



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

CITT/ICTS ANNUAL REPORT 2016-2017

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1. INTERIM PRESIDENT REPORT

Submitted by Elizabeth Wilkie

*Presented to the membership at the 2017 AGM
Saint John, New Brunswick on Saturday, August 12, 2017*

Stepping into an interim role is particularly challenging. It often comes from an unexpected disruption within a team. I was caught off guard by the resignation of our former president, and quickly shifted my support behind our extraordinary Vice-President. Soon after that I walked out of a series of face-to-face meetings as Interim President. Surprise.

So, with a four month old in one hand, a 2-year old bouncing off the walls, and a healthy dose of apprehension about what I had just gotten myself into, I began to review where we are as an organization, starting from the beginning with the intention of understanding the why and building a toolbox that could assist me on my journey.

CITT/ICTS is a non-profit arts service organization that actively promotes the professional development of its members and work for the betterment of the Canadian live performance community.

Why are we here?

- To promote safe and ethical work places
- Organize workshops, conferences and professional development
- Encourage the development of Industry Standards
- Advocate at the local, regional, national and international level
- Disseminate information and facilitate communication
- Encourage research and the publication of results
- Promote and recognize work excellence
- Encourage the membership to take an active role in fulfilling the mission.

But what's in it for me?

- Newcomers finding kindred spirits
- John Lewis sitting in a health and safety caucus and discussing, statistically, how much more likely someone is to experience mental health issues or addiction in our industry compared to the national average, and knowing we can make a difference
- My work colleague Caitlynn, knowing some of the work we do today may make the path she walks easier, and those that follow even easier
- The student volunteers, who are engaged and excited about the possibility of tomorrow

- Sitting in a John Madill session and getting lost in magical journeys through time and travel
- Monique's first year. Board Member turned National Office Coordinator, she inherited an organization that didn't have enough money to pay her and ended her first year with a \$10,000 surplus

I am honoured to be the first female president for this organization.

When I first joined CITT I wasn't convinced there was a place for me here or in a seemingly male dominated industry.

Two weeks into my first post university job I was informed my best reference had been how I filled out my shirt and jeans, with no regard to my having finished top of my class with honours.

Working on a youth arts festival I was warned not to accept rides home from the artistic director of the venue I was working in because there would be "expectations."

Flash forward to today and already the landscape seems less treacherous.

Over the last six years, women on the National Board have welcomed five babies. Our board meetings have seen our community come together to share the responsibility and enable and empower women to be able to balance family and work. Over the last several years it has been exceedingly meaningful to me to see our past presidents bouncing babies during meetings to help keep us moving forward and our first Ladies of the Backstage Committee was struck yesterday!

In my time as a member we have grown, substantially.

There were times, in our recent history, when our National Coordinator carried our organization's debt on her personal credit card, decided not to pay herself, so she could pay external expenses.

We signed paperwork to secure CITT/ICTS' very first corporate credit card in the weeks leading up to this conference.

With the addition of EXPO-SCENE our organization has increased revenue potential, improved stability, and enhanced our presence.

In the spring, I was able to walk through the doors at EXPO-SCENE and experience this exceptional event. It is THE place to be for pro audio, sound, lighting, audio visual, video and multimedia technologies. If you haven't experienced EXPO-SCENE, I encourage you to do so. The hard work of Monique, Joel, Carol and Sara shines from every corner. It was exciting and overwhelming at times.

Amazing how far this small seed, fertilized with board support, and a leap of faith is carrying our organization. We have been able to maintain attractive pricing for our programming, and our blue sky thinking becomes increasingly possible as we are more able to appropriately assign resources and trust that finances will be there to support initiatives long into the future.

I also had the opportunity to see our National Coordinator shine. Time spent in the office inspired me with possibilities for this organization. My previous Monique encounters, sitting in a board room or during the rush of Rendez-vous did not give this strong, passionate, determined and intelligent woman justice. I may be the first woman president but I am fortunate to have Monique assisting me to lead this organization in tandem. We have had many difficult hurdles in our time together, but we are building a stronger more resilient organization.

It is always the boards responsibility to be accountable and transparent in all of our financial endeavours, but one becomes increasingly aware of this responsibility as scrutiny seems to increase with an association's revenue. No one cares when you have no money.

Participation on a non-profit board is an important role. It calls upon our intellect our passion, and our knowledge and experience.

When individuals with strong convictions work together, there will be differences. How we manage conflict can determine how we move forward, grow and adapt.

This year our board has been struggling with an internal conflict. It has been challenging and emotionally incapacitating for all involved and others on the peripheral. It has forced us to review the how, should, woulds and coulds of our organization in greater detail.

It has seen us:

1. Paying attention to improving interpersonal communication
2. Beginning work to help inform our next strategic plan, including planting small seeds of interest for projects like the ETTE Safety Skills - International Standards that Monique shared with our membership at the brown bag lunch.
3. Clarifying roles and responsibilities including finalizing job descriptions for all board positions and our National Coordinator and committing to developing terms of reference for all board committees.
4. Supporting me as I get my sea legs in the interim president role.
5. Learning about the conflict resolution process, developing mechanisms to immediately deal with conflict in the future.
6. Establishing a Code of Conduct: Introduction of draft Members Code of Conduct and Harassment Policy, including a companion administrative guideline. Work is in progress for an Employee, Contractors and Volunteers Code of Conduct

7. Signing commitment pledges to the organization including defining our personal objectives with being on the board
8. Encouraging performance evaluation. We will soon be introducing a new board meeting and board member self-evaluation process. We are currently reviewing a draft National Coordinator review process.
9. Implementing a grievance process, included in the harassment guidelines, but work necessary to expand this, including anonymous feedback forms, has begun.
10. Celebrating agreement and new understanding.

