



Annual General Meeting

Agenda

Saturday, June 22, 2019

1. Call to Order
2. Welcome and introductions
3. Minutes from last AGM June 23, 2018
4. President's Report
5. Update to By-laws
6. Financial Statements and Treasurer's Report
7. Nominations of Directors
 - Nominations from the floor for a 1-year term
 - Members standing for election for a 1-year term – Katie Prestage
 - Members standing for election for a 2-year term - Linda Amos, David Charchalis, Maria De Palma, Brenda Barthelmes, Lisa Goodmurphy, Candice Sheehan
 - Members continuing their 2nd term - Gloria Buchert, Michael Buchert, Mary Lynn Merklinger, Tom Hope
8. Acknowledgment of Retiring Board Member
9. Acknowledgment of Special Guest
10. New Business
11. Next meeting
12. Adjournment



Subject	Theatre Unlimited – AGM Minutes
Chairperson	Michael Buchert
Scribe	Tom Hope
Date	June 23, 2018
Time	

Participants					
Invited	Attend	Regrets	Invited	Attend	Regrets
Michael Buchert	X		Mary Lynn Merklinger		X
Gloria Buchert	X		Tom Hope	x	
Gillian Rodrigue		X	Linda Amos	x	
David Charchalis	X		Michael Sumbler	x	
Maria De Palma		X			
Brenda Barthelmes	x				
Lisa Goodmurphy	x				

Agenda Item #	Topics to be Discussed
1	Call to Order
2	Welcome and introductions
3	President’s report
4	Minutes from last AGM June 9, 2017
5	Financial Statements and Treasurer’s Report
6	Nomination of Directors
7	New Business
8	Next Meeting
9	Adjournment



Agenda Topic #1

Meeting called to order at 7:35.

We have confirmed we have quorum for the members attending in person or by proxy.

Agenda Topic #2

Michael Welcomed everyone to the Annual General Meeting.

Agenda Topic #3

President's update: Michael Buchert delivered the president's update:

Welcome to our AGM – Members

- This Year has been another successful one – Our production of the Joseph and the amazing technicolor dreamcoat was done with the cooperation and support of many equaling over 15218 volunteer hours. Of Which 4000 was related to planning and behind the scenes work.
Our big thank you to our Directive Team of Callum, , Erin and Jan. Special thanks to JQ for stepping in to help with the youth Chorus
- Last year was the first Year that EMP contracted the theatre on their own as they work through establishing Affiliate Status with the City directly – we wish them well.
- Our work with our partner groups continue as we complete our 2nd full year under our MOU. This partnership agreement primarily deals with the Marketing of the series, but has also lead us to discuss other common issues and concerns,
- We all celebrated the Encore Series 25 years at the theatre. We need to thank all those involved behind the scenes who gave of themselves tirelessly to plan and organize all facets to make this one evening a success. I would like to take a moment to acknowledge the Chair Christine McMahon for leading the process. The Audience Choice awards for Favorite Show, Favorite Male actor – Jeremy, and Favorite Female actor – Corina. Well done everyone.
- Advertising – Update – We have had another stellar year of sales – this time selling out before Christmas.
- Updates to our Affiliate status – Firstly lets start with what Affiliate Status means for our groups.
 - It covers our Liability Insurance - \$4000 value
 - We get the theatre at a reduced rate approx. 40% of the rental rate
 - We are required to have a mostly Mississauga based membership
 - We are required to have a board chair and vice chair based in Mississauga
 - We are required to benefit Mississauga residents with our work
 - We are required to have a membership of at least 20We just received the updated package as it just went through council for approval – The MTM groups will be going through the package so as to make sure we retain compliance. Otherwise we will be forced to make major budgetary changes as we move forward. At this point in time too soon to say.
- We did not participate in the Actco's this year as we had discussed but non the less supported all our fellow Encore Series Sister groups in their endeavors. We are to understand that all had a wonderful evening.



es.

