optimistic that the trade show will be 100% booked well before March 2015.

The Quebec section has already set-up a committee to help with the planning and organization of the event. Both the Quebec section and the board are also confident that this event, will help us with membership retention and recruitment.

The board is also in agreement that one of the main priorities for the CITT/ICTS in the short term, is to develop and finance a professional communication and marketing strategy. This would enable us to communicate effectively with all our members and partners, and to disseminate information in a clear and effective manner to all. This is also an essential aspect of any organization in today's world and one which we should include in CITT/ICTS's tool box. We will be looking at ways and means to accomplish this as part of our strategic plan and on-going board meetings and retreats.

This is my third and last president's report. I would like to take a moment and thank Monique Corbeil, past presidents Adam Mitchell and Bob Johnston for their support and help throughout these past three years. In addition, I would like to thank Michael Harris, who will be taking over as president of the CITT/ICTS shortly, for his energy and help during this past year. I would also like to thank all of the board members I have had the privilege to work with during these past three years. It has been exciting, educational and inspiring.

The CITT/ICTS is a remarkable organization. It gets no government grants, no "Angel" that provides us with cash, it has no money and lives from conference

to conference. Yet, it is recognized as the go-to organization for government agencies as well as local, provincial, and international forums. How does it accomplish this?

It has a tireless national coordinator, a dedicated volunteer board of directors and it has many individual, organizational, professional and corporate members whom we can call on when needed.

What makes us continue working ...? One thing I know for sure is that we all share a common belief in the value and importance of the CITT/ICTS within the cultural sector. We also believe that there needs to be a strong voice representing all of us within the cultural sector.

If we are mindful of the present, we will be strong in the future. If we hold on too much to the past, we will be swept away. To succeed in the performing arts requires imagination, risk, courage and dedication. The CITT/ICTS has all of that within its board and membership. We need not be afraid of change, we should embrace it; it is what makes us strong.

Thank you to all of our members, those present here at the conference and those across the country. Thank you for your support, thank you for your involvement.

Norberts J. Munčs
President,
CITT/ICTS

NATIONAL OFFICE COORDINATOR REPORT AGM 2014
Presented by Monique Corbeil

MEMBERSHIP RENEWAL

Active membership in good standing per Categories	TOTAL 2014	BC	Alberta	Ontario	Québec	Atlantic	Prairies & Territories	Outside Canada
CONTRIBUTING	7	1	0	3	1	0	0	2
SUSTAINING	63	3	6	23	17	0	0	6
ORG - Not-for-Profit	138	33	22	37	17	7	6	3
PROFESSIONAL	9	6	4	4	2	0	1	1
INDIVIDUAL	166	30	27	61	21	13	6	5
RETIRED	4	0	0	3	1	0		
STUDENT	74	1	12	57	3	3	4	0
Total	462	74	71	185	61	23	17	17
% of membership	100%	17%	16%	41%	14%	5%	4%	4%
% of dues	\$ 80 360	16%	14%	38%	19%	3%	3%	8%

Active membership in good standing per Revenues	TOTAL 2014	BC	Alberta	Ontario	Québec	Atlantic	Prairies & Territories	Outside Canada
CONTRIBUTING	7	1	0	3	1	0	0	2
SUSTAINING	55	3	6	23	17	0	0	6
ORG - Not-for-Profit	125	33	22	37	17	7	6	3
PROFESSIONAL	18	6	4	4	2	0	1	1
INDIVIDUAL	163	30	27	61	21	13	6	5
STUDENT	80	1	12	57	3	3	4	0
Total	448	74	71	185	61	23	17	17
% of membership	100%	17%	16%	41%	14%	5%	4%	4%
% of dues	\$ 80 360	16%	14%	38%	19%	3%	3%	8%

Active membership in good standing per Categories	TOTAL 2013	BC	Alberta	Ontario	Québec	Atlantic	Prairies & Territories	Outside Canada
CONTRIBUTING	7	1	0	3	1	0	0	2
SUSTAINING	55	3	6	23	17	0	0	6
ORG - Not-for-Profit	125	33	22	37	17	7	6	3
PROFESSIONAL	18	6	4	4	2	0	1	1
INDIVIDUAL	163	30	27	61	21	13	6	5
STUDENT	80	1	12	57	3	3	4	0
Total	448	74	71	185	61	23	17	17
% of membership	100%	17%	16%	41%	14%	5%	4%	4%
% of dues	\$ 80 360	16%	14%	38%	19%	3%	3%	8%

Membership notes:

- In October 2013, the Sheridan College has signed up 32 new 1st year students.
- Mailed out renewal notice sent to members.
- We hired an assistant to call expired and lapsed members.
- The results are modest. More needs to be done to encourage membership retention.

OUTREACH ACTIVITIES TO VARIOUS MEETINGS AND INDUSTRY CONFERENCES

MAY 2013

- **EN COULISSE Show** May 1-2 in Montreal with CQICTS
- **Opera America Conference** May 7-10 in Vancouver BC

AUGUST 2013

- **ETCP Council Meeting** August 2 in Dallas TX

SEPTEMBER 2013

- **Rendez-vous Technique** September 4-5 in Québec City organised by CQICTS
- **PLASA Focus** September 10-12 in Austin TX with President Elect Michael Harris
- **Contact East** September 26-29 in St. John's NL with Karl Simmons

OCTOBER 2013

- **Ontario Contact**, October 24-26 in Kitchener ON with Victor Svenningson

NOVEMBER 2013

- **LDI, November** 20-23 in Las Vegas NV USA

JANUARY 21, 2014

- **TD meet & greet Demo Day** January 20 in Saint-Hyacinthe QC with CQICTS

FEBRUARY 2014, 2014

- **Staging Sustainability** February 4 and 5 in Toronto with James McKernan

MARCH 2014

- **USITT Annual Conference and Stage Expo** March 25 to 29 in Fort Worth TX

APRIL 2014

- **Pacific Contact 2014** April 3-6 Burnaby BC
 - RV2015 Venue site visit
 - Donated 2 full-conference passes to the silent auction.
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3 - Communication

- Logo and Website make over was launched in November
- Facebook Page is kept active (over 550 likes)
- Twitter account is still active
- There is a CITT Group on LinkedIn
- The National Office sends out Weekly and Monthly Email blast to membership and industry stakeholders.