We are working hard to put our best steel toed shoe forward, including identifying a priority list of governance policies our organization could benefit from, and striking a governance committee. We have begun reviewing all past minutes for motions and will be compiling a source document that allows us to check for gaps or bylaw conflicts. An example of this is in 2014. A motion was made to move from a formal audit by our approved chartered accountant to a financial review engagement report based on the requirements under the Canadian Not for Profit Corporations Act and to save money. It was identified that we would pursue a review every 5 years as a best financial practice. We shared this intention at both the 2015 and 2016 AGM when we shared our unaudited financial statements, but neglected to update our bylaws. We are working to capture oversights like this and ensure our governance practices and principles align with existing policies, guidelines and bylaws.

The conflict is allowing us to look within and challenging us to be better, do better and go further.

Our sections have been busy. The membership committee is still focused on developing a prairie section, in Manitoba and Saskatchewan, but much of the board energy has been focused elsewhere.

We previously announced our intentions to move the conference to Alberta in 2018, but have submitted, in partnership with the University of Calgary, a bid to host World Stage Design 2021. This would allow us the opportunity to pair the OISTAT World Congress Meeting with Rendez-Vous. We anticipate being in Ontario next year and may consider staying within the same region in 2019 to allow us time to focus our resources on a few other projects the membership is helping us to identify as priority.

I am unbelievably grateful for the membership that is engaged:

- Questioning our process
- Questioning our choices
- Challenging the status quo.

Ultimately, we have similar goals, but the paths we choose may differ.

We sometimes focus on the negative, but we must get better at recognizing the growth. The unbelievable growth we have gone through in a very short period of time. From Monique's home to an office. From debt to surplus. From "social club" to an organization ready to champion change.

It can be particularly easy to be Statler and Waldorf off to the side criticising everything, but it is far more fulfilling to be in the thick of it, and far more effective. Not convinced we are on the right track? Get involved. Engage us by email, in person, on the phone, through your provincial section, in partnership with the National Board by actively participating on a committee or caucus or interacting with us on social media -- just liking us on Facebook is a step, Rick Boychuk did it today, you can too.

I look forward to working with the membership over the next year in my role as Interim President.

Thank you.



2. INTERIM TREASURER REPORT

Submitted by Norberts Munčs

*Presented to the membership at the 2017 AGM
Saint John, New Brunswick on Saturday, August 12, 2017*

Dear members,

It is my pleasure to present this year's unaudited financial statements as prepared by our accountant Michael H. Keltz for the year ending April 30th, 2017.

I am happy to report a small operational surplus of just under \$3,000.00 which has increased our accumulated surplus to \$173, 677.00. This unrestricted net asset is the result of three successful and profitable editions of our EXPO-SCÈNE show.

The total revenue is \$449,965.00, down from \$482,082 in 2015-2016, and our expenses are \$446,988.00, down from \$451,765 in 2015-2016. I wish to thank the office staff for their constant vigilance in managing our budget diligently and effectively.

CANADIAN INSTITUTE FOR THEATRE TECHNOLOGY

FINANCIAL STATEMENTS

Unaudited - See Review Engagement Report

APRIL 30, 2017

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Michael H. Keltz

CHARTERED ACCOUNTANT



REVIEW ENGAGEMENT REPORT

To the Members of:
Canadian Institute for Theatre Technology

I have reviewed the balance sheet of Canadian Institute for Theatre Technology as at April 30, 2017 and the statements of income, retained earnings and cash flows for the year then ended. These financial statements have been prepared in accordance with Canadian generally accepted accounting principles. My review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussion related to information supplied to me by the organization.

A review does not constitute an audit and consequently I do not express an audit opinion on these financial statements.

Based on my review, nothing has come to my attention that causes me to believe that these financial statements are not, in all material respects, in accordance with Canadian accounting standards for not-for-profit organizations.

July 28, 2017
Toronto, Ontario



Chartered Professional Accountant
Licensed Public Accountant

CANADIAN INSTITUTE FOR THEATRE TECHNOLOGY

(Incorporated under the laws of Canada in 1990)

STATEMENT OF OPERATIONS

Unaudited - See Review Engagement Report

FOR THE YEAR ENDED APRIL 30, 2017

	Note	2017	2016
REVENUE			
EXPO-SCÈNE income		\$ 283,748	\$ 286,225
Conference income		54,440	83,333
Memberships		97,061	94,766
Fundraising - Sponsorships and donations		14,716	16,358
Publication revenue		-	750
Workshop and project revenue		-	650
		449,965	482,082
EXPENSES			
EXPO-SCÈNE expenses		163,039	155,474
Salaries and employee benefits		93,663	38,567
Conference expenses		65,533	129,185
Office and general		21,586	18,759
Board expenses		19,880	13,811
Mediation expenses		19,415	-
Office rent		18,575	11,203
Workshop and project expenses		9,927	15,521
Financial expenses		9,044	10,982
Membership expenses		5,852	2,687
Accounting fees		5,500	4,700
Regional sections funding	4	3,690	2,935
Professional fees		3,485	42,985
Website expenses		3,305	2,424
Organizational memberships		1,152	1,159
Donations		1,000	-
Amortization		2,342	1,373
		446,988	451,765
INCOME FROM OPERATIONS		\$ 2,977	\$ 30,317

The accompanying notes are an integral part of these statements

CANADIAN INSTITUTE FOR THEATRE TECHNOLOGY

STATEMENT OF CHANGES IN NET ASSETS

Unaudited - See Review Engagement Report

FOR THE YEAR ENDED APRIL 30, 2017

	2017	2017	2016
	Unrestricted	Total	Total
Balance of net assets, beginning of year	\$ 170,690	\$ 170,690	\$ 140,373
Excess of expenses over revenues	2,977	2,977	30,317
Balance of net assets end of year	\$ 173,667	\$ 173,667	\$ 170,690