- Sponsorship remains an area that needs support – talk to how to connect and is well beyond one persons effort.
- Theatre Updates – we have moved forward with regard to health and safety – ensuring that we handle ourselves in compliance with the construction code – when moving in and out of the theatre – requiring safety boots, hard hats, and protective gloves. TUPA stepped up at our own expense to ensure we had sturdy hard hats. For the up and coming season the Steel toed shoes will also be necessary when supporting your group at the Tannery Build site for all activities. I am sure we all acknowledge that we are all worth the expense.
- We have had a year of planning for change – Moving to April – Finding a new rehearsal space, and are currently well underway with auditions for next season.
- I also want to acknowledge Lisa Arrigo – As an employee of Desjardins she has the opportunity to recognize her volunteer hours in the form of a donation to a group of her choice. This is starting as a new form for many companies to be good corporate stewards. Thank you for your 3rd year of donations.
- I also want to acknowledge the hard work of our Grant Team – Tom Hope, Maria Depalma, Michael Buchert, and Brenda Barthelmes. We have been awarded 15500 for the 2018 operations year. This year the forms and process was total re-written.
- We also have moved forward on some training for the board on governance and will be completing the process this up and coming year. We also believe that this training will be important for new members as well.
- As part of the board member recruitment we are currently seeking the following skill sets – Advertising and Promotion and a 2nd person for Sponsorship. We want to thank Gilliam Rodrigue for her many years of service on the board in the role of advertising.
- We acknowledge our Donors and Sponsors:
 - Sponsors: City of Mississauga, Birchall & Associates, Northern Financial Group, City Centre Musical Productions
 - Donors: Tom & Michele Hope, Kevin Little, Mary Lynn Merklinger, J.A. Prestage & Lisa Goodmurphy, Arbour/Armstrong family, Bill & Kareen Eckersley, Andrew Halford, Konstantinos & Christina Lianos, Susan Ruschka, Jian Yuan

Tom Hope (Group Vice President) presented a gift to Michael and Lisa, the producers for the show last year for all their hard work and dedication on behalf of the board and membership.

Agenda Topic #4

Minutes of last year's AGM was distributed with the AGM package.

Linda motioned to accept the minutes as distributed, Gloria seconded. Motion unanimously carried.

Agenda Topic #5

Brenda Presented the financial statements.

There was some discussion related to change in Theatre billing. Brenda told the membership that the theatre had changed their billing process to split out the various costs, where in previous years, they grouped a



number of expenses together: theatre rental, tech supervisor, FOH manager, etc. We expect this new format going forward to make comparisons easier.

Michael discussed our treatment of capital fund, and building a fund to replace capital items in the future, such as the video computer or while curtain. We are charging other groups, and ourselves for the use of those capital assets.

There was a question about the costume admin charge being higher this year, which was because of new racks for the new storage.

Brenda motioned to acceptable Financial statements, Dennis seconded, All in favour. Motion unanimously carried.

Agenda Topic # 6

Nominations of Directors.

A call to the floor was made asking for anyone to join the board. No member was interested at this time.

The board slate was presented:

Standing for election: – Gloria Buchert, Michael Buchert, MaryLynn Merklinger, Tom Hope, Michael Sumbler.

Members continuing for their second term - Linda Amos, David Charchalis, Maria De Palma, Brenda Barthelmes, Lisa Goodmurphy.

Susan motioned to accept the slate, Madalena seconded. Motion unanimously carried.

Agenda Topic # 7

No new business.



Agenda Topic # 8

Next meeting of the board to be schedule in July

Agenda Topic # 9

Lori motioned to ajourn the meeting, David seconded. Motion carried.

Meeting was adjourned at 8:09 PM.

Theatre Unlimited Performing Arts
Balance Sheet Prev Year Comparison
As at May 31, 2019

