## THEATRE ALBERTA

Annual General Meeting October 17, 2022 Online via Zoom

- 1. 2022 AGM Agenda
- 2. 2021 AGM Minutes
- 3. 2021/2022 President's Report
- 4. 2021/2022 Treasurer's Report
- 5. 2021/2022 Audited Financial Statements
- 6. 2021/2022 Executive Director's Report
- 7. 2021/2022 Donors, Sponsors, and Partners

**Special THANKS to our Funders!** 





#### 1.0 Welcome/Call to Order

#### 2.0 Approval of the Agenda for the 2022 Annual General Meeting

**Motion:** That the Agenda for the October 17, 2022, Theatre Alberta Society Annual General Meeting be approved as presented.

#### 3.0 Approval of the Minutes of the 2021 Annual General Meeting

**Motion:** That the Minutes of the October 18, 2021, Theatre Alberta Society Annual General Meeting be approved as presented.

#### 4.0 President's Report

#### 5.0 Treasurer's Report

5.1 Approval of 2021/2022 Audited Financial Statements

**Motion:** That Theatre Alberta Society's Audited Financial Statements for the year ended March 31, 2022, be approved as presented.

#### 5.2 Appointment of Auditor

**Motion:** That Doyle & Company Chartered Accountants of Edmonton, Alberta, be appointed as Theatre Alberta Society's Auditor for the year ending March 31, 2023.

#### 6.0 Executive Director's Report

#### 7.0 Election of Board Members for 2022/2023

#### **Candidate Slate**

Patricia Cerra (Edmonton) Jaclynn Elfring (Coaldale) Desiree Klause (Grande Prairie) Albertus Koett (Red Deer) 1<sup>st</sup> year of Term 2
1<sup>st</sup> year of Term 1
1<sup>st</sup> year of Term 2
1<sup>st</sup> year of Term 1

Member at Large \*new – biography included Member at Large \*new – biography included

**Motion:** That the slate of Theatre Alberta Society Board Members for 2022/2023 be approved as presented.

Other continuing board members include: Julie Brown (Edmonton) 2<sup>nd</sup> year of Term 2 current Treasurer Caleigh Crow (Calgary) 2<sup>nd</sup> year of Term 2 current Vice-President Luay Eljamal (Fort McMurray) 2<sup>nd</sup> year of Term 1 Member at Large Lana Hughes (Edmonton) 2<sup>nd</sup> vear of Term 1 Member at Large Ashley King (Calgary) 2<sup>nd</sup> year of Term 2 current Secretary Paul Muir (Rosebud) 2<sup>nd</sup> year of Term 2 Member at Large Kelly Reay (Lethbridge) 1<sup>st</sup> year of Term 3 current President

#### 8.0 Presentation to Outgoing Board Members

Jenna Goldade (Red Deer)	completed 4 years of service	Member at Large
Dustin Whetton (Cochrane)	resigned in $2^{nd}$ year of Term 1	Member at Large

#### 9.0 New Business

#### 10.0 Adjournment

Motion: That the 2022 Theatre Alberta Annual General Meeting be adjourned.

#### **Biographies for New Board Member Candidates**

**Jaclynn Elfring** joined the community theatre business in 2011 as an actor with Taber Players in *A Streetcar Named Desire*. From then on Jaclynn did many shows with Taber Players, as well as Playgoers of Lethbridge, learning as much as she could about what was involved with putting on a show. Outside of the theatre Jaclynn is a ticketed Journeyman Welder, as well as a VoiceOver actor who has narrated ten audiobooks. A lover of the arts, Jaclynn is involved in dance, piano, painting, singing, and leads a very active lifestyle. Jaclynn has been the Vice President of the Taber Players for the past year, and she is currently producing her second show of 2022 with the company. She performed at the 2022 Chinook Region One Act Festival in Lethbridge, and her group won best play. From there they went on to perform at the ADFA Provincial One Act Festival, where she took home the award for outstanding performance. Jaclynn has a zest for life and is looking forward to seeing what the universe has yet to unfold.

**Albertus Koett** is the Artistic Director of Tree House Youth Theatre (THYT) in Red Deer. He is a graduate of RDC's Motion Picture Arts program and also studied Theatre there. He prides himself on ensuring that each participant of THYT is given the opportunity to try any role in theatre they want to, in a safe and supported environment. As a director, he has worked with Primestock Theatre, Ignition Theatre, and Central Alberta Theatre. Albertus has appeared in *A Midsummer Night's Dream* (Primestock Theatre), *The Laramie Project* (Ignition Theatre), and *Anne of Green Gables, Brighton Beach Memoirs*, and *Opening Night* (Central Alberta Theatre). He also collaborated with Central Alberta Theatre to write and direct *The Adventures of Sherlock Holmes Theatre Series*. Albertus previously served on the board of directors for CAT as Vice-President of Training and Vice-President of Productions.

#### THEATRE ALBERTA SOCIETY 2021 ANNUAL GENERAL MEETING MINUTES

Prior to calling the meeting to order, President Kelly Reay welcomed all members in attendance and thanked everyone for participating in a digital meeting in support of collective efforts to ensure the health and safety of all Albertans during the ongoing COVID-19 pandemic. The President also reviewed and confirmed procedures for voting on motions using Zoom's digital polling feature, procedures for asking questions and commenting during the meeting, and explained other accessibility features being provided to support the proceedings. It was confirmed that the meeting was being recorded for archival purposes only.

#### 1.0 Welcome/Call to Order

Chair Kelly Reay called the meeting to order at 7:15pm.