The accompanying notes are an integral part of these statements

CANADIAN INSTITUTE FOR THEATRE TECHNOLOGY

STATEMENT OF FINANCIAL POSITION
Unaudited - See Review Engagement Report
FOR THE YEAR ENDED APRIL 30, 2017

	Note	2017	2016
ASSETS			
CURRENT ASSETS			
Cash and short term deposits		\$ 186,567	\$ 154,700
Accounts receivable		13,544	48,104
Prepaid expenses		26,792	16,397
		226,903	219,201
PROPERTY, PLANT AND EQUIPMENT	2	5,682	8,024
		\$ 232,585	\$ 227,225
LIABILITIES AND NET ASSETS			
CURRENT LIABILITIES			
Accounts payable and accrued liabilities		\$ 49,671	\$ 47,326
GST/HST/TPS payable		2,970	5,536
Employee deductions payable		2,648	387
Deferred revenue		3,629	3,286
		58,918	56,535
NET ASSETS			
Unrestricted		173,667	170,690
		\$ 232,585	\$ 227,225

Approved on Behalf of the Board

_____ Director

_____ Director

The accompanying notes are an integral part of these statements

CANADIAN INSTITUTE FOR THEATRE TECHNOLOGY

STATEMENT OF CASH FLOWS Unaudited - See Review Engagement Report

APRIL 30, 2017

	2017	2016
CASH PROVIDED BY OPERATING ACTIVITIES		
Net income (loss)	\$ 2,977	\$ 30,317
Items not requiring an outlay of cash:		
Amortization	2,342	1,373
	5,319	31,690
CHANGES IN NON-CASH WORKING CAPITAL BALANCES		
Account receivable	34,558	(34,561)
Prepaid expenses	(10,394)	9,750
Accounts payable and accrued charges	4,608	43,341
Sales taxes payable	(2,567)	(12,586)
Deferred charges	343	(1,091)
	26,548	4,853
NET CASH PROVIDED BY OPERATING ACTIVITIES	31,867	36,543
CASH FLOWS USED IN INVESTING ACTIVITIES		
Additions to property, plant and equipment	-	9,398
NET INCREASE IN CASH	31,867	27,145
NET CASH, beginning of year	154,700	127,555
NET CASH, end of year	\$ 186,567	\$ 154,700

The accompanying notes are an integral part of these statements

CANADIAN INSTITUTE FOR THEATRE TECHNOLOGY

Notes to the Financial Statements
Unaudited - See Review Engagement Report

APRIL 30, 2017

CITT (The Canadian Institute for Theatre Technology) is a national arts service organization with the mission of actively promoting the professional development of its members and working for the betterment of the Canadian live performance community.

CITT is the Canadian Centre for OISTAT - the International Organization of Scenographers, Theatre Architects and Technicians, a UNESCO sponsored organization with centres in 38 countries in Europe, Asia and the Americas.

CITT provides unique opportunities to its members to communicate, network and expand their knowledge and skills through workshops, conferences, electronic forums, and publications in the areas of technology, management, design, architecture and education for live performance in Canada.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements were prepared in accordance with accounting standards for not-for-profit organizations. Accounting standards for not-for-profit organizations (ANSFPO) are part of Canadian GAAP.

- (a) Members' fees - Members' fees as set by the executive are recognized as revenue on a fiscal year basis.

Conference Income - registration fees and related income and expense are recognized only as earned and the appropriate portion deferred to the proper period.

Website Income - Revenue from the sale of advertising space on the website is recognized at the time the ad is posted.

- (b) Property, plant and equipment amortization:

Property, plant and equipment are recorded at cost. Amortization is recorded on a diminishing balance basis over the estimated useful life of the assets at annual rates as follows:

Furniture and equipment	20%
Automotive equipment	30%

- (c) Donated Services

The organization is dependent on the voluntary service of many members. The value of all donated services and donations in kind have been recognized in these statements both as revenue and with an offsetting charge to expense.

CANADIAN INSTITUTE FOR THEATRE TECHNOLOGY

Notes to the Financial Statements
Unaudited - See Review Engagement Report

APRIL 30, 2017

(d) Income Taxes

The Canadian Institute for Theatre Technology is a not-for-profit organization under The Income Tax Act and therefore is exempt from income taxes under section 149(1)(1).

(e) Use of estimates:

The preparation of financial statements in accordance with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future.

(f) Financial instruments:

The Organization's financial instruments consist of accounts receivable, accounts payable and accrued liabilities. Unless otherwise noted, it is management's opinion that the Company is not exposed to significant interest, currency or credit risks arising from these financial instruments. It is also management's contention that financial assets and liabilities are reported at fair values and no adjustments from cost or original values are necessitated.

(g) Cash and cash equivalents

The entity's policy is to disclose bank balances under cash and cash equivalents.

2. PROPERTY, PLANT AND EQUIPMENT

	Cost	Amortization	Net 2017	Net 2016
Computer equipment	\$ 8,673	\$ 3,513	\$ 5,160	\$ 7,372
Furniture & equipment	725	203	522	652
	\$ 9,398	\$ 3,716	\$ 5,682	\$ 8,024

CANADIAN INSTITUTE FOR THEATRE TECHNOLOGY

Notes to the Financial Statements
Unaudited - See Review Engagement Report

APRIL 30, 2017

3. FINANCIAL INSTRUMENTS AND RISK MANAGEMENT

Risk management policy

The organization is exposed to various risk through its financial instruments. The following analysis provides a measure of risks at the balance sheet date, i.e. April 30, 2017

Credit risk

Financial assets held by the organization expose it to credit risk. As at April 30, 2017 the organization's financial instruments that are exposed to concentration of credit risk consist primarily of cash and cash equivalents.

The organization provides credit to its clients in the normal course of its operations.

Fair value

The fair value of cash, accounts receivable, prepaid expenses, accounts payable and accrued liabilities is approximately equal to their carrying value given their short-term maturity date.