	<u>May 31, 2019</u>	<u>May 31, 2018</u>
ASSETS		
Current Assets		
General Chequing Account	71,258.41	23,460.62
ING Direct	57,540.62	106,488.37
e-transfer Account	3,406.90	
Accounts Receivable	10,674.78	6,378.18
Prepaid Expenses	19,408.68	14,990.30
Total Current Assets	<u>162,289.39</u>	<u>151,317.47</u>
Fixed Assets		
Video Hardware/Software	3,435.09	3,435.09
- Accumulated Amortization	(2,767.00)	(1,622.00)
Net Video Hardware/Software	<u>668.09</u>	<u>1,813.09</u>
White Curtain	1,525.50	1,525.50
- Accumulated Amortization	(508.00)	(254.00)
Net White Curtain	<u>1,017.50</u>	<u>1,271.50</u>
LED Lighting	1,519.96	1,519.96
- Accumulated Amortization	(506.00)	(253.00)
Net LED Lighting	<u>1,013.96</u>	<u>1,266.96</u>
MTM Seed Capital	2,500.00	2,500.00
Total Fixed Assets	<u>5,199.55</u>	<u>6,851.55</u>
TOTAL ASSETS	<u>167,488.94</u>	<u>158,169.02</u>
LIABILITIES & EQUITY		
Current Liabilities		
Accrued A/P	3,060.00	
Deferred Revenue-Capital	2,699.55	4,351.55
Miss Office Arts Op Grant	15,500.00	15,500.00
Total Current Liabilities	<u>21,259.55</u>	<u>19,851.55</u>
Total Liabilities	<u>21,259.55</u>	<u>19,851.55</u>
Equity		
Future Show Development	20,000.00	12,000.00
Education Fund	10,000.00	3,420.00
Board Development Fund	10,000.00	3,212.39
Capital Reserve	2,300.00	1,800.00
Total	<u>42,300.00</u>	<u>20,432.39</u>
Retained Earnings - Beginning	117,885.08	108,027.44
Fund Transfers-Board Directed	(21,367.61)	
Net Income	7,411.92	9,857.64
Retained Earnings - Ending	103,929.39	117,885.08
Total Equity	<u>146,229.39</u>	<u>138,317.47</u>
TOTAL LIABILITIES & EQUITY	<u>167,488.94</u>	<u>158,169.02</u>

Theatre Unlimited Performing Arts
Comparative Profit & Loss by Class
 June 2018-May 2019 / June 2017-May 2018

	Current Year				Previous Year			
	Admin	Operations	Grant	TOTAL	Admin	Operations	Grant	TOTAL
Income								
Gross Ticket Revenue	-	70,919.28	-	70,919.28	-	69,401.39	-	69,401.39
Membership	2,670.00	-	-	2,670.00	2,560.00	-	-	2,560.00
Sponsorship	-	650.00	-	650.00	-	2,800.00	-	2,800.00
Donations	1,710.00	3,413.86	-	5,123.86	1,550.00	2,000.00	-	3,550.00
Interest	1,052.25	-	-	1,052.25	413.40	-	-	413.40
MAC Grant	-	-	15,500.00	15,500.00	-	-	15,500.00	15,500.00
Rentals	100.00	-	-	100.00	100.00	-	-	100.00
Capital Income	1,652.00	-	-	1,652.00	1,652.00	-	-	1,652.00
Other Income	140.15	1,400.00	-	1,540.15	307.06	1,404.00	-	1,711.06
Total Income	7,324.40	76,383.14	15,500.00	99,207.54	6,582.46	75,605.39	15,500.00	97,687.85
Production Costs								
Honoraria	-	12,550.00	-	12,550.00	-	10,800.00	-	10,800.00
Orchestra	278.54	6,246.60	-	6,525.14	-	5,750.00	-	5,750.00
Technical Staff	-	9,940.50	-	9,940.50	-	6,741.00	-	6,741.00
Advertising/Promotional	-	411.89	-	411.89	-	1,140.68	498.20	1,638.88
Printing	-	399.62	-	399.62	-	890.75	-	890.75
Program Printing	-	985.45	1,637.72	2,623.17	-	438.63	2,550.41	2,989.04
Theatre Rental	-	4,100.09	-	4,100.09	-	5,000.00	-	5,000.00
Rehearsal Hall & Other Rentals	-	1,478.22	5,200.00	6,678.22	-	1,785.08	4,029.79	5,814.87
HST Paid	-	4,471.82	-	4,471.82	587.60	3,786.70	-	4,374.30
Staffing - Front of House	-	4,693.50	-	4,693.50	-	3,315.00	-	3,315.00
Royalties	-	10,156.56	-	10,156.56	-	5,759.99	-	5,759.99
Sets	-	1,753.47	-	1,753.47	-	4,232.61	-	4,232.61
Set Dressing	-	173.61	-	173.61	-	161.96	-	161.96
Set Storage and Rental	-	2,911.36	2,500.00	5,411.36	-	-	2,500.00	2,500.00
Props	-	704.59	-	704.59	-	1,191.19	-	1,191.19
Costumes	235.81	3,218.44	-	3,454.25	1,162.07	3,742.47	-	4,904.54
Wigs & Makeup	-	1,145.06	-	1,145.06	-	437.62	-	437.62
Sound Equipment	-	2,259.35	-	2,259.35	-	3,163.18	-	3,163.18
Lighting Equipment	-	500.00	-	500.00	-	3,520.00	-	3,520.00
Technical Supplies	-	108.44	-	108.44	-	-	-	-
Projections	-	-	-	-	-	256.84	-	256.84
Thank You Gifts	-	2,416.70	-	2,416.70	-	2,552.55	-	2,552.55
Social/Refreshments	854.24	667.65	-	1,521.89	-	505.12	-	505.12
Miscellaneous	375.16	1,698.18	-	2,073.34	-	-	-	-
Total Production Costs	1,743.75	72,991.10	9,337.72	84,072.57	1,749.67	65,171.37	9,578.40	76,499.44

