

CQICTS

Quebec section of CITT - Connecting the Canadian Live Performance Community

2011 ANNUAL REPORT

For the year ending December 31, 2011

Prepared February 22, 2012

CONTENTS

President's message	3
Reminder of projects for 2011	3
Democratic structure	
- Membership	4
- Board of Directors	4
- Sectoral membership	4
Professional development	
- Rendez-vous technique 2011	5
- CQICTS EN COULISSE Conferences	5
Activities and special projects	
- Meetings for technical directors	6
- Study on the impact of digital technologies	6
- ETCP rigging exam	7
Presentation	
- Table de concertation paritaire CSST	7
Recruitment and promotional activities	7
- Solotech EN COULISSE Trade Show	7
- Website and social networking	7
Financial statement	8
Appendix A - 2011 Financial Statements	9
Appendix B - 2012 Projects and Budget estimate	10

PRESIDENT'S MESSAGE

The legacy of this past year, for the CQICTS, is one of continuity and consolidation. The additional number of members on the Board of Directors has allowed us to maintain our section's rhythm despite the increase in pressure and workload each board member is experiencing in their professional work. I would like to take this opportunity to thank them for their involvement and contributions, which are so essential to the organization.

The role of the CQICTS within the Quebec entertainment and performing arts industry is, more than ever, a crucial element for its development. The training needs generated by changes in technology and the growing concern over safety in the workplace, as well as the proliferation of processes such as certification, the Occupational Health and Safety Action Plan and other issues, would alone justify the existence of the organization. We must also consider the request from our members for greater recognition and better control of competencies. Despite all these evident justifications, we must continue to defend and promote the existence of the CQICTS to our peers and in the institutions that have an impact on our field. Since the CQICTS is composed of members who participate voluntarily, it is up to us all to promote it and invest our energies and talents to ensure its efficacy and sustainability.

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

REMINDER OF PROJECTS FOR 2011

- Organize the administration of the ETCP examination on April 20, with the support of CITT.
- Organize the CQICTS conferences at Solotech EN COULISSE Trade Show on April 20 and 21.
- Organize meetings for technical directors on February 21st during the CQICTS general assembly, during the Solotech En Coulisserie Trade Show and during the Rendez-vous technique in Quebec City.
- Collaborate in organizing the Rendez-vous technique des arts de la scène in Quebec City in early September, presented by the Conseil de la culture des régions de Québec et de Chaudière-Appalaches (CCRQCA).
- Develop course content for a basic stagecraft training session and offer it at least once during the year.
- Continue with the implementation of the action plan set out by the Table de concertation paritaire en arts de la scène de la CSST (a joint consultation table on health and safety for the performing arts set up by the CSST) - specifically, by sending out a questionnaire on adapted equipment and specialized resources.
- Begin discussions on implementing a basic electrical-skills recognition program for stage technicians, suited to the entertainment industry (with reference to current models in British Columbia and Ontario).
- Maintain our relationships with various organizations, such as the Conseil québécois des ressources humaines en culture (CQRHC).
- Maintain communication with regional authorities to promote the professional development of technicians in regional communities.

DEMOCRATIC STRUCTURE

Membership: The Annual General Meeting was held on February 21, 2011 in La Balustrade at the Monument National in Montreal, followed by a happy hour. The meeting was attended by eighteen members and one observer.

On December 31, 2011, the CQICTS had 73 members in good standing, or 12% of the of the CITT general membership, broken down as follows:

Member categories	CQICTS 2011	%	CQICTS 2010	CITT 2011	%	% categories	% of CITT
Student	8	11%	5	142	24%	6%	1%
Individual	24	33%	23	206	35%	12%	4%
Professional	6	8%	5	29	5%	21%	1%
Organisational Not for Profit	19	26%	21	146	25%	13%	3%
Corporate	15	21%	15	60	10%	26%	3%
Benefactor	1	1%	0	6	1%	17%	0%
TOTAL	73	100%	69	589	100%		12%

Board of Directors: The CQICTS Board of Directors is composed of seven members, including four officers:

Michel Desbiens, President
Gaétan Pageau, Vice-president
Gilles Benoit, Treasurer
Monique Corbeil, Secretary

and three administrators:

Daniel Collette
Eric Mongerson
Norberts Muncs

The Board met six times since the last annual general meeting, on:

- April 19, 2011 in Montreal
- December-20-11 in Montreal
- August 30, 2011 in Quebec City
- January 26, 2012 in Montreal
- October 17, 2011 electronically
- February 27, 2012 in Montreal

Sectoral membership

CQICTS is a member in good standing of the following organizations:

- **The Conseil québécois des ressources humaines en culture (CQRHC):** The CQICTS has two voting representatives, Monique Corbeil and Gaétan Pageau, in the Spectacles, variétés et humour (Shows, variety shows and humour) sector of the CQRHC. They attended the general meeting on June 13 in Montreal. The CQICTS works closely with the CQRHC on a variety of issues, including the ETCP exams. In October 2011, the CQICTS Board submitted Monique Corbeil's candidacy for the position of director of the Spectacles, variétés et humour sector, however the RIDEAU candidate was elected by the CQRHC board.
- **En Piste**, a national circus arts network.

Rendez-vous technique 2011

More than 70 technicians, technical directors, production managers and performing arts managers from across Quebec attended 12 workshops presented by experienced instructors as part of the seventh edition of the Rendez-vous technique des arts de la scène, presented at the Grand Théâtre de Québec on August 31st and September 1st. Among the new items at this year's gathering was an advanced-level workshop entitled "Cardioid Low Frequencies", presented in collaboration with d&b audiotechnik. Also, in response to requests from participants, we increased the length of six training sessions from half-day to a full-day, a major improvement.

During lunch breaks, participants enjoyed demonstrations of the Digidesign VENUE live sound mixing and production console - a LS MEDIA presentation - and Vision Audiovisual's mobile HD video unit. They also attended the industry luncheon meeting on the future of Rendez-vous technique, hosted by the members of the CQICTS Board of Directors. There was a happy hour on Wednesday evening to welcome participants, hosted by the CQICTS.

Since 2005, the Rendez-vous technique (RVT) has offered over 103 professional development workshops for the live performing arts. The event, the only one of its kind in Quebec, is supported by Emploi-Québec as part of its Multi-regional program.

The RVT committee is composed of Karine Légaré, training coordinator for the Conseil de la culture des régions de Québec et de Chaudière-Appalaches, Michel Desbiens, head of scenic services at the Grand Théâtre de Québec, Gaétan Pageau, operations manager at the Palais Montcalm, Philippe Boulanger, general manager of Théâtre Petit Champlain, Patrick Martin, production manager of the Festival international d'été de Québec and Monique Corbeil and Gilles Benoist, who are, respectively, secretary and treasurer of CQICTS. Freelancer Helene Proulx of Quebec City was responsible for the technical direction of the event. A big thank-you to all participants, trainers, the team from the Grand Théâtre de Québec under the technical direction of Michel Desbiens, the organizing committee, and all supporting partners and sponsors of this event, so important to our field. The organizing committee is already busy preparing the next edition, scheduled for early September 2012.

CQICTS EN COULISSE Conferences – 5th edition, 2011

As part of the Solotech EN COULISSE Trade Show, which was held on April 20 and 21, the CQICTS organized the fifth edition of the CQICTS EN COULISSE conferences, of which there were three this year:

- **Your most valuable measuring tool! Your ears** – with André Sirois, audiologist, and Steve Forget, hearing care professional, from Groupe Forget.
- **Because you're the lead player in your life...**– with Annie Chantelois, Eng. M.Sc.A from Prochute Sécurité
- **ETCP and certification courses for riggers** - Monique Corbeil, CITT National Coordinator and André Simard, Theatre Department Coordinator at Lionel-Goulx College.
- The conference entitled **Employee or Freelancer?**, scheduled for Thursday, April 21 at 10:30 am, was unfortunately cancelled due to the 2011 elections, during which the seminars and conferences offered by Revenue Canada were suspended. We expect to reschedule the conference later.

The conferences were free, which increased the number of participants, but reduced our revenues. The 2012 edition will be held on May 2 and 3, 2012.

ACTIVITIES AND SPECIAL PROJECTS

Meetings for technical directors of performing arts venues

Initiated in April 2008, the meetings for technical directors of performing arts venues continue during the year. In April 2011, as part of the Solotech EN COULISSE Trade Show, we took the opportunity to highlight the three years of meetings - and the fact that the first took place at EN COULISSE - by listing the various topics covered since. We then introduced a new topic of discussion, the constraints experienced by technical directors regarding information received from touring teams.