Financial commitments

The carrying amount included in the balance sheet of accounts payable and accrued liabilities approximates fair value given the short term nature of these commitments.

4. RELATED PARTY TRANSACTIONS

Funding was provided to the Quebec, Ontario and British Columbia regional sections in 2017 in the amount of \$3,690, \$996 to the Quebec regions, \$94 to the Ontario regions, \$900 to the Alberta regions and \$1,700 to the British Columbia regions. In 2016 the total amount was \$2,935.



3. NATIONAL COORDINATOR ANNUAL REPORT

Submitted by Monique Corbeil

*Presented to the membership at the 2017 AGM
Saint John, New Brunswick, Saturday, August 12, 2017*

1. Office News
2. Membership updates
3. Rendez-vous 2016
4. Expo-Scène 2017
5. Outreach activities 2016-17

1. OFFICE NEWS

On my return from Rendez-vous in September 2016, we hired Géraldine Piguet to replace Sara Munčs. Géraldine left the organisation in December 2016 to pursue other endeavours and Sara returned in January 2017. Other professionals hired throughout the year include part-time contractors such as bookkeeper, graphic designers, translators, proof reader, EXPO-SCÈNE coordinator assistant, and technical director for EXPO-SCÈNE and Rendez-vous Annual Conference and Trade Show.

2. MEMBERSHIP UPDATES

- **Membership revenues:** Revenues have increased to \$97,060, up from \$94,500 in 2015-2016. This is due to new corporate members signing up.
- **New members:** From May 2016 to April 2017, we welcomed 77 new members, down from 97 for the same period in 2015-2016 for a total of \$12,830 in membership revenues, down from \$16,195 for the prior period.
- **Membership renewals:** We received 367 renewals up from 380 in 2015-2016.
- **Membership retention** – There is a 5% decrease in total membership. We have called and contacted expired and lapsed members about renewing their membership and conducted exit poll, if necessary.

3. RENDEZ-VOUS 2016

- **Attendees:** Over 100 attendees
- **Exhibitors:** 30 exhibitors on the Centennial Concert Hall stage with over 60 booth staff
- **Sponsorship:** Raise \$12,550 in sponsorship and sold for \$500 in advertisement.
- **In-kind Sponsorship:** PSAV sponsored all the AV
- **Swag Bingo:** Raised \$3,666 in donations: \$1,000 was remitted to The AFC and \$2,000 is allotted in a special account for future consideration, including \$1,000 for Behind the Scene.

- **Student Volunteer Programme:** Raised \$500 in pledges, which were remitted to the students who volunteered during the event.
- **Revenues vs Expenses:** \$67,565 in revenues vs \$65,533 in expenses
- **Net Income:** \$2,123

4. EXPO-SCÈNE 2017

- **Visitor Registration:** Over 1100 pre-registrations and over 300 on-site registrations. Increase of attendees from out of the province of Québec.
- **Educational Seminars:** 18 seminars held in 2 studio rooms and 1 video-mapping lab, 1 breakout room for MIDAS training session, 1 AVID hands-on demo on show floor.
- **Exhibitors:** 80 exhibitors in 14,000 sq.ft. of booth space for a total of \$267,748 in booth sales. We welcomed 12 new exhibitors and 8 new corporate members.
- **Sponsorship:** Raised \$7,500 in sponsorship and sold \$2,500 in advertisement.
- **In-kind sponsorship:** Multi-cases Inc. provided us with custom-made “road case” furniture for the network lounge and Softbox Intergration provide the lighting in the CITT/ICTS booth.
- **Revenues vs Expenses:** \$283,748 in revenues vs \$163,039 in expenses
- **Net Income:** \$120,709

5. OUTREACH ACTIVITIES 2016-2017

Below is the list of outreach activities, meetings and special events I attended over the course of the year:

- **Canadian Event Safety Summit** 1st edition, May 18, Toronto ON – *CITT/ICTS was a sponsor.*
- **PACT Conference** May 24-29, Calgary AB
- **ETCP Council Meeting** during NATEAC July 11-15, New York, New York USA
- **Contact East** September 22 to 25, Saint John NB – *To promote Rendez-vous 2017*
- **ETCP Council Meeting** during LDI, October 19-23, Las Vegas, Nevada USA
- **Ontario Contact**, November 2-5, Peterborough, ON – *CITT/ICTS sponsored the Facility Manager Meeting and had a table in the contact room.*
- **Canadian Event Safety Summit** 2nd edition, November 23, Mississauga ON – *CITT/ICTS was a sponsor.*
- **CAPACOA Annual Conference & CINARS**, November 15-19, Montréal QC
- **CITT/ICTS Regional Sections Meeting** during CITT Ontario Section Ignition, January 15 Toronto ON
- **CQICTS annual DT meeting and backstage tour**, January 18, Montréal QC
- **Digital Forum and Bourse RIDEAU**, February 13-15, Québec City, QC
- **Actsafes Event Safety Conference**, February 20-22, Burnaby BC
- **ETCP Council Meeting** during USITT 57th Conference & Stage Expo, March 8-12, St. Louis MI US

4. ALBERTA SECTION ANNUAL REPORT

June 1, 2016 – May 31, 2017

Prepared August 5, 2017

The Alberta Section has had another productive year with several opportunities for professional development of our members. We held our AGM on August 31 of last year with 14 members in attendance. In addition to the AGM the board was able to meet 7 times, all of these meetings were virtual. We are discussing logistics of trying to have an in-person meeting to facilitate long term planning.

Last summer we again sponsored the Elizabeth Sterling Haynes Awards' for excellence in theatre in Edmonton and the Betty Mitchell Awards' for outstanding theatre in Calgary. With both of these events we get our name promoted on their websites and logos in their printed programs as well as being projected during the award we sponsor.