*Theatre Alberta Board Members in Attendance (12):* Julie Brown, Patricia Cerra, Caleigh Crow, Derrique DeGagné, Hanna Fridhed (minutes), Jenna Goldade, Ashley King, Desiree Klause, Keri Mitchell, Paul Muir, Mieko Ouchi, and Kelly Reay (chair).

*Theatre Alberta Board Members Absent with Regrets (1):* Dustin Whetton.

*Theatre Alberta Society Members in Attendance (20):* Sean Anderson for Morpheus Theatre, Ray Brickwood (staff), Beth Dart for Common Ground Arts Society, Luay Eljamal, Kristen Finlay for Walterdale Theatre, Jessica Glover (staff), Glenn Hall, Dennie Hamaluik (staff), Lana Hughes, Kevin Humphrey for CITT Alberta, Jennifer Krezlewicz, Sarah Lowry for Pinetree Players, Eric Rice, Julie Sinclair, Judy Smallwood, Kasia Tomczak (staff), Murray Utas for Fringe Theatre Adventures, Julia van Dam, Jessie Van Rijn, and Morgan Yamada for Azimuth Theatre.

*Guests in Attendance (1):* Henjo Nettesheim from Pinetree Players.

Theatre Alberta is proud to work in and serve members across Alberta, including Treaties 4, 6, 7, 8, and 10 Territories and the Métis Nation of Alberta. Our 2021 Annual General Meeting was chaired from Treaty 7 Territory in Lethbridge. The Chair acknowledged, with gratitude, that they live, gather, and play on the lands traditionally occupied by Siksikaitsitapi – the Blackfoot Confederacy, comprising Siksika, Kainai, Piikani. The Blackfoot Nations act as both the current and traditional keepers of the land, welcoming people from other Indigenous territories, including all signatory Nations of Treaty Number 7, members of the Métis Nation of Alberta Region 3, and non-Indigenous people who call the City of Lethbridge home.

#### 2.0 Approval of the Agenda for the 2021 Annual General Meeting

**Motion:** That the Agenda for the October 18, 2021, Theatre Alberta Society Annual General Meeting be approved as presented.

#### Kristen Finlay / Sean Anderson – CARRIED (unanimous)

#### 3.0 Approval of the Minutes of the 2020 Annual General Meeting

**Motion:** That the Minutes of the October 26, 2020, Theatre Alberta Society Annual General Meeting be approved as presented.

#### Kristen Finlay / Kevin Humphrey – CARRIED (unanimous)

#### 4.0 President's Report

Distributed. Presented by Kelly Reay.

#### 5.0 Treasurer's Report

5.1 Approval of 2020/2021 Audited Financial Statements

Distributed. Presented by Julie Brown.

Members asked for additional information about the status and future of the Alberta Foundation for the Arts' Summer School Project Funding program. The Executive Director noted that the program has continued to provide and offer funding in 2021 and for 2022, at granting amounts more similar to pre-pandemic levels.

**Motion:** That Theatre Alberta Society's Audited Financial Statements for the year ended March 31, 2021, be approved as presented.

#### Julie Brown / Sean Anderson – CARRIED (unanimous)

5.2 Appointment of Auditor

**Motion:** That Doyle & Company Chartered Accountants of Edmonton, Alberta, be appointed as Theatre Alberta Society's Auditor for the year ending March 31, 2022.

Julie Brown / Paul Muir – CARRIED (unanimous)

#### 6.0 Executive Director's Report

Distributed. Presented by Keri Mitchell.

#### 7.0 Election of Board Members for 2021/2022

The Chair presented the candidate slate for the membership's approval, noting that four current board members—Julie Brown from Edmonton, Caleigh Crow from Calgary, Ashley King from Calgary, and Paul Muir from Rosebud—are standing for re-election to a second two-year term on the Board of Directors, and two new members—Luay Eljamal from Fort McMurray and Lana Michelle Hughes from Edmonton—are standing for election to their first two-year term on the Board of Directors.

# Candidate SlateJulie Brown (Edmonton)1st year of Term 2Caleigh Crow (Calgary)1st year of Term 2Luay Eljamal (Fort McMurray)1st year of Term 1Lana Hughes (Edmonton)1st year of Term 1Ashley King (Calgary)1st year of Term 2Paul Muir (Rosebud)1st year of Term 2

current Treasurer current Vice-President new Member at Large new Member at Large incoming Secretary Member at Large **Motion:** That the slate of Theatre Alberta Society Board Members for 2021/2022 be approved as presented.

#### **Derrique DeGagné / Murray Utas – CARRIED** (unanimous)

The Chair noted that other continuing Theatre Alberta Society Board Members include:

Patricia Cerra (Edmonton) Jenna Goldade (Red Deer)	2 <sup>nd</sup> year of Term 1 2 <sup>nd</sup> year of Term 2	Member at Large Member at Large
Desiree Klause (Grande Prairie)	2 <sup>nd</sup> year of Term 1	Member at Large President
Kelly Reay (Lethbridge) Dustin Whetton (Cochrane)	2 <sup>nd</sup> year of Term 2 2 <sup>nd</sup> year of Term 1	Member at Large

#### 8.0 Presentation to Outgoing Board Members

The Chair and Executive Director thanked and celebrated retiring Board Members Derrique DeGagné of Edmonton, Hanna Fridhed of Fort McMurray, and Mieko Ouchi of Edmonton, all of whom have completed four years of service.

#### 9.0 New Business

No new business presented.

#### 10.0 Adjournment

Motion: That the 2021 Theatre Alberta Annual General Meeting be adjourned.

Caleigh Crow at 7:54pm.

