



Theatre Unlimited Performing Arts 2019 – 2020 Annual Report



Discover the Magic, Discover your Community,
Brought together by Theatre...Unlimited



Annual General Meeting

Agenda

Tuesday, July 7, 2020

1. Call to Order
2. Welcome and introductions
3. Minutes from last AGM June 22, 2019
4. President's Report
5. Financial Statements and Treasurer's Report
6. Update to By-laws

Members will be asked to ratify an amendment to TUPA's By-Laws to change the minimum notice period for Member Meetings from 14 days to 21 days.

7. Nominations of Directors
 - Members standing for election for a 2-year term - Gloria Buchert, Michael Buchert, Tom Hope, Kevin Little, Mary Lynn Merklinger, Katie Prestage
 - Members continuing their 2-year term – Linda Amos, Brenda Barthelmes, Maria De Palma, Lisa Goodmurphy, Candice Sheehan
8. New Business
9. Next meeting
10. Adjournment



Subject	Theatre Unlimited – AGM Minutes
Chairperson	Michael Buchert
Scribe	Maria De Palma
Date	June 22, 2019
Time	7:25 pm

Agenda Item #	Topics to be Discussed
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	Nomination of Directors
8	Acknowledgment of Retiring Board Member
9	Acknowledgment of Special Guest
10	New Business
11	Next Meeting
12	Adjournment

Agenda Topic #1	Call to order
Meeting called to order 7:25 p.m.	
We have confirmed we have quorum for the members attending in person or by proxy.	

Agenda Topic #2	Welcome and introductions
Michael Welcomed everyone to the Annual General Meeting. We welcome special guests: 1) Nancy Reed former Chair of MTA; 2) Lori Koenen lifetime member and original member.	



Agenda Topic #3 Minutes from last AGM June 23, 2018

Minutes of last year's AGM was distributed with the AGM package.
Gloria accepted minutes as circulated. Linda Amos seconded. Motion unanimously carried.

Agenda Topic #4 President's report

President's Report/update presented by Michael. He will provide us with a script of his report.
Tom Hope (TUPA Vice President) presented gifts to the Producers of Curtains, Michael Buchert and Lisa Goodmurphy, for all of their hard work and dedication – on behalf of the board and membership.

Agenda Topic #5 Update to By-laws

Michael would like to acknowledge Lisa's hard work, with Jay's input and support, as TUPA revamped the their By-Laws. A link to the By-laws is available on the TUPA website – precirculated.
Linda accepted the By-Laws as circulated and Mary Lynn seconded the By-laws. All in favour.

Agenda Topic # 6 Financial Statements and Treasurer's Report

Brenda presented the Financials:

The financials from last year and this year pre-circulated.
Income for TUPA this year was \$99,000. If income is greater than \$100,000 for a charitable organization such as TUPA, it is required to undergo an audited by an outside agency/CA which can be costly. We anticipate that we will Gross over \$100,000.
We did show a profit of \$7411.92 for the year.

Tom Hope accepted the Financials as circulated; Jamie-Lynn Brown seconded the financials. All in favour.
Michael B. pointed out the number of volunteer hours that went into the past year's endeavours.



Agenda Topic # 7 Nomination of Directors

A call to the floor was made asking for anyone to join the board. Katie Prestage put forward her name. Michael asked if any nominations for sponsorship.

Members standing for election of 1-year term: Katie Prestage. Katie will take on role as Youth Director.

Members standing for election for a 2 year term- Linda Amos, David Charchalis, Maria De Palma, Brenda Barthelmes, Lisa Goodmurphy, Candice Sheehan.

Members continuing for a year: – Gloria Buchert, Michael Buchert, MaryLynn Merklinger, Tom Hope.

All members in favour of accepting the slate. TUPA will keep the sponsorship position open and will continue to recruit for that position.

Agenda Topic #8 - Acknowledgment of Retiring Board Member

We would like to acknowledge all of Michael Sumbler's hard work and commitment to the TUPA board. He has to step down due to personal circumstances.

Agenda Topic # 9 Acknowledgment of Special Guest – Nancy Reed

We, TUPA, would like to acknowledge all of Nancy Reed's hard work and commitment on the MTA board. Nancy's hard work benefitted all of the groups including TUPA. She gave of herself and worked diligently. She came out and assisted us when needed.

Agenda Topic # 10 New Business

-Gloria would like to congratulate Michael Buchert for being the Hazel Volunteer of the Year.



-Linda Amos asked that we all think about the Awards Night and how we might want to re-structure it for next year. The attendance was poor this year hence we should think about how we might want to re-design it.

-

LAC's Ron Leynck Youth Award went to Nicholas Gryniowski.