Professional Activities we organized or were involved with over the past year are:

- August/September:
 - We held two different 2-day workshops in Camrose with the help of Meyer Sound. We presented the Fundamentals of System Design, Implementation and Optimization as well as a 2-day live mixing workshop. We were able to offer members 75% off the regular rate. 26 people attended across the four days with 20 of them being members.
- March:
 - The Jubilee Auditoria again held their now annual Backstage Access event in Edmonton. CITT Alberta arranged for 2 days of ETC Console training with trainers coming from California the weekend before this event. It was attended by 23 people (most both sessions), with discounts given to members of CITT and Theatre Alberta. 17 of them were members.
- We also offered a 2-day Rosco paint and texture workshop which was attended by 15 people aged 16 to 74, at least 4 of whom were members. This was taught by Jenny Knott from Connecticut.
- Later that same week we offered a 2-day RF Training workshop in Banff with Ike Zimbel from Toronto. Members received 10% off the registration cost. There were 20 people in attendance with about half being CITT members.
- 3 events in the space of a week is a lot.

Of the handful of new members our section has gained over the past year, 7 are a direct result of people becoming members to take advantage of the training discounts we have secured for them. Some of the training that we have initiated has been due to our relationships with Theatre Alberta, the Banff Centre, and Richard McDonald &

Associates/WOW Lighting. Having affordable rooms for training provided by the Jubilee Auditoria has also helped.

Looking forward to the coming year, some of the activities we have planned are:

- A 4-day workshop entitled Calibration and Design Techniques for Modern Sound Systems followed by a 3-day workshop on Line Arrays, Subwoofer Techniques, and Advanced Filters. Both of these courses will be taught by Merlijn van Veen from the Netherlands. These are happening in Banff in early September.
- In conjunction with Theatre Alberta we will be holding a 3-day video & projection workshop in December. This will be instructed by Jamie Nesbitt.
- Safe Stages (an OH&S resource for the Alberta Theatre Community) was published over 10 years ago and to-date has received no updates. The provincial government has strongly hinted that there will be funding coming to update this resource in 2018, we expect to be involved with that process.

Although no date is set yet, in the near future we will be holding our AGM. Respectfully submitted,

A handwritten signature in black ink that reads "Kevin Humphrey". The signature is fluid and cursive, with the first letters of each word being capitalized and prominent.

Kevin Humphrey
Chair, CITT Alberta Section
www.citt-alberta.org



5. BC SECTION ANNUAL REPORT

Submitted by Chair Jim Dobbs

Current BC Regional Board Members

Chair	Jim Dobbs
Vice Chair	Matt Frankish
Treasurer	Alex House
Secretary	Mike Cooper
Corporate Rep	Shawn Hines
Student Rep	Travis Hatt
Directors at Large	Krista Pavane
	Alex Currie
	Mike Hessler

Outreach Events – Education

Our Student Day outreach was attended by over 30 students from Vancouver Island (VIU), the Interior (TRU), Douglas College and post-secondary schools in Metro Vancouver and students and teachers from local secondary school Drama and Media departments. The event was generously hosted by the University of British Columbia at the Dorothy Somerset Studio, and featured a Tech Roundtable discussion, networking, a trade show, the always-popular “Junk Challenge” with valuable swag prizes and a tour of the facility.

The Tech-Nique mentorship event for 2017 was held at the ACT Arts Centre in Maple Ridge. It enjoyed huge support from the CITT National Office, suppliers and sponsors, performers, mentors and trainers, and a group of enthusiastic student participants. The participant registration sold out immediately on its initial announcement. 11 out of 12 registered participated the entire weekend and at the 13th hour on the last day we asked if they had fun and if they would do it all again the answer was an overwhelming yes.

The event had the highest audience to date also thanks to the support we had from the ACT Arts Centre and their staff.

Professional Development Events

In February, Section members were treated to an extensive tour of Cirque du Soleil’s “Cavalia” installation in Vancouver. Cirque staff were most generous with their time and knowledge, providing information and insight on several levels. An added level of interest revolved around the horses and expert riders in this show, and the extensive use of video projections.

A haze evaluation event was held at the Bell Centre for the Performing Arts on March 14th. Various samples of glycol and mineral oil systems were made and evaluated with reference to existing safety standards for airborne particulates. A well-supported TD Roundtable event was held at the Scotiabank Dance Centre on May 9th – discussion subjects included wireless frequency selloffs and re-allocations, peer safety inspections and reviews, developing the next generation of TD-type roles, and the costs and values associated with formal construction drawings.

Outreach and Communication with other organizations and associations

Individual members are supporting relationships with the BC Touring Council, the Alliance for Arts and Culture, the Greater Vancouver Professional Theatre Association, ACTSafe BC as well as manufacturer's associations being supported by members in the supply fields.

The CITT National office invited us to send representatives to the Ontario Section's "Ignition" event at Ryerson University. The Port Theatre's Mike Hessler responded and reported back on that conference.

The BC Section was pleased to support the first ActSafe Conference as a participant with the CITT National Office as a sponsor of this inaugural event. We look forward to future conferences with this very active group.

With sponsorship support from CITT National Office, BC Section was well represented at the BC Touring Council's flagship event, Pacific Contact. Section members were active volunteers on this occasion, and CITT's sponsorship of the plenary meeting of facility managers was very well received with thanks.

Membership Recruitment Efforts

Individual outreach efforts are being made by current members as opportunities arise. In addition, invitations are made to potential members to attend and be involved in specific Section activities.

Potential Board Members

The following member has indicated interest in joining the executive committee: Tim Koll – Cirque du Soleil

Dates of Board Meetings

Regular Board meetings are scheduled on the 3rd Tuesday monthly – locations rotate, with many attending via Google Hangout video conferencing when necessary.

Annual General Meeting

The most recent AGM was held November 7th, 2016 at Simon Fraser University (Woodwards) Studio “D”. Although logistical issues cancelled the virtual link to Vancouver Island, board member Mike Hessler helicoptered in from Nanaimo and joined us in Vancouver

Board election process gave us the slate of officers noted above.

