



**THEATRE UNLIMITED AGM
SEPTEMBER 29, 2023**



Welcomes you to the Annual General Meeting

September 29th, 2023

7:30 p.m. Reception

8:00 p.m. AGM

Followed by Member introduction to Mamma Mia

2022 – 2023 Annual Report

In Person – Meeting

South Common Recreation Centre

Mississauga, Ontario



Annual General Meeting Agenda

Friday September 29th, 2023

1. Call to Order
2. Welcome and Introductions
3. Approval of the Agenda
4. Approval of the Minutes from the last AGM: September 30th, 2022 *
4. President's Report
5. Financial Statements and Treasurer's Report *
6. Waiving of appointment of Auditors
7. By-Law Amendments – None Noted
8. Nomination of Directors
9. New Business
10. Next Meeting
11. Adjournment

* Please review the minutes from last year's AGM as well as the Financial Statements prior to attending

Subject	Theatre Unlimited Performing Arts – AGM Minutes
Chairperson	Michael Buchert
Scribe	Mary Lynn Merklinger
Date	September 30, 2022
Time	7:41 - 8:05 p.m.

Agenda Item #	Topics to be Discussed
1	Call to Order
2	Welcome and introductions
3	Minutes from last AGM: September 16, 2021
4	President’s report
5	Resolution to approve updated Bylaws
6	Financial Statements and Treasurer’s Report
7	Waiving Appointment of Auditor
8	Nomination of Directors
9	New Business
10	Next Meeting
11	Adjournment

Agenda Topic #1	Call to order
<p>NOTE: a package outlining and providing the details for the AGM was pre-circulated and is posted on our website. Meeting commenced at 7:41 p.m. on Zoom. In attendance: Michael Buchert Gloria Buchert Tom Hope (2V) Mary Lynn Merklinger Jason Farrel Lawrence Gryniewski Brenda Barthelmes Linda Amos (2V) Lisa Goodmurphy J.A. Prestage Monique Armastrong Lisa Arrigo Kevin Little Wade and Mary Pitman Michael Sumbler Tara Yearsley Carmen Gillespi (2V) Joseph Gomes Katherine Ilson</p> <p>Guests: Pat Brown, Joanne, Airane Cynan?, Anthony Chow</p> <p>Proxy votes: 14 – held by Gloria and Michael</p>	

Agenda Topic #2	Welcome and introductions
<ol style="list-style-type: none"> 1. Read the Land Acknowledgement (see 2021-2022 AGM Presentation) 2. Went over the topics listed on the agenda 	

Agenda Topic #3	Minutes from last AGM September 30, 2021
<p>Minutes from the 2020 / 2021 AGM had been circulated prior to the meeting.</p>	

(See [Theatre Unlimited AGM Report 2022](#)) No questions arose.
Linda Amos moved that the minutes be accepted as written. Lisa Arrigo seconded.
Poll survey administered and voting members voted. Carried – 100%

Agenda Topic #4 President's Report

1. Recognized outgoing Board members Lisa Goodmurphy and Maria De Palma and acknowledged the years of work and support they had each given to TUPA and thanked them for being an important part of TUPA.
2. Presented a number of Highlights from the past year - 2021 / 2022:
We took the time to be reflective of our future needs by:
 - Updating our policies and role descriptions
 - Investing some of our reserves into air castors for future productions \$18,000
 - Working with the Encore Series Members to launch a Subscriber Campaign that resulted in 1200 of our 1900 subscribers returning.
 - Continued to support the ongoing work required to set up The Encore Series as a stand alone Charitable NFP. This work should be completed in the 2022/2023 season.
 - Received a special grant for a spring production that due to Covid restrictions could not be presented. \$10K
 - Applied successfully to repurpose that grant to get some well needed upgrades to support Marketing of the series that included the purchase of 4 Ipads to support community engagement and banners to show our presence and launch the get involved campaign and printing costs.
 - Moved our sets and Chitty to a storage unit until we need to finish them.
 - Acknowledge a few of our great volunteers.
3. Acknowledged that TUPA was recognized by the Mississauga Arts Council by receiving the award for Established Theatre Group. The award is now on display in the display case of the newly renovated lobby of Meadowvale Theatre.
4. Asked the membership to think about what they could “do right now” to help promote the group, help us to get to know them, get involved by joining a committee, get the word out about the group, show and to increase the number of people auditioning, help advertise, bring in sponsors....
All ideas are welcome!