#### Theatre Alberta 2022 President's Report April 1, 2021 – March 31, 2022

Thank you for joining us at Theatre Alberta's 2022 Annual General Meeting.

It has been my great pleasure to serve the past two years as board president of this incredible organization. I continue to be amazed by the resiliency, determination, and vision demonstrated through what continues to be a challenging time for our industry. This President's report covers the 2021-2022 fiscal year, running from April 1, 2021, to March 31, 2022.

Theatre Alberta continues to be guided by strong and thoughtful leadership in Executive Director Keri Mitchell and the hard work of our amazing team of employees. Thanks to strong management, the organization continues to operate from a position of strength and stability. We were grateful for pandemic supports received and for the continued support of our community. Theatre Alberta is in positive financial standing and continues a path of robust pandemic recovery as we move forward.

And while the organization moves forward in a position of strength, we continue to feel the fatigue of the pandemic. Covid-19 has certainly taken a toll on our collective capacity and we have felt some slowdown of momentum in a number of areas. We've made a conscious choice to observe the individual capacities of board and staff with focus on healing and recovery. Despite this, we remain positive and passionate about our work at Theatre Alberta.

I'd like to share some highlights from our 2021-2022 year:

#### Membership Highlights:

- We experienced a significant decrease in overall membership this past year, finishing the year with 412 members, comprising 317 individuals and 95 groups. This loss of 46% is almost entirely related to complimentary student memberships for Artstrek students, however we also saw less drastic decreases in most other membership categories as our community made difficult decisions about spending and had less need for our traditional programs and services.
- Members can note that despite the decrease in the total number of members, we experienced an increase in membership revenue given our new pay-what-you-can pricing for individuals.
- Since we started our current fiscal year on April 1, 2022, many past and lapsed members (especially groups) have renewed, and our numbers are continuing to climb back up!

#### **Board Highlights:**

- At our 2021 AGM we welcomed new board members Luay Eljamal from Fort McMurray and Lana Hughes from Edmonton.
- This year we say goodbye to two members: Jenna Goldade from Red Deer and Dustin Whetton from Cochrane. Our sincere thanks to Jenna and Dustin for their service to Theatre Alberta.
- Theatre Alberta board members are teachers, post-secondary faculty, independent producers, community theatre producers, and professional artists—we are very pleased with the wealth of knowledge and experience around the board table.
- The year continued to be strange, with all board meetings taking place over Zoom. The board pines to share space with each other and looks forward to the upcoming return of in-person meetings.

- A special thank you to our board's committee chairs—Desiree Klause for Governance, Ashley King for Fund Development, and Caleigh Crow for Human Resources and Nominating—for keeping things rolling during a challenging time.
- I applaud my colleagues on the Theatre Alberta Board of Directors whose positive and responsive stewardship continue to keep things steady through tumultuous times.

#### Fundraising Highlights:

- Thanks to the continued Covid-19 financial relief programs via the federal government, we were able to focus our efforts on program and service delivery this year, rather than fundraising campaigns. Nevertheless our members came through with the two smaller campaigns we ran for Artstrek and Gift-A-Play 2021. Our 2021 Artstrek donations, in support of free online workshops for our students, were processed and partially matched through Shaw's Birdies for Kids program.
- On March 8 and 9, 2022, we held our first AGLC Casino fundraiser since the summer of 2018, after several cancelled attempts. We extend our most sincere thanks to the volunteers who joined us, helping us raise almost \$80,000 for future years' operations.
- Continued support from generous donors and sponsors such as the Edmonton Community Foundation and the RBC Foundation, and new in kind sponsors *unbelts* and *Strathcona Spirits*, has ensured another excellent year.
- Please take the time to review the final pages of our meeting package listing our supporters, and join me in thanking the numerous individuals and organizations that contributed to our 2021/2022 year!
- We continue to prudently invest resources in our overall fundraising strategies, which this past year included renewing our Imagine Canada Grant Connect subscription and starting work on the creation of a new fund development plan for our Board.

We are deeply grateful for the Theatre Alberta staff who worked with us this past year—Keri, Dennie, Kate, Chris, Jake, Jana, Ray, Simone, Andrés, Jesse, Kasia, Graham, Jessica, and Alyssa, as well as for those who have since joined the team—who have remained steadfast with passion, dedication, and grace. We know it hasn't been easy and we thank you. I'd like to give a special shoutout to the entire Artstrek 2021 team as well, who adapted to an online format with very little notice and preparation time.

To our members, I implore you to continue to be inspired and to inspire others through the work that we do. Thank you for your passion.

Respectfully Submitted:

Kelly Reay, President

#### Theatre Alberta 2022 Treasurer's Report April 1, 2021 – March 31, 2022

It is my privilege to present the Members of Theatre Alberta Society with the audited financial statements for the 2021/2022 fiscal year, prepared by Doyle & Company Chartered Professional Accountants.

**Statement of Financial Position (Page 3)** — Theatre Alberta remains in a healthy financial position with total assets of \$643,872, including \$225,260 in unrestricted net assets. Highlights are as follows:

- Internally restricted cash (Note 3): Our Covid-19 Recovery Fund, established in 2021, has recognized both our loss on Artstrek 2021 as well as 75% of the current year surplus, for a net decrease of ~\$33,000, increasing our Unrestricted assets/cash.
- Restricted cash (Note 4): Our AGLC gaming proceeds from prior years remained static as revenues from our March 2022 Casino fundraiser were not received by year end.
- Deferred revenue (Note 9): Increase is primarily due to project grants received for two initiatives taking place in 2022/2023 and future years—The Engagement Lab and the Library's Indigenous Theatre Collection.
- Long-Term Debt (Note 10): We received a second instalment of the Canada Emergency Business Account Loan.