Treasurer Alex House presented a financial report showing a small increase in reserve funds and discussed the granting process with CITT National for upcoming events.

General discussions involved potential meetings and announcement of the Cirque tour, Student Day, Fog and Haze workshop, TD Roundtable, tour of Bard on the Beach and Tech-Nique events.

Financial Statement

A note of current financial situation is attached.

Ongoing Projects for the upcoming year

As part of the SIG (Special Interest Group) initiative, the Section may support a lighting console system comparison event as the next experience for our membership.

Tech-Nique will be returning to the Maple Ridge ACT Arts Centre in early January 2018. Modelled on the very successful 2017 version, we again expect an early sellout of candidate spaces, and the enthusiastic participation of members, sponsors, suppliers, mentors and the public.

Student Night (or Day...) will continue to be a major outreach initiative for the Section – currently scheduled for late January 2018, it is planned to be hosted at Douglas College in New Westminster. We look forward to featuring a Technician’s Roundtable, Speed Dating for employers, Junk Challenge, much networking and facility tours.

Communication issues will continue to be supported by our web presence at www.CITTBC.ca, our executive group’s Slack workgroup, our Dropbox data storage facility, Doodle polls, and Google Hangouts for distance conferencing.

CITT BC Section Financial Statement
June 30th 2016 – July 1st 2017

Income

Student Day		300.00
Technique		750.00
National Workshop		1,200.00
National*office		700.00
	TOTAL	2,950.00

Expenditure

Workshop		1,200.00
Technique T-shirts		650.00
Technique Bands		600.00
Bank Fees		66.00
	TOTAL	2,516.00

Total Income	2,950.00
Total Expense	2,516.00

Current Bank Balance	154.92
Overall	\$434
Final Balance	\$588.92

CITT BC Section 2017-2018 Annual Budget

Income

Event	What	Amount
Student Day	Vendor Tables	300.00
Student Day	National	400.00
Tech-Nique	T-Shirt Sponsors	700.00
Tech-Nique	National	800.00
??	New Sponsors	200.00
	TOTAL	2,400.00

Expenditure

Event	What	Amount
Website Hosting		25.00
AGM	Coffee/Snacks	110.00
Student Day	Travel (Island/Interior)	350.00
Tech-ique 2018	Band Honorarium	600.00
Tech-ique 2018	Expendables	200.00
Tech-ique 2018	T-Shirts	800.00
New Event	Targeting new members	200.00
Lighting Workshop		50.00
Bank Fees	Annual	66.00
	TOTAL	2,376.00

Total National Support	1,100.00
Total Income	2,400.00
Total Expense	2,376.00

Starting Bank Balance	588.92
Overall	\$24
Final Balance	\$612.92



5. CITT ONTARIO SECTION ANNUAL REPORT

Hello all from afar!

Thank you to our members for making the trek to the east coast to represent the Ontario Section at the conference this year, I wish I could join you!

The Ontario Section continues to be quite active in regional programming in Southern Ontario, hosting events in Toronto, St. Catharines, and Picton over the last twelve months. With a great deal of work by Andrew Robinson and Victor Svenningson, we mounted our mini-conference at Ryerson University in Toronto for the second year in a row. We're in the process of reviewing feedback and implementing some changes, as well as securing a venue for January 2018, so keep your eyes open for that news. This is our best attended event of the year, and we hope to keep that going.

The AGM was reasonably well attended for a venue outside of Toronto, and resulted in the election of a new board with a number of new faces and some returning after a hiatus. James McKernan has stepped down from the board after a great many years in an attempt to simplify his life somewhat, but we expect to get him back soon. The next time you see him, thank him for his contributions to this organization! One of our new members is Justin Antheunis. He is currently serving as president of IATSE Local 58, so as you can imagine, we're rolling out some programming that serves both organizations well.

I'm not going to go into details on our upcoming events (you all get the e-blasts), but I encourage you to both attend (and share) events that interest you, and to send us ideas for new events/workshops/brew-pubs that we should be checking out. One of the major initiatives you'll see over the next 12 months is a careful review of our membership to make sure that the programming we're putting together is appropriate. As a board we will be doing our part to help you out, we ask that you put in a little effort to help us serve you!

If you are ever curious about what a board meeting looks like, whether you are a first year post-secondary student, or have been in the industry for 40 years, you are always welcome to join in. We generally meet once a month for about an hour on a Monday. Meetings are sometimes in person, but most frequently by conference call, so even if you live in North Bay, it's easy to join.

I'm also looking forward to tackling the issue of diversity in our organization and leadership. For the first time ever on the CITT/ICTS National board, we have a female president, but it's 2017, it shouldn't have taken this long. In the Ontario Section board, we're overwhelmingly white men. The CITT/ICTS award nominees (let alone the winners) were overwhelmingly men. I look forward to discussing this issue with you at our Women in Theatre Panel event, coming soon.

Finally, enjoy the conference. There is so much to learn, so many people to meet, and so many friends to catch up with. Eat, Drink, and be Merry!

All the best,

Paul Fujimoto-Pihl
Chair



7. CQICTS QUÉBEC SECTION ANNUAL REPORT

*End of year to December 31st, 2016
Presented at the Annual General Meeting
on February 7th, 2017 in Montréal QC*

MESSAGE FROM THE PRESIDENT

Once again this year, CQICTS has been kept busy by its headlining activities. Whether it be at TD Meet & Greet, Rendez-vous technique in Québec City or through participation in the organization of Expo-Scène in Montréal, CQICTS has remained through the years an incomparable and underestimated force for building bridges and allowing members of the performing arts production community to meet, exchange and advance our work environment. The issues that justified the creation of this organization 14 years ago, education, safety and technological innovation are more relevant than ever.

