



ANNUAL GENERAL MEETING MINUTES
18 September 2022 1:00 pm
At the Rollo Centre, Gabriola Island

RA:	Ray Appel	WP:	Wendy Phillips
JD:	Joe DiCara	TR:	Tom Radcliffe
MH:	Miranda Holmes	SR:	Scott Rivers
DI:	Dave Innell	JW:	Jean Wyenberg
MM:	Marshall Mangan		

1. Welcome (DI).

- 1.1. The meeting convened at 1:04 pm. Regrets: RA, (attending via telephone connection) WP. All other Directors were present, as well as members Judy Weenk, Jenny Newton, and Linda Hellenius.
- 1.2. Confirmation of a quorum (3 members). A quorum was present.
- 1.3. Additions to the agenda: None.
- 1.4. Approval of Minutes of Annual General Meeting 19 September 2021: Moved by MH, Seconded by DI, carried.

2. President's Report (DI):

- 2.1. Fiscal 2021-22 was another challenging year for Gabriola Players because of the ongoing Covid 19 pandemic.
- 2.2. In September we hosted a writers workshop, led by Frank Moher. Following the workshop some participants formed the First Draft Club and continued meeting to work on original scripts.
- 2.3. The 2021 Pantomime was cancelled because of Covid, in its place we presented three Christmas oriented plays, *Waiting for Nick*, *Gabriola Christmas Carol* and *JJ's Christmas Wish*.
- 2.4. In the spring of 2022, we made the decision to return to live productions with the 2022 One Act Play Festival including two plays written by Gabriolans. This was presented, with appropriate safety precautions, in June, to a small but appreciative audience.
- 2.5. In 2022-23 we hope to a return to our usual live theatre schedule.

3. Treasurer's Report (JD):

- 3.1. The Treasurer presented the following tables:

BALANCE SHEET		2020/21	2021/22
ASSETS			
Current Assets			
Cash Assets (inc CCCU accts, cash, PayPal etc)		\$4,629.96	\$3,877.92
Cash Assets (separate DW Bursary Fund)		\$2,003.75	\$1,605.17
Long-term Assets			
GIC Note (two 5 Yr maturing Feb 2023 & Apr 2024)		\$11,168.21	\$11,477.44
Fixed Assets (Stage, Lights, Sound, Video)		\$7,617.07	\$10,510.73
Prepaid Expenses (for next season)			\$358.25
	Total Assets	\$25,418.99	\$27,829.51
LIABILITIES			
Deferred Revenue			
	Total Liabilities		
EQUITY (Assets - Liabilities)			
Starting Equity (as of Sep 1 of current FY)		\$22,267.40	\$25,418.99
Current Year Surplus		\$3,151.59	\$2,410.52
	Total Equity	\$25,418.99	\$27,829.51
NOTES: What is our overall financial situation? In a word HEALTHY			
1. Instead of approved DEFICIT of \$4510, we achieved SURPLUS of \$2410 (due to several unforecast factors below)			
2. Available assets for operating cash flow & capital expenditures remains over \$15,000			
PLUS \$1600 held in trust separately for Don Whitton Bursary Fund			
PLUS net increase in FIXED ASSETS			
3. FIXED ASSETS changes: 50% depreciation (catch up adjustment) on previous \$7617 assets,			
plus addition of \$6622 for new LED lighting (which were fully funded by \$5400 BC ARTS grant plus \$1400 fundraiser)			



3.2.

