**Draft Minutes**

**Intrepid Theatre Company Society**

**Annual General Meeting**

**Monday, June 3, 2024, 6:00 pm**

**Intrepid Studio**

1. **Meeting Call to Order / Establish Quorum** (MC)
   1. MOTION to call the Intrepid Theatre AGM to order at 6:05 pm.
      1. Amanda Lisman would you please be my first by raising your hand?
      2. Patti Caruso would you please be my second by raising your hand?
      3. Any opposed? Motion passed.
   2. I have confirmed from staff that we are at quorum. Thank you.
2. **Welcome, Introductions and Society Business** (MC)
   1. Welcome everyone to the Intrepid Theatre Company Society’s Annual General Meeting. I’m Maggie Chapin Caravaca, President of the Board and your Chair for tonight.
   2. I would like to introduce the wonderful Board Members of Intrepid Theatre.
      1. Karrie Wolfe, Co-Vice President
      2. Nicole Malcom, Co-Vice President
      3. Shaylene Boechler, Secretary
      4. Alison Ross, Treasurer
      5. Colette Baty, Director
      6. Amanda Lisman, Director
   3. I would like to introduce the incredible staff of Intrepid Theatre:
      1. Sean Guist, Artistic Director
      2. Julie Haddow, Managing Director
      3. Owen Schellenberger, Production Manager (regrets)
      4. Emmett MacMillen, Producer
      5. Parker Melnick, Marketing and Box Office Manager
      6. Zoey Collins, Assistant Technical Director (regrets)
   4. At this time I would like to confirm that Intrepid Theatre had its last AGM on June 1, 2023 and that holding our 2023 AGM today is in line with the requirements of the BC Societies Act and Intrepid Theatre’s bylaws.
3. **Approval of Agenda** (MC)
   1. MOTION to approve tonight’s agenda
      1. Alison Ross would you please be my first by raising your hand?
      2. Alan Humphries would you please be my second by raising your hand?
      3. Any opposed? Motion passed.
4. **Approval of Last Year’s Minutes** (MC)
   1. MOTION to approve the minutes from the previous AGM?
      1. August Winter would you please be my first by raising your hand?
      2. Nicole Malcolm would you please be my second by raising your hand?
      3. Any opposed? Motion passed.
5. **Financial Statements:** 
   1. Report from Dusanj & Wirk

Summary:

* Overall, successful result for the past year
* Total assets – 817k at end of December 2023
* Net assets – 668k for the year
* Profit of just under 69k
* Increase in property and equipment costs in 2023
  1. Call for Motion for approval of the 2023 Financial Statements (MC)
     1. Colette Baty would you please be my first by raising your hand?
     2. Karrie Wolfe would you please be my second by raising your hand?
     3. Any opposed? Motion passed.
  2. Call for Motion Appoint Auditor Dusanj & Wirk for Year 2024 (MC)
     1. Alison Ross would you please be my first by raising your hand?
     2. Davis Carlson would you please be my second by raising your hand?
     3. Any opposed? Motion passed.
  3. Call for Motion for approval of minimum annual membership fees of $30 (MC)
     1. Tom Daly would you please be my first by raising your hand?
     2. Sue Brown would you please be my second by raising your hand?
     3. Any opposed? Motion passed.

1. **President’s Report** (MC)

* Honoured to serve as President of this organization
* The work that this company does inspires and uplifts so many Artists, community members and supporters to think beyond our usual boundaries to experience the world-view of those unlike us, to see our own selves and stories be represented on stage, to reach into our hearts and laugh and cry and be shook a bit
* This company is constantly thinking of what can be better, how can we be better, whose voice is missing from our audience, our stage
* Thank you to this incredible group of Intrepid people who help to make this work happen
* There has been a shift from the recent themes of “flexibility” and “change” to one of “growth” and “newness”

Newness:

* Several new staff members joined and have brought so much to the team:

- Emmett Macmillen joined in 2023, bringing beautiful and thoughtful energy as Producer

- Zoey Collins joined as Assistant Technical Director and we are so grateful to have her with us

* We launched the Incoming Festival
* We have a new space, The Hub, next door

Fundraising:

* 2023 saw several successful fundraising efforts:

- A sold-out Music Bingo fundraiser hosted by Woofie at the Fernwood Inn

- The Fundraising Committee organized an online silent auction during the Fringe Festival, raising nearly 7k

- The Fluevog Shoes fundraiser returned with a portion of shoe sales going to Intrepid

* Thank you to all those who supported us in 2023, and please consider continuing to support the company this year and in the future

Future work:

* We are underway with the development of a new Strategic Plan—more updates on this to share next year

1. **Artistic Director Report** (SG)

* The theme for 2023 was Growth – rebuilding from the pandemic, adding new programming, building new partnerships and co-presentations, and launching the inaugural Incoming Festival of new works

Intrepid Presents Series:

* One of the most ambitious in recent memory, featured the newest work from Ronnie Burkett, *Little Willy*, which sold out its run in February
* We co-presented the return of the Queer Songbook Orchestra with The Farquhar at UVic in January, reaching twice the capacity of their previous performance at The Metro in 2019
* *Q, A Pride Cabaret*, was a packed house as we kicked off Pride week with a lineup of local performers
* In partnership with Vancouver’s rEvolver Festival, we presented a touring work at the Intrepid Studio for the first time in many years, *Prude*, a drag/party/clown show from Halifax
* We welcomed back Katie-Ellen Humphries with her Fringe hit *No Worries If Not* in September for a sold-out show at The Metro
* We launched a new Fall Series of all BC Artists featuring Shirley Gnome, Brendan McLeod, J McLaughlin, and *HOMO: A Queer Cabaret*

OUTstages Festival:

* We brought Artists from Vancouver, Toronto and Portland to our two venues for 2 weeks of queer art, including a concert, a Fringe hit, and drag clown duo of Carla Rossi and Pepper Pepper
* We launched a late-night cabaret series to showcase short works from local Artists
* Our free Artist workshops and queer youth ticket program returned

Incoming Festival:

* Featured a lineup of new work and world premieres
* New work from Impulse Theatre’s Andrew Barrett, and composer/opera singer Isaiah Bell’s *The Book of My Shames* co-presented with Pacific Opera were part of the lineup
* Touring work from across the country, included: *Remixed*, a co-presentation with Theatre SKAM and Pi Theatre’s *Black & Rural*
* We launched our new Pay-What-You-Ten $10 ticket program, which makes 10% of tickets for all performances for $10

Fringe Festival:

* Returned with touring and local Artists in August and September
* 30 shows pulled from the lottery hat and the new Unconventional Venue Program
* Shows were hosted in parks and community centers for 12 days
* Return of the Spotlight Series, gave a platform for new in-development shows from underrepresented local Artists
* The Fringe Preview moved to Market Square and drew more than 600 patrons
* A new late-night space was created, the Fringe Cabaret, which turned the Intrepid Studio and lobby into a nightly cabaret venue
* This was the inaugural Fringe for our new Producer, Emmett MacMillen

Fusion:

* Created by a collective of IBPOC performers – we supported the collective with a technical residency and mentorship at The Metro Studio and support through the conVERGE residency program with Puente Theatre
* We had 5 resident Artists/collectives creating new work in our two venues and writing at desk space in the Hub
* All received support and mentorship through the OUTstages Residency Program for queer Artists, conVERGE Residency Program for IBPOC Artists, and the Fringe Indigenous Artist Program
* We welcomed Ivan Coyote to begin their residency in September as they worked on their new commission, *Playlist*

1. **Managing Director Report** (JH)

* 2023 has been a year of change, of trying new things, of expansion, of moving forward while honouring the past
* It was a successful year both behind the scenes as well as on the stage

Capital Improvement Project:

* Funds from Heritage Canada ($312k) supported work done in the Metro and Intrepid Theatre
* With funding from the Victoria Foundation and the City of Victoria we established the HUB
* Staff that had their desks in the lobby of the Intrepid Studio relocated to the new space—the space also served as the volunteer centre and site office for Fringe
* As part of the renovations all the fluorescent fixtures in the office and lobby were replaced with LED lights—the new lights are part of our commitment to having accessible venues
* Sunlife donated new office furniture

Human Resources:

* We filled the Producers position
* We posted for a new Special Events and Rentals Manager position
* We underwent a policy and contract review with an EDI consultant and created a new staff manual and employee contracts
* We updated HR policies including our Safer Spaces and Harassment and Bullying policies

Administration:

* + We held the first annual Operational Year Planning meeting with the team to set goals and schedules—our next meeting will be in September 2024
  + We attended the CAPACOA conference in Ottawa in November which was a great learning opportunity and allowed us to make a number of new contacts from across the Country including representatives from Canada Council and Heritage Canada
  + We attended the CAFF Conference in Edmonton
  + In partnership with Wiser Projects, we conducted a Needs Assessment Study focusing on venues, which will help us as we move into 2024
  + We successfully switched to a new online pass system for this year’s Fringe festival—this meant volunteers could book shows online in advance
  + We shortened volunteer shifts and allowed volunteers to stay to see the shows they worked if there were seats available

1. **Board of Directors – Information and Nominations**: (MC)
   1. Thank you to each of our hardworking Board members for continuing to make Intrepid a priority in their lives and spare time. Your work here is very much appreciated and noticed.
   2. Completed two 2-year terms (4 years) and is required to step down:
      1. (none)
   3. Board Members who stepped down during the year:
      1. (none)
   4. End of first term (2 years) and standing for re-election:
      1. Karrie Wolfe
      2. Colette Baty
   5. Midterm of first term and therefore, not on the slate for election as they are carried over:
      1. (none)
   6. Midterm of second term and therefore, not on the slate for election as they are carried over:
      1. Alison Ross
      2. Amanda Lisman
      3. Shaylene Boechler
      4. Nicole Malcolm
      5. Maggie Chapin Caravaca
   7. Nominations Committee is nominating:
      1. Dr. Michelle Hamilton-Page
      2. Davis Carlson
      3. August Winter
   8. Other vacancies to note: The absolute ceiling on the number of directors is 12 this will bring us to 11
2. **Re-Election of Directors** (MC)
3. MOTION to re-elect Karrie Wolfe and Colette Baty
   1. Alison Ross would you please be my first by raising your hand?
   2. Georgie Wilson would you please be my second by raising your hand?
   3. Any opposed? Motion passed.
4. **Election of New Directors** (MC)

b. Motion to elect Michelle Hamilton-Page, Davis Carlson and August Winter

1. Colette Baty would you please be my first by raising your hand?
2. Samia McFee would you please be my second by raising your hand?
3. Any opposed? Motion passed.
4. **Questions from the Floor** (MC)

* Q1: A question was raised about how we are handling shows that may be harmful
* A: We ask all our Artists to abide by a code of conduct. Our code of conduct tries to ensure that we are not supporting shows that are harmful to other people. Fringe festivals across the country are all grappling with this. The Fringe community came together to have these conversations and we are navigating things together. The Intrepid Board and staff are always talking about how we ensure our Safer Spaces policy is being maintained
* Q2: A question was raised about the rationale for keeping this year’s Fringe festival small
* A: We had wanted to make it larger this year but with the Roxy closing, we are feeling a venue crunch. We have toured many venues but not all are accessible. A goal of Intrepid staff is to expand in the future, and we are trying to think of ways to use venues differently
* Q3: A question was raised about concern with the Victoria and Edmonton Fringe festivals overlapping
* A: This has impacted several companies/several shows. Some chose to end their Edmonton run earlier or defer and be part of next year’s festival. Hopefully if we can find a new venue this may help address this in future
* Q4: A question was raised about the $10 ticket model and how much it is being used. Members expressed gratitude for offering this model
* A: They do not get used for every show—the allotment is full at some shows and not for some others
* Q5: A question was asked about how the residency programming is going
* A: Very well—we have Artists in all of them this year
* Members highlighted mentorship as a key strength of Intrepid

1. **Draw for Swag** (SG)

* Georgie Wilson – winner

1. **Closing Remarks and Motion for Adjournment** (MC)
   1. MOTION for Adjournment of the Intrepid Theatre AGM at 7:00 pm
      1. Amanda Lisman would you please be my first by raising your hand?
      2. Arlene Skerrett would you please be my second by raising your hand?
      3. Any opposed? All in favour. Motion passed. Meeting Adjourned!