A second meeting, scheduled to take place during the Rendez-vous technique in Quebec City to conclude discussions on this subject, was postponed to a later date. To replace it, we asked Michel Desbiens, Head of Scenic Services at the Grand Théâtre de Québec, to arrange a tour of the Salle Octave-Crémazie and explain his involvement in the renovation project that the venue has undergone. Michel agreed and we learned a great deal about its history and the recent extensive renovations.

We tabled our discussion on touring shows to the next meeting, scheduled for January 2012. Our goal in meeting to discuss this particular topic, is to prepare a discussion paper and initiate a dialogue with show producers, so stay posted.

The minutes of our meetings are available on request. We will hold further meetings in 2012; it remains to be seen whether it is preferable to hold one full-day or two half-day meetings per year. We hope to address this issue during the year 2012, for the benefit of all concerned.

Study on the impact of emerging digital technologies on human resources in the cultural sector

In 2010, the Conseil des ressources humaines du secteur culturel (CRHSC) began a study of the impact of digital technologies on the cultural sector. The goal was:

Assess the impact of emerging digital technologies on the eight cultural sub-sectors; and recommend priority solutions to address the challenges and take advantage of the opportunities arising from these digital technologies.

Monique Corbeil was invited to serve on the steering committee on behalf of the CITT for the performing arts sub-sector. As part of this study, several consultations were held, including one organized by the CQICTS in Montreal on February 21 that involved more than a dozen members. The project consultant, Line Côté, used the opportunity to ask questions about the challenges faced in the workplace with the emergence of digital technologies and about training and continuing education needs. The comments gathered helped to inform the study and its recommendations.

Recommendations for the performing arts sub-sector

- **Reverse Mentorships for Digital Skills** - Offer “reverse mentorships” where experienced workers are mentored by younger innovative workers with more digitally-based skills, or are presented with residencies in digitally-equipped theatres and creative performing arts environments.
- **Access to Specialized Skills** - Develop strategies to ensure access to specialized skills in digital technologies adapted to the needs of the live performing arts.

- **Digital Training Inventory** - Build an inventory of training programmes for live performing arts.
- **Knowledge Sharing** Promote opportunities for professionals to network and share knowledge, best practices, innovations and case studies (i.e. build and promote communities of practice).

Administration of the ETCP rigging exams

CQICTS committed to administering the annual written ETCP rigging examinations in Montreal with the support of the CITT and CQRHC. A sitting was scheduled for April 19 at the Palais des Congrès during the Solotech EN COULISSE Trade Show. Due to lack of registrations, the sitting was postponed until October 1, 2011. Only two people signed up for that sitting, one of whom cancelled the day before the exam.

This lack of participation was a great disappointment to the CQICTS, which is questioning the need to offer this exam on an annual basis. The administrative fee involved is \$675 USD. This cost was assumed by the CQRHC and is payable to ETCP, which, in turn, pays AMP Inc. to administer the exams. In addition, there were very few registrations in the advanced rigging course offered by Lionel-Groulx College a few weeks before the exams. This course was also cancelled. A committee of representatives from CQICTS, CQRHC, Lionel-Groulx College and ETCP certified riggers was formed to look into the administration of exams and to find a way to better promote advanced training courses and the ETCP exams.

REPRESENTATION

Table de concertation paritaire en santé et sécurité du travail du domaine des arts de la scène de la CSST *(Joint consultation table on health and safety for the performing arts set up by the CSST)*

The CQICTS has had a seat at the joint consultation table on health and safety for the performing arts since 2007. Monique Corbeil is the official representative, accompanied by Daniel Collette and Norberts Muncs. The committee did not meet in 2011. In 2010, the joint consultation table adopted an action plan that involved measures to be implemented by member associations. The CQICTS was not able to monitor the implementation of these measures due to lack of resources, and hopes to resume the initiative in 2012.

RECRUITMENT AND PROMOTIONAL ACTIVITIES

Solotech EN COULISSE Trade Show

The CQICTS had a booth at the Solotech EN COULISSE Trade Show to promote the organization and the Rendez-vous technique in Quebec City. Members of the Board took the opportunity to converse with visitors and members of the organization who stopped to enquire, among other things, about the next Rendez-vous technique in Quebec City.