**Statement of Operations (Page 5)** — Overall, we experienced a 5% increase in revenues and 26% increase in expenditures from the prior year. Some of the highlights are:

- Revenues:
  - We continue to be extremely grateful for the public funders, foundations, and corporate and individual donors who support our operations, programs, and services alongside our members.
  - We continued to receive robust support from federal COVID-19 wage subsidy programs.
- Expenditures:
  - Program expenditures, especially our investment in artists contributing to our operations, increased significantly as we resumed our programs and services.
  - Operating expenditures remained stable with only a 2% increase from 2021.
  - Wages and employee benefits increased primarily as we took advantage of a unique opportunity to hire—as opposed to contract—the Artstrek 2021 supervisor team on longer contracts with support from Canada Summer Jobs; the online version of Artstrek 2021 made this change possible.

**Lastly** — I would like to thank Executive Director Keri Mitchell for spearheading such a positive year financially! We need to remember that when this fiscal year began in April of 2021, the world was still shut down and operating remotely. It was extremely challenging! Keri's commitment to the financial health of this organization continues to inspire!

Respectfully Submitted:

Julie Brown, Treasurer

Theatre Alberta Society Financial Statements March 31, 2022

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#### **INDEPENDENT AUDITOR'S REPORT**

#### To the Members of Theatre Alberta Society:

#### **Qualified Opinion**

We have audited the financial statements of Theatre Alberta Society (the "Organization"), which comprise the statement of financial position as at March 31, 2022, and the statements of change in net assets, operations, and cash flow for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the effects of the matter described in the Basis for Qualified Opinion paragraph, the accompanying financial statements present fairly, in all material respects, the financial position of Theatre Alberta Society as at March 31, 2022, and the results of its operations and its cash flow for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

#### **Basis for Qualified Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report.

We are independent of the Organization in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

In common with many not-for-profit organizations, the Organization derives revenue from donations and fundraisers, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the organization and we were not able to determine whether any adjustments might be necessary to donations and fundraising revenue, excess of revenues over expenditures, current assets, and net assets.

#### **Responsibilities of Management and Those Charged with Governance for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing these financial statements, management is responsible for assessing the Organization's ability to continue as a going concern, disclosing, as applicable, matters related to a going concern and using the going concern basis of accounting unless management either intends to liquidate the Organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Organization's financial reporting process.

#### **INDEPENDENT AUDITOR'S REPORT CONTINUED**

#### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Edmonton, Alberta September 19, 2022

Doyle 3 Company

**Chartered Professional Accountants** 

## **Statement of Financial Position**

As at March 31, 2022

	2022	2021
	\$	\$
Assets		
Current		
Cash	325,605	235,416
Internally restricted cash (Note 3)	59,531	92,363
Restricted cash (Note 4) Investments (Note 5)	41,073 92,555	41,059 88,927
Internally restricted investments (Note 6)	82,946	82,554
Accounts receivable	3,505	10,700
Goods and services tax receivable	917	794
Prepaid expenses (Note 7)	15,271	1,382
	621,403	553,195
Tangible Capital Assets (Note 8)	22,469	18,582
	643,872	571,777
Liabilities Current Accounts payable and accrued liabilities Deferred revenue (Note 9)	15,668 177,998	14,953 158,746
	193,666	173,699
Long-Term Debt (Note 10)	60,000	40,000
	253,666	213,699
Net Assets		
Unrestricted	225,260	164,579
Internally Restricted - Core Administrative and		
<b>Operating Cost Fund (Note 6)</b>	82,946	82,554
Internally Restricted - COVID-19 Recovery Fund (Note 3)	59,531	92,363
Invested in Tangible Capital Assets	22,469	18,582
	390,206	358,078

#### Approved by the Board of Directors:

\_\_\_\_President Caling L Vice President

### **Statement of Change in Net Assets**

For the year ended March 31, 2022

	2022 \$	<b>2021</b> \$
Jnrestricted		
Balance, beginning of year	164,579	133,791
Excess of revenue over expenditures	32,128	133,111
Transfer (to) internally restricted - COVID-19 Recovery Fund	32,832	(92,363)
Transfer (to) internally restricted - Core Administration		
and Operating Cost Fund	(392)	(4,552)
Transfer (to) from Invested in Tangible Capital Assets	(3,887)	(5,408)
Balance, end of year	225,260	164,579
Internally Restricted - COVID-19 Recovery Fund (Note 3)		
Balance, beginning of year	92,363	
To recognize loss on Artstrek 2021	(53,719)	-
75% of current year surplus	20,887	92,363
Balance, end of year	59,531	92,363
Internally Restricted - Core Administrative and Operating Cost Fund (	Note 6)	
Balance, beginning of year	82,554	78,002
Transfer from unrestricted	392	4,552
Balance, end of year	82,946	82,554
Invested in Tangible Capital Assets		
	18,582	13,174
Balance, beginning of year Capital asset additions	18,582 10,326	13,174 10,747
Balance, beginning of year Capital asset additions Capital asset disposals	10,326 (3,538)	10,747 (3,203)
Balance, beginning of year Capital asset additions Capital asset disposals Accumulated amortization on disposal of capital assets	10,326 (3,538) 2,661	10,747 (3,203) 2,648
Balance, beginning of year Capital asset additions Capital asset disposals	10,326 (3,538)	10,747 (3,203)

