



Annual General Meeting Minutes

June 27, 2016

Chair: John Bigelow

Recording Secretary: Dale Brubacher-Cressman

1. Welcome

John Bigelow welcomed everyone and called the meeting to order. He confirmed that everyone had been given access to the AGM materials, copies of which were available at the front table.

2. Address from the President (John Bigelow)

John gave a verbal overview of the activities of the past 2 years, aligning with his most recent 2 year term on the board. He thanked many people for their contributions during those 2 years, highlighted the shows that we presented and mentioned upcoming shows. He shared with the members some details regarding the strategic planning exercise undertaken by the board in the past year, and some of the key strategic priorities for KWMP.

3. Approval of Minutes from 2015 AGM

It was noted that reports mentioned in the minutes were not attached to the minutes. It was clarified that the reports were given verbally and should be amended accordingly. Motion to approve the minutes with amendment. Sarah Erdman/Shelley-Ann Cowan/Carried.

4. Treasurer's Report/Financial Statements (Stephen Holmes), and

5. Auditor's Report (Stephen Holmes)

Stephen gave a verbal overview of some key financial considerations for the organization, including how the books are organized and how reporting is done, use of credit cards, bank accounts, etc. He referred everyone to the financial statements that were distributed at the meeting and provided a high level view of those statements and some of the key items on the statements. He then highlighted the auditor's report, and walked through the financial statements in greater detail.

A question was asked about the operating costs directly associated with owning our own building. Stephen reported that this was about \$21,000 for 2015.

Motion to approve the audited financial statements, including auditor's report. Stephen Holmes/Ene Billings/Carried.

6. Committee Updates

a. Building and Operations (Terry Barna)

Terry presented a verbal report. Rentals were about \$12,000 for the year, up from last year. He featured a list of the organizations that rented our facility in the last year. Mentioned a number of the groups that are being approach for funding to help sustain our building, including Arts Build, City of Kitchener, Trillium Foundation. Highlighted removal of trailer from our lot and modifications to our fence which has improved security around our building.

b. Education and Development Committee (John Watson)

One of the responsibilities of this committee is promoting and selling the student matinee shows. Grease student matinees were ~87% sold, which is very good. Grant applications were limited this year, but lots of work was done in meeting with various funding groups (see Building and Operations above).

c. Marketing and Communications (Brenden Sherratt)

Brenden provided a verbal report. We celebrate having sold out both Broadway Our Way and Grease. Highlighted the strength of some of our cross-promotion and other marketing activities that were novel and proved effective. Working on a Brand Clarity document as part of our strategic planning work. Who are we, how do we fit in with local competition, etc. Special thank you to Amie Debrone who volunteered to sell advertising for Grease.

d. Performance and Events Committee (Sarah Erdman)

Sarah gave an overview of the responsibilities of the committee, such as hiring the artistic team for shows and organizing and running social events, etc. Working on hiring artistic team for Seussical. Due to Seussical being earlier than expected this year, no Broadway Our Way show is planned for this year. Other options for getting income are being considered (different fundraiser, different date, other activities, other initiatives).

7. Appointment of Auditor (Stephen)

Motion to appoint MNP LLP to continue as our auditor for the upcoming year. Stephen Holmes/Graham Duench/Carried.

A suggestion was made that the board look at auditor's fees for next year to see if some money can be saved. It was noted that individuals that are qualified auditors may be able to do the same work for less. The board will take this under advisement.

8. Nominations to Board of Directors, and

9. Election of Board of Directors

A full complement of directors for KWMP is 15 people.

The following directors are continuing on the board for the coming year: Sarah Erdman, Stephen Young, Dale Brubacher-Cressman, Kelly Legault and Trevor Middleton.

The following directors have terms that are ending and have agreed to let their names stand for re-election: John Watson, Lynne Barna, Brenden Sherratt, Stephen Holmes, John Bigelow and Terry Barna.

The following individuals submitted applications for election as new directors for KWMP: Cody Burns, Diana Barber and Julie Birken. They were each given an opportunity to share a little about themselves verbally for the members present at the AGM.

With the renewing, new and continuing directors, one vacancy still remains. No vote is required and all directors are acclaimed. The board will look for an additional individual to fill the remaining vacancy during the year.

Thanks were given to the following departing board members: Graham Duench, Amanda Kind and Maggie Roth.

10. Committee Recruitment

John made a general invitation to the members present to make themselves or people they know available to help out on the various committees of the board and associated with productions (set building, sewing, painting, etc.).

11. Meeting Adjourned – Terry Barna/Graham Duench/Carried.