Agenda Topic # 11 Next Meeting

The Next meeting will be July 11, 2019 for the TUPA Board.

Agenda Topic # 12 Adjournment

Tom Hope adjourns the meeting, and Gloria seconds. All in Favour.
Adjourned at 8:00. p.m.

THEATRE UNLIMITED PERFORMING ARTS
PRESIDENT'S AGM MESSAGE 2019

Here at Theatre Unlimited Performing Arts we believe it takes a community to put on a production. We also acknowledge that we are fortunate to be part of the Encore Series, working with our sister groups to bring you a season of world class entertainment.

When most people think of a production, the director, the actors, and the audience quickly come to mind. In reality, it takes a small army of dedicated volunteers working behind the scenes to create an evening of magic. Countless numbers of hours are spent on costumers, wigs, sets, lights and sound, crafting the mood and environment. A dedicated crew that work backstage in the theatre never stepping onto the boards, without whom the show would not be what it is today.

One of the most valuable commodities today is time. We are honored that our volunteers share their time with us and acknowledge that you our audience members do the same. For in today's world of competing forms of entertainment, live theatre plays a special role.

Theatre is an interactive art form that creates a conversation between the audience and the actors on stage, so as audience members we become a part of the production ourselves. Theatre not only entertains but also challenges and provokes us. It often forces us to explore thoughts and ideas that differ from our own. We leave the theatre talking about what we just experienced — laughing over funny moments, questioning the playwright's intention, disagreeing with the musicals' conclusions — all of which fosters a sense of community.

We are also most thankful for all your Donors and Sponsor's, without their contributions these productions would be that much more difficult to mount. We hope that you will continue to be a part of our community as we explore the realm of theatre in the coming years.

Looking forward to seeing you in our 2019-20 production of Chitty Chitty Bang Bang.

Sincerely

Michael Buchert

President

Theatre Unlimited Performing Arts.

Theatre Unlimited Performing Arts
Balance Sheet Prev Year Comparison

As at May 31, 2020

ASSETS	May 31, 2020	May 31, 2019
Current Assets		
General Chequing Account	20,219.36	71,258.41
Tangerine Account	98,288.15	57,540.62
e-transfer Account	1,962.35	3,406.90
Accounts Receivable	5,634.88	10,674.78
Prepaid Expenses	29,303.49	19,408.68
Total Current Assets	155,408.23	162,289.39
Fixed Assets		
Video Hardware/Software	3,435.09	3,435.09
- Accumulated Amortization	(3,435.09)	(2,767.00)
Net Video Hardware/Software	-	668.09
White Curtain	1,525.50	1,525.50
- Accumulated Amortization	(762.00)	(508.00)
Net White Curtain	763.50	1,017.50
LED Lighting	1,519.96	1,519.96
- Accumulated Amortization	(759.00)	(506.00)
Net LED Lighting	760.96	1,013.96
MTM Seed Capital	2,500.00	2,500.00
Total Fixed Assets	4,024.46	5,199.55
TOTAL ASSETS	159,432.69	167,488.94
LIABILITIES & EQUITY		
Current Liabilities		
Accrued A/P	-	3,060.00
Deferred Revenue-Capital	798.05	2,699.55
Deferred Amortization Revenue	1,524.46	
Deferred Sponsorship Revenue	400.00	
Miss Office Arts Op Grant	15,500.00	15,500.00
Total Current Liabilities	18,222.51	21,259.55
Total Liabilities	18,222.51	21,259.55
Equity		
Future Show Development	27,316.71	20,000.00
Education Fund	10,000.00	10,000.00
Board Development Fund	10,000.00	10,000.00
Capital Reserve	2,543.91	2,300.00
Total	49,860.62	42,300.00
Retained Earnings - Beginning	103,929.39	117,885.08
Fund Transfers-Board Directed	-	(21,367.61)
Net Income	(12,579.83)	7,411.92
Retained Earnings - Ending	91,349.56	103,929.39
Total Equity	141,210.18	146,229.39
TOTAL LIABILITIES & EQUITY	159,432.69	167,488.94