## **Statement of Operations**

#### For the year ended March 31, 2022

	2022 \$	2021 \$
Revenue		
AGLC Gaming (Casino)	2,524	2,371
Donations - Corporate	26,361	8,000
Donations - Foundations	15,000	15,000
Donations - Individual	11,011	6,147
Grants (Note 11)	469,020	392,530
Interest income	2,628	2,437
Memberships	15,507	12,897
Program registration fees	7,135	4,970
Sales	1,740	2,325
Sponsorships	2,634	2,525
COVID-19 Canada Emergency Wage Subsidy	131,965	202,439
COVID-19 Canada Emergency wage Subsidy		
	685,525	651,535
Expenditures		
Program Artists' fees	96,056	35,156
	7,755	26,163
Library Madating (non-compa)		
Marketing (programs)	3,259	11,948
Program production	40,104	5,233
Publications	2,582	3,721
Sponsorships	6,500	6,500
Fundraising	<b>•</b> 1 <b>•</b> 0	100
Casino	2,479	190
Fundraising	3,107	47
Operating		
Administration and office supplies	32,336	34,222
Amortization	5,562	4,784
Audit	6,700	6,500
Bank charges	1,535	1,555
Board and AGM	761	3,179
Insurance	4,954	3,835
Marketing (general)	12,365	8,567
Wages and Employee Benefits	426,465	366,269
	652,520	517,869
Excess of Revenue over Expenditures Before		
Other Revenue and Expenditures	33,005	133,666
Other Revenue and Expenditures		
Loss on disposal of tangible capital assets	(877)	(555)
Excess of Revenue over Expenditures	32,128	133,111

#### **Statement of Cash Flow**

For the year ended March 31, 2022

	<b>2022</b> \$	<b>2021</b> \$
Cash provided by (used for) the following activities:		
Operating Activities		
Excess of revenue over expenditures	32,128	133,111
Non-cash items included in excess of revenues over expenditures		
Amortization of tangible capital assets	5,562	4,784
(Gain) Loss on disposal of tangible capital assets	877	555
Changes in non-cash working capital accounts:		
Decrease (increase) in accounts receivable	7,195	(9,948)
Decrease (increase) in goods and services tax receivable	(123)	5,192
Decrease (increase) in prepaid expenses	(13,889)	21,990
Increase (decrease) in accounts payable and accrued liabilities	715	(5,298)
Increase (decrease) in deferred revenue	19,252	(23,004)
	51,717	127,382
Capital Activities		
Purchase of tangible capital assets	(10,326)	(10,747)
Financing Activities		
Increase in long-term debt	20,000	40,000
Increase in Cash During the Year	61,391	156,635
CASH - Beginning of year	540,319	383,684
CASH - End of year	601,710	540,319
Cash is comprised of: Cash Internally restricted cash (Note 3) Restricted cash (Note 4) Investments (Note 5)	325,605 59,531 41,073 92,555	235,416 92,363 41,059 88,927
Internally restricted investments (Note 6)	82,946	82,554
	601,710	540,319

#### March 31, 2022

#### **Nature of Operations**

Theatre Alberta Society (the "Organization") is a not-for-profit organization incorporated under the Alberta Societies Act. Theatre Alberta Society is the Provincial Arts Service Organization (PASO) for theatre in Alberta, dedicated to the growth and development of the Alberta theatre community. Theatre Alberta Society is a registered charity, and is not a taxable organization under 149(1)(f) of the Income Tax Act (Canada).

#### 1. Significant Accounting Policies

These financial statements have been prepared in accordance with Part III of the CPA Canada Handbook, Canadian Accounting Standards for Not-for-Profit Organizations ("Part III"). The significant accounting policies are described below:

#### (a) Fund Accounting

Internally restricted funds as per the Theatre Alberta Society Cash Reserve Policy, which is required by the Alberta Foundation for the Arts for all organizations receiving operating funding from the Provincial Arts Service Organizations grant program. As per the Policy, the funds set aside for this purpose will amount to a minimum of 10% of Theatre Alberta's annual operating expenditures from the previous year. Annual operating expenditures may exclude any expenses related to special and temporary projects.

Internally restricted funds as per the motion by the executive committee and approved by the board of directors: That no less than 75% of current year surplus funds at year end March 31 — calculated after interfund transfers to investment accounts as per Cash Reserve Policy and Business Plan objectives have been completed — be internally restricted to offset operational losses in the near future, as federal COVID-19 financial supports come to an end and the theatre industry recovers from the pandemic / Theatre Alberta core programs and services remain restricted.

#### (b) Cash and Cash Equivalents

Cash and cash equivalents consist of cash on hand, cash in bank accounts, and temporary investments with maturities of twelve months or less.

#### (c) Investments

Investments consist of "notice on amount 31 days" and "notice on amount 90 days" accounts with ATB Financial. When there has been a loss in value that is other than a temporary decline, the respective investment is written down to recognize the loss.

March 31, 2022

#### 1. Significant Accounting Policies - continued

#### (d) Tangible Capital Assets

Tangible capital assets are initially recorded at cost. Amortization is calculated using the methods below over their estimated useful life at the following rates except in the year of acquisition when one-half the normal rate is applied. No amortization is recorded in the year of disposal.

Computer Hardware	30%	declining balance
Computer Software	100%	declining balance
Furniture and Equipment	20%	declining balance

When conditions indicate a tangible capital asset is impaired, the carrying value of the tangible capital assets is written down to the asset's fair value or replacement cost. The write down of the tangible capital assets is recorded as an expense in the statement of operations. A write-down shall not be reversed.

#### (e) Revenue Recognition

The Organization follows the deferral method of accounting for revenue. Restricted revenues are recognized as revenue in the year in which the related expenditures are incurred. Unrestricted revenues are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Program registration revenue is recognized when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. When registration fees are received in advance of a program these revenues are deferred and recognized as revenue in the year the program is running to match the related expenditures.