Theatre Unlimited Performing Arts
Comparative Profit & Loss by Class
June 2018-May 2019 / June 2017-May 2018

	Current Year				Previous Year			
	Admin	Operations	Grant	TOTAL	Admin	Operations	Grant	TOTAL
Administration								
AGM	110.95	-	-	110.95	198.24	-	-	198.24
Office Supplies	46.30	370.97	-	417.27	252.60	-	-	252.60
Costume Storage	-	-	1,400.00	1,400.00	50.00	-	5,846.60	5,896.60
Prop Storage	54.00	-	4,687.28	4,741.28	-	-	-	-
Small Equipment	-	-	-	-	456.93	-	-	456.93
Membership/Workshop Fees	538.62	-	75.00	613.62	320.00	-	75.00	395.00
D & O Insurance	542.43	-	-	542.43	529.20	-	-	529.20
Bank Charges	90.95	-	-	90.95	4.95	-	-	4.95
Board Development	226.00	-	-	226.00	874.62	-	-	874.62
Amortization Expense	1,652.00	-	-	1,652.00	1,652.00	-	-	1,652.00
MTM Advertising	1,000.00	-	-	1,000.00	612.76	-	-	612.76
MTM Awards Night	-	160.00	-	160.00	-	-	-	-
MAC/Marty's	525.00	-	-	525.00	-	-	-	-
Heritage Credits	650.00	-	-	650.00	-	-	-	-
Miscellaneous	90.00	100.00	-	190.00	-	-	-	-
Phone	-	-	-	-	-	-	-	-
WWW Costs	700.15	-	-	700.15	457.87	-	-	457.87
HST Recovery	(2,496.29)	(2,800.31)	-	(5,296.60)	-	-	-	-
Total Administration	3,730.11	(2,169.34)	6,162.28	7,723.05	5,409.17	-	5,921.60	11,330.77
Total Expenses	5,473.86	70,821.76	15,500.00	91,795.62	7,158.84	65,171.37	15,500.00	87,830.21
Net Income (Loss)	1,850.54	5,561.38	-	7,411.92	(576.38)	10,434.02	-	9,857.64