This year the board of directors is losing a few long-standing members who will not be renewing their mandates, namely Eric Mongerson who has been on the board since the founding of CQICTS and Gaétan Pageau who has sat on the board since 2010. Their contribution to CQICTS has been invaluable, and in the name of CQICTS, I thank them for their work, their presence and their wise advice. I myself will not be renewing my mandate. After more than 8 years as a member of the board, 5 of which I spent as chair, I think it is time to step down.

The incoming board members will have the pleasure of joining an amazing and experienced team and I hope they find as much joy as I did working in the name of, and for, my brothers and sisters of the production world. I am convinced they will bring great new ideas and a renewed energy to the organization.

I will take advantage of this message to thank everyone that has worked with me for the CQICTS, particularly, Monique Corbeil without whom this organization would not be the essential and pertinent body that it is. Her passionate and determined work is a huge asset to the organisation.

Michel Desbiens
Chair of CQICTS
Head of Scenic Services, Grand Théâtre de Québec

DEMOCRATIC STRUCTURE

Membership

Our annual general meeting took place on February 1st, 2016 in the Salon Rouge of the Monument-National in Montréal and was followed by a happy hour. Ten members and 3 observers attended the AGM. On December 31st, 2016 CQICTS counted 82 members in good standing, an increase of 17 members from 2015.

Breakdown of new membership in 2016:

- 5 new Contributing members:
 - AVL Media
 - Christie Digital
 - Elektratek Inc
 - Laser Tech Canada
 - LC Group
- 1 new sustaining member: Solutions Aquasol
- 1 new Organizational Not-for-profit member: SPEC
- 2 new Student members,
- 2 returning Retired members
- 6 new Individual members

The Board of Directors

The CQICTS board of directors includes 7 members, namely four executive members and three directors at large:

- Michel Desbiens, Chair
- Martin Saintonge, Vice-President
- Eric Mongerson, Treasurer
- Monique Corbeil, Secretary
- Stéphane Mayrand, Director at Large
- Gaétan Pageau, Director at Large
- Marie-Claude Pion, Director at Large

The board met three times since the last AGM:

- February 1st, 2016 in Montréal
- September 27th, 2016 in Montréal
- February 7th, 2017 à Montréal

Affiliated Membership

CQICTS is a member **Compétence culture**. CQICTS has two representatives in the Performing Arts Electoral College and voting rights in Compétence culture: Monique Corbeil and Martin Saintonge. In February 2016, Monique Corbeil was invited to join the board of directors of Compétence culture in order to fill a vacant position in the Performing Arts Electoral College. She was elected during their general assembly on September 22. CQICTS works closely with Compétence culture on many projects, namely French ETCP rigging exams and various studies for the sector.

PROFESSIONAL DEVELOPMENT

Expo-Scène 2016

During Expo-Scène 2016, CQICTS collaborated on the planning of sessions including a panel discuss on new skills for future technicians. CQICTS also hosted the TD meeting with over 20 attendees.

Rendez-vous technique des arts de la scène 2016

Rendez-vous technique des arts de la scène in Québec (RVT) held its 12th edition this year. Over 68 technicians, technical directors, production managers and performing arts managers from all four corners of the province attended the 13 workshops offered this year at the Salle Albert Rousseau de Ste-Foy on September 7th and 8th.

We organised two equipment demos presented by Gala Systems and Show Distribution. The sponsorship revenue from these two activities covered the costs of lunch as well as the event's social activities. During the second day of the event, participants attended a conference-lunch hosted by Steeve Simard, regarding educational needs and the future of the profession of stage technician.

This year CQICTS once again encouraged its members to attend Rendez-vous technique by subsidizing a portion of the registration fee of those wishing to attend. CQICTS offered a \$25 discount to CITT/ICTS members. In total, 6 members took advantage of this special offer.

This event is made possible by funding from a number of sources. The workshops are covered by a grant from Emploi-Québec, received from its Multiregional program as well as by registration fees. All other activities are funded by the Conseil de la culture des régions de Québec et Chaudière-Appalaches and by our loyal partners and sponsors.

The RVT committee is made up of:

- Karine Légaré, education coordinator at the Conseil de la culture des régions de Québec et de Chaudière-Appalaches
- Steeve Simard, stage manager at the Grand Théâtre de Québec
- Gaétan Pageau Operations director at the Palais Montcalm,
- Claude Desormeaux, director general of the Salle Albert-Rousseau
- Patrick Martin, production manager of the Festival international d'été de Québec
- Monique Corbeil, secretary of CQICTS
- Gilles Benoist, treasurer of CQICTS, CETEC Group (until February 2016)
- Olivier Gagnon, 20K (as of February 2016)

The technical direction of the event was confided to Michel Vézina, the technical director of the Salle Albert-Rousseau. A huge thank you to the participants, the presenters, the Salle Albert Rousseau's team, the organizing committee and the partners and sponsors who support this important event for our industry.

SPECIAL PROJECTS AND ACTIVITIES

TD Meetings

On Monday January 18th, 2016, Bernard Langlois and his crew at the Salle Maurice O'Bready in Sherbrooke graciously hosted the TD meeting and welcomed CQICTS members for the day. We were treated to a backstage tour, a networking lunch on the stage and a demonstration of the Outline sound system with Andrew Hope from GerrAudio. Bernard explained the recent renovations and all of the challenges they encountered. Despite the raging winter storm, over 30 people made it to attend the event. Thanks to Bernard and his crew!

SST (Occupational Health and Safety) Working group

The SST Working Group is comprised of:

- Gaétan Pageau, CQICTS director at large and Operations Director at Palais Montcalm
- Martin Saintonge, CQICTS vice-president and Production Manager at Place des Arts
- Stéphane Mayrand, CQICTS director at large and rigging professor and OHS CECM

The working group was unable to meet this year because of the challenge of finding common work periods for all of its members. Given the working group was dysfunctional, it has been dissolved pending the definition of a new, more functional structure.