Agenda Topic #5 Resolution to approve updated Bylaws

The updates to the Bylaws had been circulated to members prior to the AGM.
(See [Theatre Unlimited AGM Report 2022](#))
No questions arose from the floor.
Motion to approve the updated Bylaws put forth by Jason Farrel. Monique Armstrong seconded.
Poll survey administered and voting members voted. Carried – 100%

Agenda Topic #6 Financial Statements and Treasurer's Report

Financial report circulated to members prior to the AGM.

Highlights:

- Grant (2021) 19,999 fully utilized.
- Supported Set Storage Space
- Maintain Costume and Props Storage.
- Support Members by waiving membership fee.
- Ensured D&O insurance reflects \$5M.
- Lead the use of the special purpose grant of \$10K to support the Encore Series re-launch
- Utilized all available funds to mitigate the loss to just over \$3K

As of May 31st, 2022 TUPA has a total liabilities and equity of \$198,940.09 as compared to 2021 when it was \$192,883.48. (See [Theatre Unlimited AGM Report 2022](#))

No questions arose from this report.

Tom Hope moved that the financial report be accepted as presented. Mary Lynn Merklinger seconded.

Poll survey administered and voting members voted. Carried – 100%

Agenda Topic #7 Waiving Appointment of Auditor

Brought forth the motion to waive engaging the services of an auditor at this time and authorizing the Board to appoint someone to conduct a review engagement and to set the associated remuneration if, but only if, the annual revenue for the financial year exceeds \$100 000.00.

Moved by Michael Sumbler. Seconded by Lisa Arigo.

Poll survey administered and voting members voted. Carried – 100%

Agenda Topic #8 Nominations of Director

Took a moment to thank and acknowledge the work of the Board and our volunteers, particularly through these challenging times.

Thanks given to TUPA's Chairperson for all of their diligent and hard work for both TUPA and MTM. Thanks echoed by all members of the board as well as from the floor.

Members who are continuing their 2 year term

• Linda Amos • Brenda Barthelmes * Lawrence Gryniewski • Jason Farrell

Members who are filling a vacancy for a remaining term

• Lisa Arrigo • Monique Armstrong

Members who are standing for election for a 2 year term

• Gloria Buchert • Michael Buchert • Tom Hope • Mary Lynn Merklinger • Katie Prestage • Kevin Little

We are still looking for members to fill the following roles:

Education Director

Sponsorship Director

Advertising Director

Fundraising Director

Archivist Director

It was asked if anyone present was interested in joining the board and filling any of our vacant positions. - no takers at this time but people were encouraged to look over the roles available and consider joining

Lawrence Gryniewski motioned that the board members standing for election for a 2 year term be accepted.

Elizabeth Hope seconded the motion.

Poll survey administered and voting members voted. Carried – 100%

Agenda Topic #9 New Business

TUPA's Mission Statement was read to those attending the AGM.

A moment was taken in order to acknowledge that former TUPA president Pat Brown had joined the meeting and welcomed her.

No other business arose.

Agenda Topic #10 Next Meeting

For Board members only – immediately following the AGM

Agenda Topic #11 Adjournment

Joe Gomes motioned that the 2021 / 2022 AGM meeting be adjourned. Seconded by Mary Lynn Merklinger. Motion carried

Meeting adjourned at 8:05 p.m.

Next AGM – September of 2023, date to be determined at a later date.

Nomination for Elections:

Members who are standing for a new 2 year term

Brenda Barthelmes
Lawrence Gryniewski
Jason Farrell
Lisa Arrigo
Monique Armstrong

Members who are continuing their 2 year term

Gloria Buchert
Michael Buchert
Tom Hope
Mary Lynn Merklinger
Katie Prestage
Kevin Little

Members who are retiring from the Board

Linda Amos

We are still looking for members to fill the following roles:

Education Director
Sponsorship Director
Advertising Director
Fundraising Director

Open positions to be recruited throughout the next fiscal year.