PROPOSED SEASON BUDGET	2021/22	2022/23
REVENUE		
Production Revenue (excl Advertising Revenue)	\$4,740	\$11,200
Sponsor Advertising	\$750	\$1,350
Memberships	\$550	\$1,000
Donations (General Funds)	\$300	\$1,000
Donations (separate DW Bursary Fund)		\$600
Miscellaneous (interest, grant and other income)	\$260	\$300
Total REVENUE	\$6,600	\$15,450
EXPENDITURES		
Operating (Admin & Misc Production -- incl member & assets)	\$5,105	\$7,300
Productions Expenses (incl Rollo rental)	\$4,780	\$10,300
Community Outreach (incl PHC, member workshops, etc)	\$225	\$200
Community Outreach -- separate DWBF (awarded Sep 2021)	\$1,000	\$1,000
Total EXPENDITURES	\$11,110	\$18,800
Net Operating Surplus (or Deficit) -- incl DWBF	-\$4,510	-\$3,350
NOTES: What are the major budget operating assumptions?		
1. Despite unexpected SURPLUS for 2021/22 season, still conservatively projecting likely \$3350 DEFICIT ... even while more accurately reflecting REVENUE for MEMBERSHIP, ADVERTISING, and DONATIONS		
2. Season with FOUR live productions (incl Panto), \$20 ticket prices YET only 2/3 (66%) of ticket sales due to COVID		
NOTE: while productions assumed as breakeven or better, selling 2/3 vs FULL capacity due to COVID means \$6000 less REVENUE to cover fixed overhead costs compared to pre-COVID operations		
3. Even with no season, we would project a deficit of roughly \$3600 fixed costs for: storage, insurance, PO box, website, plus newly incorporated annual asset depreciation (~\$1000/yr), etc		
4. As last year, Board would continue to explore ways to minimize deficit through increased revenue opportunities (eg, increased sponsor funding, ticket sales, patron donations) as well as potential reductions in operating expenses		
5. This budget not meant to in any way constrain Artistic Directors plans. Only expectation is any additional proposed production would break even or at least help reduce FY 22/23 budget deficit		

3.3.

2022/23 Production Season Operating Scenarios			
Key Scenarios Parameters	Baseline (pre-COVID)	Season CANCELLED	Reader Theatre +Panto + OAP + Spring Full
Rollo Rental (Operating Months)	12	0	12
Advertising Revenue	\$3,000	0	\$1,350 (50%)
Ticket Sales	875	0	508 (66%)
Ticket Price	\$20	N/A	\$20
			66%
Revenue	\$22,760	\$690	\$15,424
Production Revenue (excl Ad Rev)	\$17,500	\$0	\$11,214
Sponsor Advertising Fees	\$3,000	\$0	\$1,350
Memberships	\$1,100	\$330	\$1,000
Miscellaneous & Donations	\$1,160	\$360	\$1,860
Expenditures	\$20,122	\$4,285	\$18,756
Operating (Admin & Production General)	\$7,385	\$4,285	\$7,285
Production Expenses	\$12,337	\$0	\$10,271
Community Outreach	\$400	\$0	\$1,200
Net Operating Surplus	\$2,638	(\$3,595)	(\$3,332)



3.4.

INCOME STATEMENT		
	Budget 2021/22	Actual 2021/22
REVENUE		
Production Revenue (excl Advertising Revenue)	\$4,740.00	\$3,357.00
Sponsor Advertising	\$750.00	\$1,450.00
Memberships	\$550.00	\$1,100.00
Donations (general funds)	\$300.00	\$3,509.32
Donations (DW Bursary Fund)		\$651.42
Miscellaneous (interest, grants and other income)	\$260.00	\$6,610.43
Total Revenue	\$6,600.00	\$16,678.17
EXPENDITURES		
Operating (Admin & Misc Production ... incl member & assets)	\$5,105.00	\$10,090.34
Productions Expenses (as managed by Directors, incl Rollo rent)	\$4,780.00	\$2,938.93
Community Outreach (incl PHC, member workshops, etc)	\$225.00	\$238.38
Community Outreach (annual award from DWBF)	\$1,000.00	\$1,000.00
Total Expenditures	\$11,110.00	\$14,267.65
Net Operating Surplus (Revenue - Expenses)	-\$4,510.00	\$2,410.52
NOTES: What we've done ... "Every spreadsheet tells a story, don't it!"		
1. Many items quite different than last AGM forecast partly due to COVID unpredictability & conservative estimating. 2. PRODUCTION REVENUE and EXPENSES less than expected with only 2 productions vs 3 (though still netting \$418 surplus). 3. Several other REVENUE items much better than forecast: DONATIONS up \$3860, MEMBERSHIPS up \$550, SPONSORS up \$700, MISC INCOME up \$6350 (incl \$500 GRS grant, \$5400 BC ARTS grant, WRITER WKSHOP \$400) 4. MEMBERSHIP revenue of \$1100 reflects ongoing support of 110+ members and growing!! 5. Plus MANY generous DONATIONS incl: \$1325 for LED lighting, \$2100+ to general, plus \$650 for Don Whitton Bursary 6. MISC INCOME includes \$500 GRS grant & \$5400 BC ARTS grant for new LED Lighting 7. OPERATING expenses \$5000 more than expected mostly due to one-time \$3800 ASSET DEPRECIATION (not done in past) 8. FIXED ASSETS changes: took a one-time 50% depreciation (catch up adjustment) on previous \$7617 assets, plus added \$6622 for new LED lighting (which were fully funded by \$5400 BC ARTS grant plus \$1400 fundraiser) BOTTOM LINE: while certainly CHALLENGING to forecast in an era of COVID, we are MOST GRATEFUL for the result		