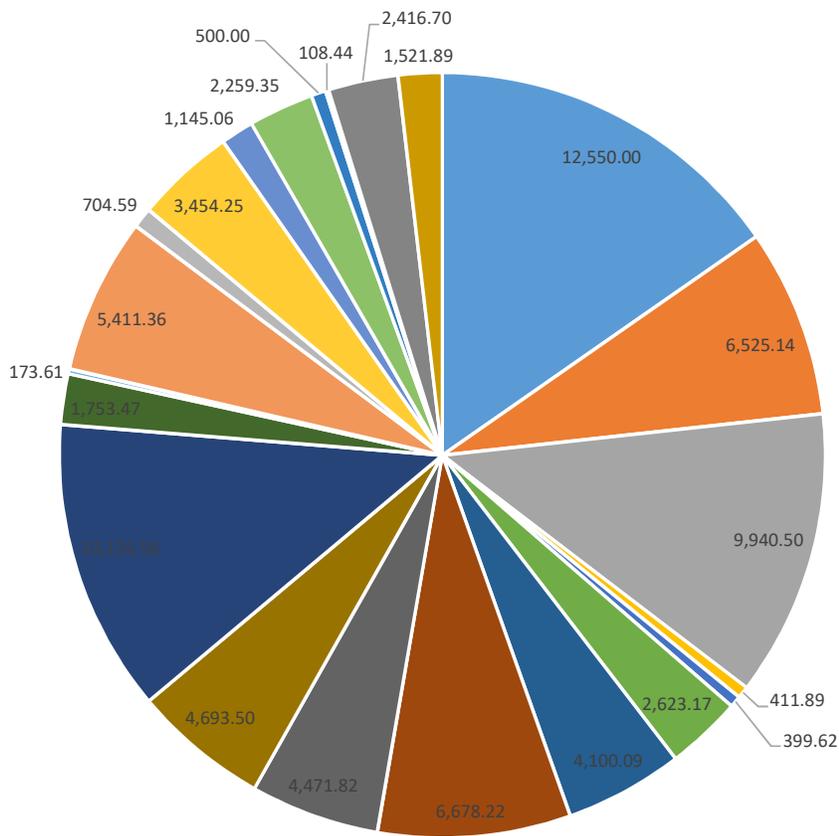
Theatre Unlimited Performing Arts
Profit & Loss by Class
June 2018-May 2019

	Admin	Chitty	Curtains	Sketchy	TUPA YES	Workshops	Grant	TOTAL
Income								
Gross Ticket Revenue	-	-	68,138.28	2,781.00	-	-	-	70,919.28
Membership	2,670.00	-	-	-	-	-	-	2,670.00
Sponsorship	-	-	650.00	0.00	-	-	-	650.00
Donations	1,710.00	-	3,000.00	413.86	-	-	-	5,123.86
Interest	1,052.25	-	-	-	-	-	-	1,052.25
MAC Grant	-	-	-	-	-	-	15,500.00	15,500.00
Rentals	100.00	-	-	-	-	-	-	100.00
Capital Income	1,652.00	-	-	-	-	-	-	1,652.00
Other Income	140.15	-	1,400.00	-	-	-	-	1,540.15
Total Income	7,324.40	-	73,188.28	3,194.86	-	-	15,500.00	99,207.54
Production Costs								
Honoraria	-	-	11,050.00	-	-	1,500.00	-	12,550.00
Orchestra	278.54	-	6,225.14	21.46	-	-	-	6,525.14
Technical Staff	-	-	9,194.25	746.25	-	-	-	9,940.50
Advertising/Promotional	-	-	411.89	-	-	-	-	411.89
Printing	-	-	376.00	23.62	-	-	-	399.62
Program Printing	-	-	862.28	123.17	-	-	1,637.72	2,623.17
Theatre Rental	-	-	3,690.08	410.01	-	-	-	4,100.09
Rehearsal Hall & Other Rentals	-	-	978.22	-	-	500.00	5,200.00	6,678.22
HST Paid	-	-	4,171.47	300.35	-	-	-	4,471.82
Staffing - Front of House	-	-	4,268.50	425.00	-	-	-	4,693.50
Royalties	-	-	10,156.56	-	-	-	-	10,156.56
Sets	-	-	1,753.47	-	-	-	-	1,753.47
Set Dressing	-	-	173.61	-	-	-	-	173.61
Set Storage and Rental	-	2,427.09	484.27	-	-	-	2,500.00	5,411.36
Props	-	-	704.59	-	-	-	-	704.59
Costumes	235.81	-	3,197.62	-	20.82	-	-	3,454.25
Wigs & Makeup	-	-	1,145.06	-	-	-	-	1,145.06
Sound Equipment	-	-	2,014.35	245.00	-	-	-	2,259.35
Video Equipment	-	-	500.00	-	-	-	-	500.00
Technical Supplies	-	-	108.44	-	-	-	-	108.44
Thank You Gifts	-	-	2,416.70	-	-	-	-	2,416.70
Social/Refreshments	854.24	-	588.98	-	78.67	-	-	1,521.89
Miscellaneous	375.16	-	798.18	900.00	-	-	-	2,073.34
Total Production Costs	1,743.75	2,427.09	65,269.66	3,194.86	99.49	2,000.00	9,337.72	84,072.57