Theatre Unlimited Performing Arts

Balance Sheet Comparison

As of May 31, 2023

	TOTAL	
	AS OF MAY 31, 2023	AS OF MAY 31, 2022 (PY)
Assets		
Current Assets		
Cash and Cash Equivalent		
1100 Chequing Account	97,265.82	38,772.12
1110 E-transfer Account	460.00	1,469.50
1120 Tangerine Account	0.00	98,767.24
Total Cash and Cash Equivalent	\$97,725.82	\$139,008.86
Accounts Receivable (A/R)		
1300 Accounts Receivable (A/R)	63,508.18	0.00
1310 HST receivable	11,308.55	7,216.07
Total Accounts Receivable (A/R)	\$74,816.73	\$7,216.07
1160 MTM Seed Capital	2,500.00	2,500.00
1400 Prepaid Expenses	16,983.11	30,772.86
Total Current Assets	\$192,025.66	\$179,497.79
Non-current Assets		
Property, plant and equipment		
1130 Video Software	3,435.09	3,435.09
1131 Accum Amortization- Video Software	-3,435.09	-3,435.09
Total 1130 Video Software	0.00	0.00
1140 Curtain	1,525.50	1,525.50
1141 Accum Amortization - Curtain	-1,525.50	-1,270.00
Total 1140 Curtain	0.00	255.50
1150 LED Tape	1,519.96	1,519.96
1151 Accum Amortization - LED Tape	-1,519.96	-1,265.00
Total 1150 LED Tape	0.00	254.96
1170 Moving System	18,931.84	18,931.84
1180 Storage Box for Moving System	830.02	
1190 Laptop	3,014.84	
Original cost	0.00	
Total 1190 Laptop	3,014.84	
Total Property, plant and equipment	\$22,776.70	\$19,442.30
Total Non Current Assets	\$22,776.70	\$19,442.30
Total Assets	\$214,802.36	\$198,940.09

Theatre Unlimited Performing Arts

Balance Sheet Comparison

As of May 31, 2023

	TOTAL	
	AS OF MAY 31, 2023	AS OF MAY 31, 2022 (PY)
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable (A/P)		
2020 Accounts Payable (A/P)	0.00	0.00
Total Accounts Payable (A/P)	\$0.00	\$0.00
2600 Deferred Revenue Grants	20,319.00	19,999.00
2605 Deferred 2021 Grant Amort. Rev.	9,601.70	9,601.70
2610 Deferred Amortization Revenue	-1.73	508.73
2620 Deferred Sponsorship Revenue	400.00	400.00
2630 Accrued Expense	298.67	0.00
Total Current Liabilities	\$30,617.64	\$30,509.43
Total Liabilities	\$30,617.64	\$30,509.43
Equity		
3600 Future Show Development Fund	27,316.71	27,316.71
3700 Education Fund	10,000.00	10,000.00
3800 Board Development Fund	10,000.00	10,000.00
3810 Capital Reserve Fund	3,343.91	3,343.91
Opening Balance Equity	0.00	
Retained Earnings	117,770.04	120,808.35
Profit for the year	15,754.06	-3,038.31
Total Equity	\$184,184.72	\$168,430.66
Total Liabilities and Equity	\$214,802.36	\$198,940.09

Theatre Unlimited Performing Arts



Profit and Loss Comparison

June 2022 - May 2023

	TOTAL		
	JUN. 2022 - MAY 2023	JUN. 2021 - MAY 2022 (PY)	% CHANGE
INCOME			
4000 Membership	1,300.00		
4100 Donations	4,277.94	460.07	829.85 %
4200 Gross Ticket Revenue	85,510.12		
4300 City of Mississauga Arts and Culture Grant	19,999.00	20,397.30	-1.95 %
4500 Interest		268.22	-100.00 %
4650 Other Income	2,031.38	0.00	
4651 Refundable Script Deposit	0.00		
4652 Amortization Revenue		508.73	-100.00 %
Total Income	\$113,118.44	\$21,634.32	422.87 %
GROSS PROFIT			
	\$113,118.44	\$21,634.32	422.87 %
EXPENSES			
5000 Theatre Rental	3,784.69	0.00	
5010 Lobby Rent	1,351.00		
5020 Rehearsal Hall	8,411.50		
5100 Staffing= Technical	8,370.00		
5110 Staffing - Front of House	3,721.25		
5200 HST paid to Theatre	4,410.68		
6000 Royalties	12,111.94		
6100 Honorariums	15,123.71		
6150 Orchestra	4,400.00		
6200 Rehearsal Hall non theatre	300.00		
6300 Advertising/Promotional	3,964.36	5,383.02	-26.35 %
6400 Sets	1,226.75		
6410 Set Dressing	218.19		
6420 Props	1,510.80		
6430 Costumes	1,710.84	568.94	200.71 %
6440 Wigs	323.96	36.00	799.89 %
6450 Front of House Display	443.92		
6500 Programme Printing	3,426.22		
6550 Sound Equipment	4,667.46		
6551 Video Equipment		0.00	
6552 Technical Supplies	71.96	149.99	-52.02 %
6553 Video Editing		1,661.18	-100.00 %
6600 Set Storage and	3,961.66		
6600 Set Storage and	9,498.50	5,077.22	87.08 %
6601 Costume Storage	1,441.80	1,400.04	2.98 %
6610 Memberships/Workshops	75.00	75.00	0.00 %
6620 MTM Marketing		2,000.00	-100.00 %
6640 Office Supplies	963.09	1,230.05	-21.70 %
6650 D&O Insurance		2,316.00	-100.00 %
6660 Bank charges	75.55	71.40	5.81 %