Donations and grant revenue are recognized when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. When donations and grant revenue are received and the agreement or understanding is the funds are to be used for certain expenditures in the completion of specific work or for the purchase of tangible capital assets then revenue is recognized in the period when the related expenditures are incurred, services performed or the tangible assets are acquired.

#### (f) Contributed Materials and Services

Contributed materials and services are recorded at fair value when the amount can reasonably be determined and would have been purchased by the Organization if not donated. Due to the difficulty of determining their fair value, volunteer services are not recognized in the financial statements.

March 31, 2022

#### 1. Significant Accounting Policies - continued

#### (g) Financial Instruments

#### (i) Measurement of financial instruments

The Organization initially measures all of its financial assets and liabilities at fair value, except for certain non-arm's length transactions.

The Organization subsequently measures all of its financial assets and liabilities at amortized cost, except in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in net income.

Financial assets measured at amortized cost include cash, internally restricted cash, restricted cash, investments, internally restricted investments, accounts receivable, and goods and services tax receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities, and long-term debt.

(ii) Impairment

Financial assets measured at cost or amortized cost are tested for impairment, at the end of each year, to determine whether there are indicators that the asset may be impaired. The amount of the write-down, if any, is recognized in operations. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account. The reversal may be recorded provided it is no greater than the amount that had been previously reported as a reduction in the asset and it does not exceed the original cost. The amount of the reversal is recognized in operations.

#### 2. Measurement Uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Accounts receivable are stated after evaluation as to their collectability and an appropriate allowance for doubtful accounts is provided where considered necessary. Amortization is based on the estimated useful lives of the tangible capital assets. These estimates and assumptions are reviewed periodically and, as adjustments become necessary, they are reported in the revenue or expenses in the period in which they become known. Actual results could differ from those estimates.

#### 3. Internally Restricted Cash

	2022	2021
	\$	\$
On and in a comment	50 521	02.262
Operating account	59,531	92,363

This cash is internally restricted to offset operational losses in the near future, as federal COVID-19 financial supports come to an end and the theatre industry recovers from the pandemic / Theatre Alberta core programs and services remain restricted.

#### March 31, 2022

#### 4. Restricted Cash

	2022 \$	<b>2021</b> \$
AGLC Gaming (Casino and Raffle) chequing account	41,073	41,059

Restricted cash consists of proceeds from a casino and raffle that can only be spent in accordance with the associated licensing agreements with Alberta Gaming, Liquor and Cannabis.

#### 5. Investments

	2022 \$	2021 \$
ATB Notice on Amount 31 days, interest 0.65% (2021 - 0.40%)	36,227	36,075
ATB Notice on Amount 90 days, interest 0.75% (2021 - 0.50%)	30,052	26,713
ATB Notice on Amount 90 days, interest 0.75% (2021 - 0.50%)	26,276	26,139
	92,555	88,927

#### 6. Internally Restricted Investments

	2022 \$	<b>2021</b> \$
ATB Notice on Amount 31 days, interest 0.65% (2021 - 0.40%)	39,322	39,157
ATB Notice on Amount 90 days, interest 0.75% (2021 - 0.50%)	43,624	43,397
	82,946	82,554

These funds are internally restricted as per the Theatre Alberta Society Cash Reserve Policy, which is required by the Alberta Foundation for the Arts for all organizations receiving operating funding from the Provincial Arts Service Organizations grant program. As per the Policy, the funds set aside for this purpose will amount to a minimum of 10% of Theatre Alberta's annual operating expenditures from the previous year. Annual operating expenditures may exclude any expenses related to special and temporary projects.

#### 7. Prepaid Expenses

The Organization operates programs that occur subsequent to the year-end. As a result, any expenditures incurred prior to March 31 are being deferred to the subsequent year-end.

#### March 31, 2022

#### 8. **Tangible Capital Assets**

a garant a same	2022			2021	
	Accumulated Cost \$	Accumulated Amortization \$	Net Book Value \$	Net Book Value \$	
Computer hardware	22,197	10,754	11,443	6,238	
Furniture and equipment	43,994	32,968	11,026	12,344	
	66,191	43,722	22,469	18,582	

Amortization amounted to \$5,562 for the year ended March 31, 2022 (2021 - \$4,784), and is included in the statement of operations under the operating expenditures. The Organization disposed of certain assets for a loss of \$877 (2021 - \$555) and is included in the statement of operations under other revenue and expenditures.

	2021			2020	
	Accumulated Cost \$	Accumulated Amortization \$	Net Book Value \$	Net Book Value \$	
Computer hardware	16,688	10,450	6,238	9,468	
Furniture and equipment	42,715	30,371	12,344	3,706	
	59,403	40,821	18,582	13,174	

Amortization amounted to \$4,784 for the year ended March 31, 2021 (2020 - \$4,231), and is included in the statement of operations under the operating expenditures. The Organization disposed of certain assets for a loss of \$555 (2020 - \$744) and is included in the statement of operations under other revenue and expenditures.

#### 9. **Deferred Revenue**

	Opening \$	Additions \$	Consumed \$	2022 \$	<b>2021</b> \$
AGLC Gaming Casino and Raffle funds	41,059	2,554	(2,540)	41,073	41,059
Donations	35,000	40,000	(35,000)	40,000	35,000
Grant funds (operating)	25,000	-	(25,000)	-	25,000
Grant funds (special projects)	55,962	66,675	(25,962)	96,675	55,962
Program registration fees	1,725	250	(1,725)	250	1,725
	158,746	109,479	(90,227)	177,998	158,746

The Organization operates programs that occur subsequent to the year-end. As a result, any revenues incurred prior to March 31 are being deferred to the subsequent year-end.

