

THE CIVIC THEATRE

Nelson Civic Theatre Society
Annual General Meeting
December 3, 2018

Agenda

1. Call to order and welcome: President Marilyn Mint
2. Acceptance of Minutes
3. Presentation of the 2018 Financial Statements: Treasurer John Brand
4. Acceptance of the 2018 Financial Statements
5. Appointment of firm to prepare financial statements
6. Election of Directors
7. Q&A
8. Adjournment

Minutes

Nelson Civic Theatre Society

Annual General Meeting

December 10, 2017, 12:30 pm

1. Call to order and welcome: President Marilyn Mint called the meeting to order at 12:32pm. There were 22 members present. Marilyn welcomed everyone to the AGM and thanked Civic Theatre volunteers and staff for their work in the past year.
2. Acceptance of Minutes: Moved by P'nina Shames to accept the minutes from the last AGM, seconded by Brian May.
3. Programmer Report and Executive Director report: Jason Asbell and Eleanor Stacey each presented on the progress of the society in the past year.
4. Presentation of the 2017 Financial Statements. Our auditor, Kiersten Packham (from Berg Lehmann) presented the financial statements.

Motion to accept the statements by Brad Ferguson, seconded by Don Johnson. Motion passed.

Motion to appoint Kiersten Packham of Berg Lehmann to prepare the financial statements for the upcoming fiscal year made by Jan Wright, seconded by Brad Ferguson. Motion passed.

5. Election of Directors. There were no additional nominations to the board from the membership so the slate of nominees was elected by acclamation.

Elected to a two-year term:

- Don Johnston
- Gretchen Jordan-Bastow
- Graeme Leadbeater
- Ainsley Mackie
- Brian May

Continuing board members:

- John Brand
- Marilyn Mint
- Daryl Santano
- Jan Wright

6. Adjournment. The AGM was adjourned at 1:07 pm.

President's Report

2018 was a busy, productive year for the NCTS. We had twin foci: improving operational efficiency and advancing the capital campaign for the Civic Theatre's reconstruction. On both fronts, we made significant progress.

We completed a comprehensive Business Plan that will serve as our roadmap for the next 3 years. It is built upon the Strategic Plan approved by the Board in 2016 and is a strong piece of foundational work in our capital campaign. A synopsis has been included in this AGM package. It highlights our program and service goals, a few of the metrics we use in analysing our theatre operations; and, it touches on the financial and social impacts of our planned expansion.

The Business Plan is a living document and will be tailored to individual funders. The full report will be available in the new year, and I urge members to read it for a full understanding of the scope of our organization.

In June, we celebrated the 5th anniversary of The Civic Theatre's reopening with regular programming. We took time to reflect and to celebrate our considerable accomplishments over the past 5 years, which are detailed in the business plan summary. All of us - staff, volunteers, members - have reason to be proud of what we have built in our community theatre.

Acknowledging the strain it would place on us fiscally but recognizing the need to invest in order to grow, the Board passed a budget that allowed for an expansion of staff resources. The subsequent change to our operational model has resulted in both a greater stability in our operations and a greater capacity to focus on the development of our charitable programming.

While we ended the year with a deficit, it was an anticipated deficit, and we expect that measures we have since taken will help towards eliminating it. At the same time, we are very cognizant of the fact that, until we have more than a single screen, we will have challenges to our financial health.

Overall, this has been a rewarding year. I attribute this to the singular vision and strong teamwork shared by our Board and staff. It has resulted in significant advancement of our goals.

As always, my thanks to our truly dedicated staff, a committed Board and all our volunteers.

Marilyn Mint
President
Board of Directors

Executive Director's Report

The last year has been a time of growth and transition, with much developmental and planning work completed, all seeking to bolster and build our readiness for the capital project ahead. Now, with business plan in hand, we are finally in a position to move forward with our capital campaign.

Over the course of 2017-18, we focused on human resource development, including amplified training for our service staff and volunteers. We saw significant upgrades to our office equipment, as well as to our auditorium sound system, thanks to grants from Columbia Basin Trust. We have worked to upgrade our membership program, adding CivicPoints and finally the opportunity to access membership ticket pricing online. We undertook our first financial audit, which gave us valuable feedback on our operations and positioned us to access funding only available to organizations with this higher level of oversight.

We tried our hand at our first film festival with *Kinesis*, and added a Screen-Based Industry Community Coordinator, who has since grown our SBI Facebook group to more than 300 members. Tapping into this growing membership, in October 2018 we reprised the festival format with the CBCB (Craft Brews of the Columbia Basin) Film Competition, building relationships with 12 breweries throughout our region and featuring a wide array of locally-made beer ads. We introduced the ReelYouth Festival and Films with Friends, both programs that we intend to build upon in 2018-19. We have continued to cultivate exciting and meaningful relationships and partnerships with organizations such as Nelson Kootenay Lake Tourism, Nelson and District Arts Council (Rural Artists Support Weekend), Kalein Hospice Society, and a wide variety of presenters who have rented our space throughout the year. Finally, The Civic Theatre was a catalyzing partner in bringing the successful BC Culture Days provincial launch event to Nelson this Fall.

Our successes are a result of the efforts of a dynamic three-part community: our staff, who work diligently to provide our programs and services 360 days per year and continue to look for ways to improve our operations and processes, often on a shoestring; our volunteers, including a tenacious and visionary Board of Directors, and the many front of house, membership, and administrative volunteers who make patrons feel welcome and offer their service to help us in so many other ways; and finally, our audiences, including our 1,000+ members who continue to support our mission through membership renewals, ticket purchases, and generous donations to our cause.

While I am certain there will still be challenges to come in attaining our capital goals while simultaneously growing valuable programs and services, I feel great reassurance in that I know there will be many hands to help us get there. To each and every one of you, thank you for your time, your passion, and your ongoing support of our mission and work. It is this multifaceted community that makes NCTS such a force and which will lead to our success.

Eleanor Stacey
Executive Director