Theatre Unlimited Performing Arts



Profit and Loss Comparison

June 2022 - May 2023

	TOTAL		
	JUN. 2022 - MAY 2023	JUN. 2021 - MAY 2022 (PY)	% CHANGE
6670 Internet/Communications	871.22	1,205.94	-27.76 %
6675 Website Development		3,650.00	-100.00 %
6676 Graphic Design	400.00		
66800 Ammortization Expense	510.46	507.00	0.68 %
6720 Heritage Credits and M.A.C.	650.00	725.00	-10.34 %
6730 Thank You gifts	1,979.24	225.94	776.00 %
6740 Social/Refreshments	1,162.86	0.00	
6750 Miscellaneous Expense	318.25	0.00	
6800 Hardware/Software		2,986.55	-100.00 %
6999 HST Recovery	-4,092.48	-4,596.64	10.97 %
Total Expenses	\$97,364.38	\$24,672.63	294.63 %
PROFIT	\$15,754.06	\$ -3,038.31	618.51 %

Theatre Unlimited Performing Arts

Profit and Loss by Class

June 2022 - May 2023

	ADMINISTRATION	CHITTY CHITTY	GRANT CCBB 2022/23	TOTAL
INCOME				
4000 Membership	1,300.00	0.00		\$1,300.00
4100 Donations	87.94	4,190.00		\$4,277.94
4200 Gross Ticket Revenue		85,510.12		\$85,510.12
4300 City of Mississauga Arts and Culture Grant			19,999.00	\$19,999.00
4650 Other Income	2,031.38			\$2,031.38
4651 Refundable Script Deposit		0.00		\$0.00
Total Income	\$3,419.32	\$89,700.12	\$19,999.00	\$113,118.44
GROSS PROFIT	\$3,419.32	\$89,700.12	\$19,999.00	\$113,118.44
EXPENSES				
5000 Theatre Rental		3,784.69		\$3,784.69
5010 Lobby Rent		1,351.00		\$1,351.00
5020 Rehearsal Hall		7,040.00	1,371.50	\$8,411.50
5100 Staffing= Technical		8,070.68	299.32	\$8,370.00
5110 Staffing - Front of House		3,721.25		\$3,721.25
5200 HST paid to Theatre		4,410.68		\$4,410.68
6000 Royalties		12,111.94		\$12,111.94
6100 Honorariums		15,123.71		\$15,123.71
6150 Orchestra		4,400.00		\$4,400.00
6200 Rehearsal Hall non theatre		300.00		\$300.00
6300 Advertising/Promotional		3,964.36		\$3,964.36
6400 Sets		1,226.75		\$1,226.75
6410 Set Dressing		218.19		\$218.19
6420 Props		1,510.80		\$1,510.80
6430 Costumes		1,710.84		\$1,710.84
6440 Wigs		323.96		\$323.96
6450 Front of House Display		443.92		\$443.92
6500 Programme Printing			3,426.22	\$3,426.22
6550 Sound Equipment		4,667.46		\$4,667.46
6552 Technical Supplies		71.96		\$71.96
6600 Set Storage and	408.45		3,553.21	\$3,961.66
6600 Set Storage and	-408.45		9,906.95	\$9,498.50
6601 Costume Storage			1,441.80	\$1,441.80
6610 Memberships/Workshops	75.00			\$75.00
6640 Office Supplies	888.50	74.59		\$963.09
6660 Bank charges	75.55			\$75.55
6670 Internet/Communications	35.80	835.42		\$871.22
6676 Graphic Design	400.00			\$400.00
66800 Ammortization Expense	510.46			\$510.46
6720 Heritage Credits and M.A.C.	650.00			\$650.00
6730 Thank You gifts	265.80	1,713.44		\$1,979.24
6740 Social/Refreshments	628.76	534.10		\$1,162.86
6750 Miscellaneous Expense	278.25	40.00		\$318.25
6999 HST Recovery	-4,092.48			\$ -4,092.48
Total Expenses	\$ -284.36	\$77,649.74	\$19,999.00	\$97,364.38
PROFIT	\$3,703.68	\$12,050.38	\$0.00	\$15,754.06