CQT Professional Development Committee

Monique Corbeil sits on the CQT Continuous Education Committee as the representative for CQICTS. The committee has met on several occasions to discuss, amongst other items, financing continuing education and common professional development projects. The organizational members of the committee are:

- Association des compagnies de théâtre
- Association des producteurs de théâtres privés
- Association des professionnels des arts de la scène du Québec
- Association québécoise des marionnettistes
- Centre des auteurs dramatiques
- Conseil québécois du théâtre
- Quebec Drama Federation
- Playwrights' Workshop Montréal
- Théâtre Associés Inc.
- Théâtres Unis Enfance Jeunesse
- Union des artistes

Over the course of the year, CQICTS participated in a study to create a portrait of the cultural sector and to determine the stakes and needs in continuous education for the theatre production sector. The study will be submitted to Emploi-Québec, which subsidizes professional development initiatives. The main issues identified by our membership were the following:

- **Health and Safety:** Professions in production are often practiced in dangerous conditions. Requirements concerning safety on stage are increasing and require

better organization of work and better planning. Technical directors and production managers are called upon to make decisions that require broader skills than ever. Norms and certifications are becoming a requirement of the industry.

- **Evolution of technology:** The equipment that technicians work with is varied and constantly being updated. The capacity to operate such equipment is essential for technicians who often change workspaces and employers. To secure work they have to be able to install, operate and maintain the new equipment available in all departments (stage, lighting, sound, video, rigging, multimedia, etc.)
- **Management of teams, schedules and budgets:** Technical directors and production managers have to plan all of the work that needs to be executed, organise it and ensure its smooth progression in the particular conditions and environment of each project and within the pre-determined settings. Acquiring management skills would offer many workers a second shot in their careers and advancement opportunities.

RECRUITMENT AND PROMOTIONAL ACTIVITIES

Website and social media

CQICTS has a webpage on the CITT/ICTS website which posts, amongst other items, CQICTS news.

Recruitment

The recruitment of new members is generally done during activities organised by CQICTS, namely TD Meetings and Rendez-vous technique. Results remain modest despite efforts to encourage non-members to sign up. Since the creation of EXPO-SCÈNE, we have welcomed dozens of new sustaining and contributing members.

FINANCIAL REPORT

CQICTS's fiscal year ended on December 31st, 2016. Our year ended with an operations surplus of \$58. Because we reclaimed our accumulated surplus from 2015, we planned on only requesting financial aid from the CITT/ICTS national office as needed to finance 2016 activities. Therefore, we only requested \$250.

We received \$500 as a sponsorship to pay for the TD Meeting in January at the Centre culturel de Sherbrooke. Spending was mainly attributed to the attendance of our members at Rendez-vous technique, an amount of \$150 (6 members at \$25 each) and for other activities such as the AGM followed by a happy hour, administrative fees and the TD Meet & Greet in January.

As our accumulated surplus was reclaimed we plan on only requesting financial aid from the CITT/ICTS national office as needed to finance the 2017 activities.

**CQICTS
FINANCIAL POSITION
For Year Ending December 31, 2016**

ACTIVE

Cash and short term deposits	58 \$	
Account receivable	0 \$	
		58\$

PASSIVE

Accounts payable	0 \$
Deferred revenues	0 \$

ACCUMULATED SURPLUS	58 \$	
		58 \$

AVAILABLE TO MEMBERSHIP	58 \$
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**STATE OF OPERATIONS
For Year Ending December 31, 2016**

	2016	2015	Budget* 2016
REVENUES			
Autonomous Income	500	500	0
CITT/ICTS Financial Support	<u>250</u>	<u>1 000</u>	<u>1 000</u>
	750	1 500	1 000
EXPENSES			
Administration	233	215	219
Travelling	285	10	
Professional Development & Special Projects			
Rendez-vous technique	150	500	125
Expo-Scène	0	300	0
Promotional and Meeting activities	<u>864</u>	<u>500</u>	<u>181</u>
	1 247	1 500	535
Excess (Loss)	(497)	-	420
Previous Surplus (deficit)	<u>556</u>	<u>136</u>	<u>136</u>
Net Access	58	136	556

* For information only

ANNEXE B

PROJECTS AND ACTIVITIES PLANNED FOR 2017

- Networking activities and meetings
 - TD Meet & Greet on January 18 at Usine C in Montréal
 - TD Meet & Greet during Expo-Scène on April 12
 - TD Meet & Greet during Rendez-vous technique in Québec City in September
- Participate at the Digital Forum organised by Rideau February 13, 2017
- Collaborate on the production of Expo-Scène, April 12-13, 2017 at the Palais des congrès de Montréal
- Collaborate on the organization of the 13th edition of Rendez-vous technique des arts de la scène in Québec city on September 6 and 7, presented in collaboration with the Conseil de la culture des régions de Québec et Chaudière-Appalaches (CCRQCA)
- Pursue the implementation of the action plan elaborated by the Occupational Health and Safety working group.
- Maintain our relationship with a variety of sister organizations, namely Compétences culture and CQT
- Encourage new members to join CQICTS and CITT/ICTS

ESTIMATED BUDGET FOR THE 2017 FINANCIAL YEAR

REVENUS

Autonomous Revenues	2 000 \$
CITT/ICTS Financial Support	<u>1 000 \$</u>
	3 000 \$

DÉPENSES

Administration	250 \$
Travelling	150 \$
Professional Development & Special Projects	
Digital Forum Québec	800 \$
Rendez-vous technique	400 \$
EXPO-SCÈNE	200 \$
Promotional and Meeting activities	<u>700 \$</u>
	2 500\$

Excess (Loss)	500 \$
Previous Surplus t	<u>58 \$</u>

Net Asset	558 \$
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