3.5.

PROPOSED SEASON BUDGET		
	2021/22	2022/23
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Production Revenue (excl Advertising Revenue)	\$4,740	\$11,200
Sponsor Advertising	\$750	\$1,350
Memberships	\$550	\$1,000
Donations (General Funds)	\$300	\$1,000
Donations (separate DW Bursary Fund)		\$600
Miscellaneous (interest, grant and other income)	\$260	\$300
Total REVENUE	\$6,600	\$15,450
EXPENDITURES		
Operating (Admin & Misc Production -- incl member & assets)	\$5,105	\$7,300
Productions Expenses (incl Rollo rental)	\$4,780	\$10,300
Community Outreach (incl PHC, member workshops, etc)	\$225	\$200
Community Outreach -- separate DWBF (awarded Sep 2021)	\$1,000	\$1,000
Total EXPENDITURES	\$11,110	\$18,800
Net Operating Surplus (or Deficit) -- incl DWBF	-\$4,510	-\$3,350
NOTES: What are the major budget operating assumptions?		
1. Despite unexpected SURPLUS for 2021/22 season, still conservatively projecting likely \$3350 DEFICIT ... even while more accurately reflecting REVENUE for MEMBERSHIP, ADVERTISING, and DONATIONS 2. Season with FOUR live productions (incl Panto), \$20 ticket prices YET only 2/3 (66%) of ticket sales due to COVID NOTE: while productions assumed as breakeven or better, selling 2/3 vs FULL capacity due to COVID means \$6000 less REVENUE to cover fixed overhead costs compared to pre-COVID operations 3. Even with no season, we would project a deficit of roughly \$3600 fixed costs for: storage, insurance, PO box, website, plus newly incorporated annual asset depreciation (~\$1000/yr), etc 4. As last year, Board would continue to explore ways to minimize deficit through increased revenue opportunities (eg, increased sponsor funding, ticket sales, patron donations) as well as potential reductions in operating expenses 5. This budget not meant to in any way constrain Artistic Directors plans. Only expectation is any additional proposed production would break even or at least help reduce FY 22/23 budget deficit		

In response to a question, it was recognized that the "Community Outreach" budget was mis-stated, as the Don Whitton Bursary is being carried over into 2023. With the deletion of this expense from the budget, the projected deficit is reduced to \$2,350.00. With this amendment, the budget for 2022/23 was approved.