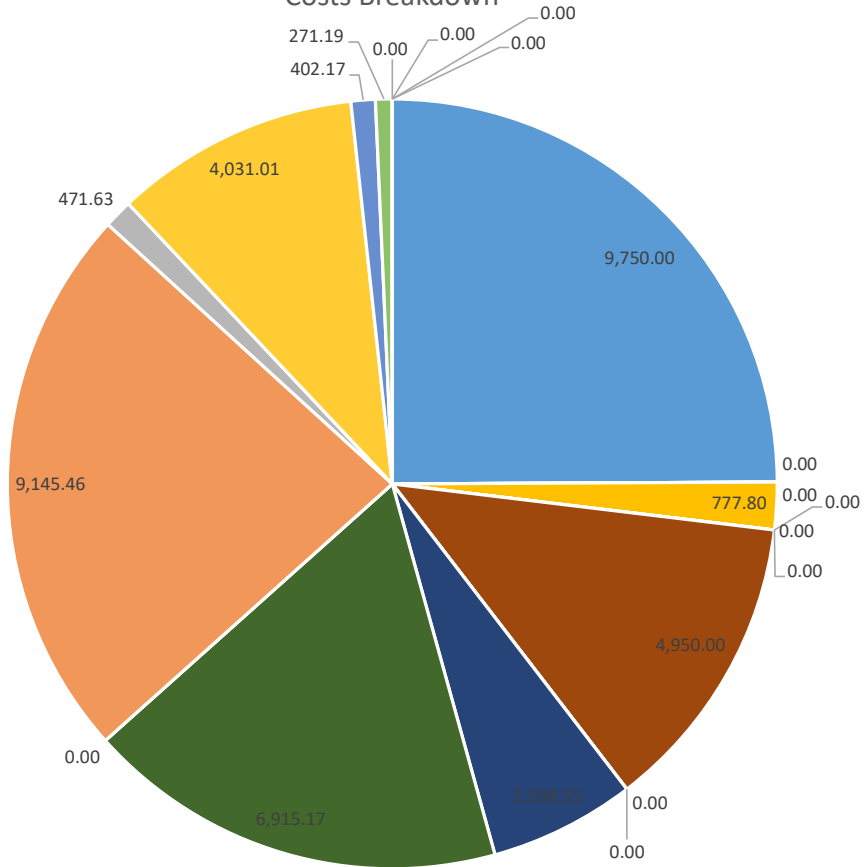
Theatre Unlimited Performing Arts
Comparative Profit & Loss by Class
 June 2019-May 2020 / June 2018-May 2019

	Current Year				Previous Year			
	Admin	Operations	Grant	TOTAL	Admin	Operations	Grant	TOTAL
Income								
Gross Ticket Revenue	-	-	-	-	-	70,919.28	-	70,919.28
Membership	2,200.00	-	-	2,200.00	2,670.00	-	-	2,670.00
Sponsorship	-	-	-	-	-	650.00	-	650.00
Donations	1,672.47	5,100.00	-	6,772.47	1,710.00	3,413.86	-	5,123.86
Interest	747.53	-	-	747.53	1,052.25	-	-	1,052.25
MAC Grant	-	-	15,500.00	15,500.00	-	-	15,500.00	15,500.00
Rentals	-	-	-	-	100.00	-	-	100.00
Amortization Revenue	1,175.09	-	-	1,175.09	1,652.00	-	-	1,652.00
Other Income	-	185.00	-	185.00	140.15	1,400.00	-	1,540.15
Total Income	5,795.09	5,285.00	15,500.00	26,580.09	7,324.40	76,383.14	15,500.00	99,207.54
Production Costs								
Honoraria	-	9,750.00	-	9,750.00	-	12,550.00	-	12,550.00
Orchestra	-	-	-	-	278.54	6,246.60	-	6,525.14
Technical Staff	-	-	-	-	-	9,940.50	-	9,940.50
Advertising/Promotional	96.49	126.77	554.54	777.80	-	411.89	-	411.89
Printing	-	-	-	-	-	399.62	-	399.62
Program Printing	-	-	-	-	-	985.45	1,637.72	2,623.17
Theatre Rental	-	-	-	-	-	4,100.09	-	4,100.09
Rehearsal Hall & Other Rentals	-	550.00	4,400.00	4,950.00	-	1,478.22	5,200.00	6,678.22
HST Paid	-	-	-	-	-	4,471.82	-	4,471.82
Staffing - Front of House	-	-	-	-	-	4,693.50	-	4,693.50
Royalties	-	2,398.55	-	2,398.55	-	10,156.56	-	10,156.56
Sets	-	6,915.17	-	6,915.17	-	1,753.47	-	1,753.47
Set Dressing	-	-	-	-	-	173.61	-	173.61
Set Storage and Rental	-	-	9,145.46	9,145.46	-	2,911.36	2,500.00	5,411.36
Props	-	471.63	-	471.63	-	704.59	-	704.59
Costumes	508.46	3,522.55	-	4,031.01	235.81	3,218.44	-	3,454.25
Wigs & Makeup	-	402.17	-	402.17	-	1,145.06	-	1,145.06
Sound Equipment	-	271.19	-	271.19	-	2,259.35	-	2,259.35
Lighting Equipment	-	-	-	-	-	500.00	-	500.00
Technical Supplies	-	-	-	-	-	108.44	-	108.44
Projections	-	-	-	-	-	-	-	-
Thank You Gifts	-	-	-	-	-	2,416.70	-	2,416.70
Social/Refreshments	-	-	-	-	854.24	667.65	-	1,521.89
Miscellaneous	-	-	-	-	375.16	1,698.18	-	2,073.34
Total Production Costs	604.95	24,408.03	14,100.00	39,112.98	1,743.75	72,991.10	9,337.72	84,072.57