#### March 31, 2022

#### 10. Long-Term Debt

Theatre Alberta Society applied for a Canada Emergency Business Account (CEBA) loan and received \$60,000. The term loan has an initial term and an extended term.

Initial term - the initial term is from the date the money was advanced to December 31, 2023. No repayment of any portion of the loan principal is required and interest does not accrue during this initial term. The interest rate during this initial term is 0% per annum.

Extended term - the extended term is from January 1, 2024 to December 31, 2026 and interest on the loan is payable on a monthly basis commencing on the first interest payment date January 31, 2024 (or such other date as agreed by the Bank). On the Extended Term Date December 31, 2026, the balance, if any, of the loan is payable in full. The interest rate during the extended term is 5% per annum.

#### 11. Grants

	2022 \$	2021 \$
Alberta Foundation for the Arts - PASO Operating Grant	217,560	214,546
Alberta Foundation for the Arts - Summer School Project Grant	68,097	21,737
Calgary Arts Development	63,000	88,000
Calgary Foundation - All In Program	14,874	2,825
Edmonton Arts Council	52,500	50,000
Edmonton Community Foundation - All In Program	11,087	3,713
Government of Alberta - Restrictions Exemption Program	2,000	-
Government of Canada - Canada Summer Jobs	38,902	11,709
Rozsa Foundation	1,000	-
	469,020	392,530

#### 12. Financial Instruments and Concentration of Risk

#### **Credit Risk**

Credit risk is the risk that one party to a financial asset will cause a financial loss for the Organization by failing to discharge an obligation. The credit risk is mainly related to trade accounts receivable. Credit is provided to clients in the normal course of operations and the accounts receivables are assessed by the Organization and they record any amounts that are not collectible in the allowance for doubtful accounts.

#### **Interest Rate Risk**

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in interest rate. The Organization is exposed to interest rate risk on bank account balances and any of its fixed and/or floating interest rate financial instruments.

#### **Liquidity Risk**

Liquidity risk is the risk that the Organization will encounter difficulty in meeting its obligations associated with financial liabilities. The Organization manages its liquidity risk by monitoring its operating requirements and cash forecasts to ensure it has sufficient funds to fulfil its financial obligations.

#### March 31, 2022

#### 13. Library

The Society operates an in-house library that has play scripts, musicals, vocal scores, reference materials, scenes and monologues, periodicals, cassette tapes, and CDs available for members. These items may be borrowed from the library for a certain period of time. If the items are not returned, members are responsible to pay for the materials.

Library materials have been expensed in the year purchased over the years which is consistent with our policy. For insurance purposes only, the library collection is valued at \$170,000 (2021 - \$170,000).

#### 14. Theatre Alberta Foundation

In October 2012 the Board of Theatre Alberta Society established the Theatre Alberta Foundation at the Strategic Charitable Giving Foundation (Foundation) with an initial investment of \$25,000. An additional \$10,000 was invested in 2013 for a total investment of \$35,000. The Foundation's current granting rate is 4% to Theatre Alberta Society for general program expenditures. The funds received from the Foundation during the year were \$1,530 (2021 - \$1,510). The market value of the investment is \$38,764 (2021 - \$38,711).

In 2017 the Foundation was removed from Theatre Alberta's Statement of Financial Position; the funds had been previously accounted for as an investment asset, but Theatre Alberta Society was advised that the funds were irrevocable donations. Theatre Alberta has since confirmed that the particular investment product in which the funds are held does have a mechanism by which the funds could be redeemed, ten years following the last contribution to the account. The account is currently eligible for full disbursement, less applicable administration fees, on May 1, 2023.

#### 15. Significant Event

As of the date of the financial statements, there is a global outbreak of COVID-19 (coronavirus), which has had a significant impact on businesses through restrictions put in place by the Canadian, provincial, and municipal governments regarding travel, business operations and isolation/quarantine orders. At this time, it is unknown the extent of the impact the COVID-19 outbreak may have on the Organization as this will depend on future developments that are highly uncertain and that cannot be predicted with confidence. These uncertainties arise from the inability to predict the ultimate geographic spread of the virus, and the duration of the outbreak, including the duration of travel restrictions, business closures or disruptions, and isolation/quarantine measures that are currently, or may be put, in place by Canada and other countries to fight the virus.

The Organization is closely monitoring the recommendations by Alberta Health, Alberta Health Services, and other government authorities while implementing changes to reduce any adverse financial impact and to continue operations. The measures implemented to combat the spread of the coronavirus have had an impact on the Organization's programs, however an estimate of the financial effect is not feasible at this time.

#### 16. Comparative Figures

Certain comparative figures have been reclassified to conform to the presentations adopted during the current year.

#### THEATRE ALBERTA 2022 EXECUTIVE DIRECTOR'S REPORT APRIL 1, 2021 TO MARCH 31, 2022

I am pleased to submit this report to Theatre Alberta members, highlighting our operations, activities, programs, and services from April 1, 2021, through March 31, 2022.

**Theatre Alberta's Library**—the largest independent and fully circulating English-language theatre library in Canada—continued to purchase and catalogue new titles for our physical collection during the year, bringing the total number of scripts and reference materials available for members to nearly 24,000. Thanks to a generous (idea and) donation from Eric Rice, we also created the new *World Theatre Collection*, which has grown to include more than 200 titles. Members and friends who participated in our 10<sup>th</sup> annual "Gift-A-Play" fundraiser donated 33 of last year's new titles, and many more members donated scripts from their personal collections.