Theatre Unlimited Performing Arts
Profit & Loss by Class
June 2018-May 2019

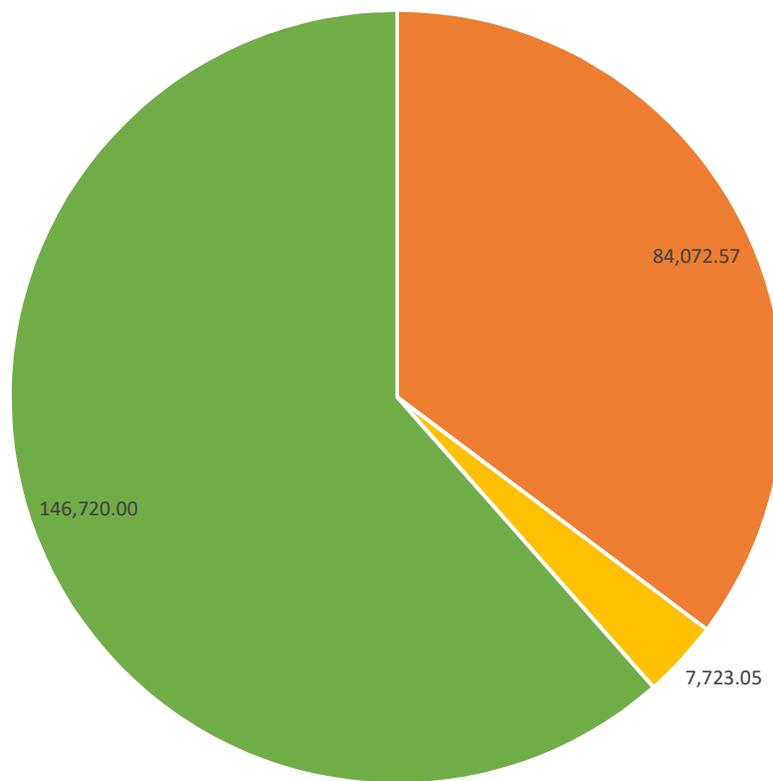
	Admin	Chitty	Curtains	Sketchy	TUPA YES	Workshops	Grant	TOTAL
Administration								
AGM	110.95	-	-	-	-	-	-	110.95
Office Supplies	46.30	-	370.97	-	-	-	-	417.27
Costume Storage	-	-	-	-	-	-	1,400.00	1,400.00
Prop Storage	54.00	-	-	-	-	-	4,687.28	4,741.28
Membership/Workshop Fees	538.62	-	-	-	-	-	75.00	613.62
D & O Insurance	542.43	-	-	-	-	-	-	542.43
Bank Charges	90.95	-	-	-	-	-	-	90.95
Board Development	226.00	-	-	-	-	-	-	226.00
Amortization Expense	1,652.00	-	-	-	-	-	-	1,652.00
MTM Advertising	1,000.00	-	-	-	-	-	-	1,000.00
MTM Awards Night	-	-	160.00	-	-	-	-	160.00
MAC/Marty's	525.00	-	-	-	-	-	-	525.00
Heritage Credits	650.00	-	-	-	-	-	-	650.00
Miscellaneous	90.00	-	-	-	-	100.00	-	190.00
WWW Costs	700.15	-	-	-	-	-	-	700.15
HST Recovery	(2,496.29)	-	(2,800.31)	-	-	-	-	(5,296.60)
Total Administration	3,730.11	-	(2,269.34)	-	-	100.00	6,162.28	7,723.05
Total Expenses	5,473.86	2,427.09	63,000.32	3,194.86	99.49	2,100.00	15,500.00	91,795.62
Net Income (Loss)	1,850.54	(2,427.09)	10,187.96	-	(99.49)	(2,100.00)	-	7,411.92

Costs Breakdown



- Honoraria
- Orchestra
- Technical Staff
- Advertising/Promotional
- Printing
- Program Printing
- Theatre Rental
- Rehearsal Hall & Other Rentals
- HST Paid
- Staffing - Front of House
- Royalties
- Sets
- Set Dressing
- Set Storage and Rental
- Props
- Costumes
- Wigs & Makeup
- Sound Equipment
- Video Equipment
- Technical Supplies
- Thank You Gifts
- Social/Refreshments

Volunteer Value



■ Total Production Costs ■ Total Administration ■ Volunteer Value