Website and social networking

The CITT website is bilingual and offers news in French, particularly on the CQICTS page. Members are invited to follow CITT on Facebook and Twitter and to contribute to online discussions on the CallBoard forum, which is exclusively for members.

FINANCIAL REPORT

The CQICTS fiscal year ended on December 31, 2011 with an operating deficit of \$1,508. This deficit was due to the voluntary abolishment of CQICTS conference registration fees during the 2011 Solotech EN COULISSE Trade Show, which reduced our revenues, and to the CITT national office's restructuring of funding for regional sections.

In 2010, CITT revised the way it financially supports the regional sections. Previously, our section received membership renewal payments and sent a percentage to the CITT national office. This system assured us of cash flow. Now, with renewals being primarily done online, the revenues go directly to the national office, which redistributes the funds to the sections according to their individual needs.

This year, we asked CITT for \$500 in financial assistance to fund the luncheon at the Rendez-vous technique 2011. We are planning to do the same for the 2012 Solotech EN COULISSE Trade Show, if necessary. Our expenses were for training and promotional activities and we drew from the accumulated surplus to make up the shortfall.

Despite the deficit, we retain a small accumulated surplus of \$239 and, as mentioned, we plan to submit applications to CITT for funding requests to finance the 2012 activities.

FINANCIAL REPORT		
As of December 31, 2011		
ACTIVE		
CASH	\$498	
Accounts receivable	\$ 0	
		\$498
PASSIVE		
Suppliers Account	\$260	
Advance grant payment	\$ 0	
ACCUMULATED SURPLUS	\$239	\$498
MEMBERS' EQUITY	\$239	

APPENDIX A
FINANCIAL STATEMENTS
CQICTS

ANNUAL STATEMENT
Period ending December 31, 2011

	2011	<i>Budget*</i> 2011	2010
REVENUE			
CQICTS Membership fees	-	-	(1,376)
Grant	-	-	-
Self-generated revenue	<u>500</u>	<u>\$2,750</u>	<u>3,319</u>
	\$500	\$2,750	\$1,943
 EXPENSES			
Administration fees	330	550	586
Training and special projects			
- Rendez-vous technique	650	900	847
- En Coulisse	762	1,500	56
- Promotional activities and meetings	267	600	580
CITT Remittance	<u>-</u>	<u>-</u>	<u>(1,245)</u>
	\$2,008	\$3,550	\$824
Surplus (deficit)	(1,508)	\$(800)	\$1,119
Prior surplus	\$1,747	\$1,747	\$628
Cumulative surplus	\$239	\$947	\$1,747

* For information purposes only

APPENDIX B

PLANNED PROJECTS AND ACTIVITIES FOR 2012

- Organize meetings for technical directors on January 10 as part of a tour of the salle Lionel-Groulx, on May 2 during the Solotech EN COULISSE Trade Show, and at the Rendez-vous technique in Quebec City.
- Organize the CQICTS conferences for the Solotech EN COULISSE Trade Show on May 2 and 3.
Organize a May 15 luncheon meeting on the ETCP program, in collaboration with the CQRHC and the Collège Lionel-Groulx.
- Collaborate on the organization of the 8th edition of the Rendez-vous technique for performing arts in Quebec City in early September, in conjunction with the Conseil de la culture des régions de Québec et Chaudière-Appalaches (CCRQCA).
- Continue with the implementation of the Table de concertation CSST action plan - specifically by sending out a questionnaire regarding adapted equipment and specialized resources.
- Continue discussions on implementing a basic electrical-skills recognition program for stage technicians suited to the entertainment industry (with reference to current models in British Columbia and Ontario).
- Maintain our relationships with various organizations, such as the CQRHC.
- Maintain communication with regional authorities to foster the professional development of technicians in regional communities and promote stagecraft training to presenters and in venues.
- Increase CQICTS/CITT membership numbers in Quebec.

2012 BUDGET ESTIMATE

	2012
REVENUE	
CITT funding	<u>1,500</u>
	\$ 1,500
EXPENSES	
Administrative costs	250
Training and special projects	
- Rendez-vous technique	750
- Behind the Scenes	250
- Promotional activities and meetings	250
	\$ 1,500
Surplus (deficit)	\$0
Prior surplus	\$239
Cumulative surplus	\$239