The circulation of physical library books was offered exclusively through Canada Post, as our Library remained closed to members and the public. Fewer members used the library this year—80 compared to 114 last year—but these avid readers used the library more often, checking out approximately 15% more books than in 2020/2021.

Many more members took advantage of our digital *Drama Online* collection throughout the year. We experienced a marked increase in the number of logins—545 compared to 191 last year! The increase directly relates to the purchase of the new online databases in March of 2021.

**Artstrek**—our summer theatre school for teens and flagship program—was held online from July 4 through 22, 2021, in ways both very similar to and different from prior editions of the school. We made the initial decision to offer Artstrek virtually in April, with three full weeks of online classes, however we received feedback—both in the form of lower than anticipated registrations and directly from drama students and teachers—that the students did not have the capacity for or interest in full days/weeks of school online. We made a very quick change in mid-June to instead offer a series of free-of-charge drop in theatre workshops during the same timeframe, and we're very happy with how it turned out! Since not all students would be attending the same courses and in the same order, the instructors and supervisors worked together to design each workshop and activity as complete in and of itself. 51 young people from across Alberta attended at least one session over the course of the program—the majority attended more than four sessions, and 16 of them attended more than ten sessions.

**Emerge**—our general audition event for graduates of Alberta's post-secondary acting training programs—was also held virtually for artists from both the 2020 and 2021 graduating classes. We collected recorded audition materials from 37 recent graduates, shared these with more than 200 directors/casting professionals, and hosted an online livestream viewing party on September 27. We also posted and shared resume and portfolio information from recent production, design, and stage management graduates. Additional activities for Emerge participants included the opportunity for individual online audition coaching sessions and a new mentorship program for ten Indigenous, Black, and Emerging Artists of Colour, all supported by **The RBC Foundation**. A very big thank you to the ten mentors who participated in this first year of the program!

**Workshops by Request: Hometown Series** continued to feature **Webinars by Request** for the public, as well as some more traditional workshops hosted by our group members online (plus one in-person!). Over the course of the year, we programmed nine webinars which had a total of 184 participants, and five Hometown Series workshops which had a total of 101 participants. Thanks to Walterdale Theatre in Edmonton, Churchmice Players in Camrose, and Play the Fool Festival in Edmonton for being the first back to Workshops by Request!

A very exciting development this year was partnering with **The 35//50 Initiative** to support their work, wrap up our **ALL IN** program, and start a new project called **The Engagement Lab**. Our thanks to the **Edmonton Community Foundation**, the **Calgary Foundation**, and the **Rozsa Foundation** for their support and flexibility during this transition, and to the **Canada Council for the Arts** and **Alberta's Community Initiatives Program** for new project funding. Together we held several foundational webinars on various equity, diversity, inclusion, and accessibility topics, including stats and data collection, anti-bias hiring, and allyship. We kicked off The Engagement Lab, which comprises two cohorts of ~20 representatives each from Alberta's largest theatre companies and independent historically marginalized artists working together, with a weekend retreat at **Banff Centre for Arts and Creativity** in December 2021. Artists JD Derbyshire and Adrienne Wong are guiding/facilitating/witnessing the process, which continues throughout 2022 with six bi-monthly online education and working/practice sessions (and a book club featuring adrienne maree brown's seminal text *Emergent Strategy*).

Our <u>(NEW!) website</u> and other communication channels continued to act as a hub for COVID-19 information and resources, especially as the Restrictions Exemption Program was rolled out and wrapped up, and we continued to commission essays for our popular new editorial series **Who Are We Now?** We promoted members' digital and in-person productions through an enhanced online **Playbill**, and saw an increase in classified posts during the year as many companies started producing again.

Theatre Alberta continued to provide financial support via sponsorships to **Alberta Playwrights' Network** and **CITT Alberta**, and stayed in close contact with the **Alberta High School Drama Festival Association**. We also supported various community events and initiatives, including <u>Future Prairie Theatre</u> and <u>SCALE – Sectoral Climate Arts Leadership for the Emergency</u>. We continued to work on committees with AGLC's Charitable Gaming Review, the YEG Performing Arts Accessibility Ad Hoc Group, Alberta Partners for Arts and Culture, and the Professional Association of Canada Theatres and our sibling theatre service organizations from across the country.

The Theatre Alberta staff team worked extremely hard and smart during the year to support our members and each other, identify and seize opportunities, and continue our professional learning. We worked together to gather and share information, sense-make, plan, and critique and advocate. We said goodbye to some long-time and valued team members and welcomed exceptional new ones. I was proud to work alongside Office and Membership Coordinators **Dennie Hamaluik** and **Kate Kosinski**; Librarian **Chris Profiri**; Communications and Marketing Coordinators **Ray Brickwood** and **Simone A Medina Polo**; Program Coordinators **Jake Tkaczyk** and **Jana O'Connor**; Outreach and Partnerships Coordinators **Jesse Del Fierro** and **Andrés Moreno**; Financial Administrator **Kasia Tomczak**; Website Assistant **Graham Mothersill**; Programs Associate **Jessica Glover**; Artstrek Director **Jenna Rodgers**; Artstrek Program Assistant **Alyssa Short**; Artstrek Administrative Director **Karen Johnson-Diamond**; Artstrek Curriculum Director **Linette Smith**; and with this team to contract and share the work of more than **80 more individuals** who contributed to Theatre Alberta as artists, instructors, and essayists.

Respectfully submitted, in solidarity:

Keri Mitchell, Executive Director keri@theatrealberta.com

## THEATRE ALBERTA SUPPORTED THEATRE ALBERTA IN 2021-22!

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