Theatre Unlimited Performing Arts
Comparative Profit & Loss by Class
June 2019-May 2020 / June 2018-May 2019

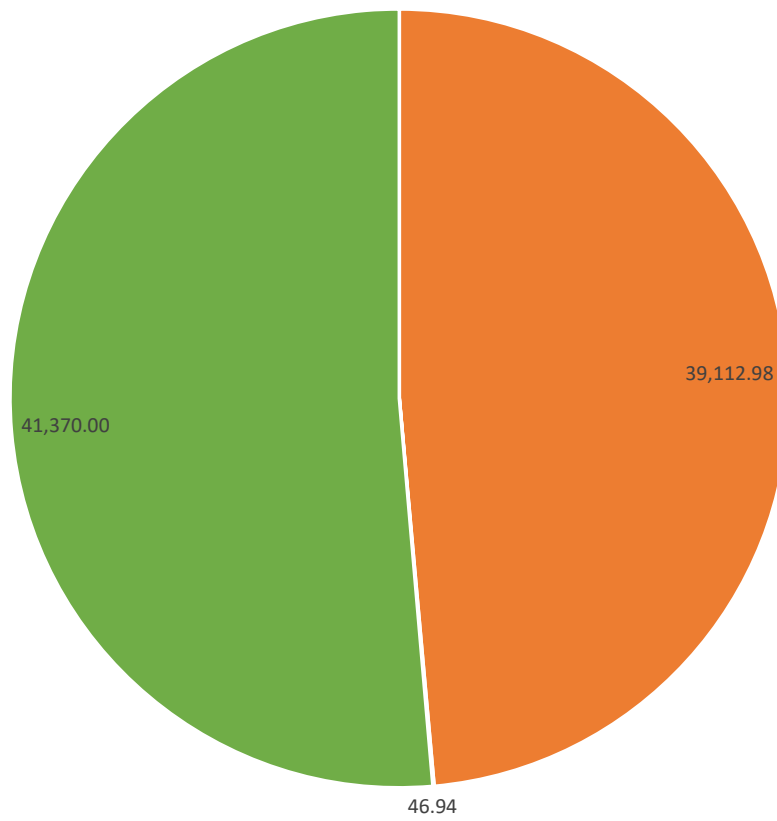
	Current Year				Previous Year			
	Admin	Operations	Grant	TOTAL	Admin	Operations	Grant	TOTAL
Administration								
AGM	442.86	-	-	442.86	110.95	-	-	110.95
Office Supplies	534.04	-	-	534.04	46.30	370.97	-	417.27
Costume Storage	-	-	1,400.00	1,400.00	-	-	1,400.00	1,400.00
Prop Storage	-	-	-	-	54.00	-	4,687.28	4,741.28
Small Equipment	131.62	-	-	131.62	-	-	-	-
Membership/Workshop Fees	405.00	-	-	405.00	538.62	-	75.00	613.62
D & O Insurance	542.43	-	-	542.43	542.43	-	-	542.43
Bank Charges	82.30	-	-	82.30	90.95	-	-	90.95
Board Development	-	-	-	-	226.00	-	-	226.00
Amortization Expense	1,175.09	-	-	1,175.09	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	1,237.24	-	-	1,237.24	90.00	100.00	-	190.00
Phone	-	-	-	-	-	-	-	-
WWW Costs	14.68	-	-	14.68	700.15	-	-	700.15
HST Recovery	(5,918.32)	-	-	(5,918.32)	(2,496.29)	(2,800.31)	-	(5,296.60)
Total Administration	(1,353.06)	-	1,400.00	46.94	3,730.11	(2,169.34)	6,162.28	7,723.05
Total Expenses	(748.11)	24,408.03	15,500.00	39,159.92	5,473.86	70,821.76	15,500.00	91,795.62
Net Income (Loss)	6,543.20	(19,123.03)	-	(12,579.83)	1,850.54	5,561.38	-	7,411.92

Costs Breakdown



- Honorary
- 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
- Lighting Equipment
- Projections
- Thank You Gifts
- Social/Refreshments

Volunteer Value



■ Total Production Costs ■ Total Administration ■ Volunteer Value