4. Secretary's Report (MM):
 - 4.1. Former Secretary Brenda Joy resigned in October 2021.
 - 4.2. At that point, I stepped down as President and took over the position of Secretary. Dave Innell graciously volunteered to become President.
 - 4.3. I met with Brenda several times to co-ordinate the handover.
 - 4.4. Brenda had initiated the practice of compiling a record of on-line decisions made between regular Board meetings, necessitated by the elimination of face-to-face meetings due to Covid. I have attempted to continue this practice, though it has not always been necessary.
 - 4.5. As of this meeting, I will be leaving the Board, but will liaise with whomever is selected as the new Secretary.
 - 4.6. Some attention needs to be given to transition practices – handover of keys, files, passwords, etc.
 - 4.7. I consider it an honour and a privilege to have been part of this Board for the past six years. I hope to remain active in the Players.
5. Membership Director's Report (WP – submitted in advance):
 - 5.1. We have resumed charging for annual memberships for Gabriola Players.
 - 5.2. Membership fees remain modest (\$15 for individual membership, \$25 for family membership).
 - 5.3. Reminders will be sent out for renewals following the AGM.
 - 5.4. We have 116 members, with 3 new members in the last week.
 - 5.5. Memberships can be renewed online and paid through PayPal at www.gabriolaplayers.ca or e-transferred to gabriolaplayers@gmail.com. Automatic renewal is appreciated (see the website for details).
6. Communications Director's Report (MH):
 - 6.1. The best way to ensure you never miss out on what we're doing is to sign up on our website (gabriolaplayers.ca) for our newsletters and email updates. Or "Like" and follow our Facebook page to receive notifications when we post news.
 - 6.2. Gabriola Players on YouTube: Thanks to Ray Appel, a number of past one-act plays written and performed by members of Gabriola Players are now available to view on YouTube.
 - 6.3. In early 2021 the communications team were asked to come up with a new logo. Our thanks to Ray Appel and Miranda Holmes for the new look, which we love.
7. Public Relations Director's Report: (SR):
 - 7.1. Season Sponsor 2022-23: Tina & Guy.
 - 7.2. As the season has just begun and our overall trajectory wasn't solidified until this week, I have yet to solicit secondary sponsors or advertisers on a per-show basis.
 - 7.3. Targeted sponsors/advertisers have been identified.
8. Artistic Directors' Report:
 - 8.1. We were back online with three cracking new Christmas-themed plays by local writers. A huge thank you to these writers who made all our online shows possible. Our thanks, also to the Gabriola Recreation Society and the Gabriola Arts Council for supporting this production.
 - 8.2. We were very grateful to Robin Bailes for granting us permission to make *Will Shakespeare the Panto* available to view online in December 2021.
 - 8.3. After more than two years online it was great to be back in front of a live audience for the 2022 One-Act Play Festival.



- 8.4. The new season kicked off this weekend with a staged reading of Will Eno's extraordinarily challenging play *The Realistic Joneses*, directed by Jean Wyenberg and featuring Donna Deacon, Christine McKim, Bill Pope and Scott Rivers.
- 8.5. Last weekend we held auditions for our first panto since 2019: *Cinderella* by Robin Bailes, directed by Miranda Holmes. The first rehearsal is this afternoon.
- 8.6. We hope our One-Act Play Festival in May 2023 will once again feature the premiere of works by local playwrights.
- 8.7. We are still deciding which play to mount as our full production in May and we are looking forward gleefully to seeing the **Bard in the Garden** once more in July.
- 8.8. In September 2021 we ran a play writing workshop led by Frank Moher. Some of the participants formed the First Draft Club to continue working on material. *Miracle at Elder Cedar* by Wendy Phillips was a direct result.
9. Election of New Board Members:
 - 9.1. Gabriola Players wishes to acknowledge the important contributions of Directors who are resigning this year: Tom Radcliffe, who has written, directed, and acted in several plays as well as serving ably as co-Artistic Director; and Marshall Mangan, who has served as President, Secretary and Communications Director as well as acting and providing technical support in a number of productions.
 - 9.2. Directors who will be continuing their two-year terms, having been elected at the last AGM, include: DiCara, Wyenberg, Phillips, and Rivers; Directors whose terms are expiring, but who have agreed to stand for another two-year term, include: Appel, Holmes, and Innell; new candidates are Jenny Newton and Linda Hellenius. There being no other nominations, this slate of nine Directors is elected by acclamation.
10. New business: MM asked the new Board for some clarification on the conditions that would be required to lift the recently-adopted Covid safety protocols, which include masking and testing. TR replied that a combination of pandemic prevalence statistics and satisfactory ventilation at venues would probably constitute those conditions.
11. There being no other business, the meeting was adjourned at 1:45 pm.