



HANOVER COMMUNITY PLAYERS

ANNUAL GENERAL MEETING

FEBRUARY 21, 2023

Agenda
Hanover Community Players
Annual General Meeting
Tuesday, February 21, 2023
7:00 – 8:00 p.m.

Call to Order: Establish Quorum
Declaration of Conflict of Interest

1. Agenda Review
 - a) Acceptance of Agenda

2. Review of Minutes of 2022 AGM
 - a) Approval

3. Elections: Pat Brunner and Bricklin Perkins need formal approval from the Stakeholders as per Constitution and By-laws-Article III-Section 4.

4. Amendments/Additions to Constitution
 - a) Page 7, signatory needs to be removed
 - b) Article VI-Play Production: Police Vulnerable Sector Checks need to be added as mandatory for all persons wanting to volunteer with Hanover Community Players.
 - c) Article III-Section 7: Treasurer position to be split into two positions: Treasurer and Bookkeeper

5. Treasurer's Reports
 - a) Financial Statement of Receipts & Expenditures (Appendix 1)
 - b) Budget Status Report (Jan. 1– Dec. 31, 2022) (Appendix 2)
 - c) Balance Sheet (January 1 - December 31, 2022) (Appendix 3)
 - c) 2023 Budget (Jan1 –Dec 31, 2023)-Voted on and CARRIED through email February 8, 2023 (Appendix 4)

6. Chairperson's Report

7. Does the A.G.M. date need to be moved back to the end of the calendar year?

Next A.G.M. –Tues. February 13, 2024 at 7:00 p.m. Classroom P & H Centre

Adjournment

Hanover Community Players
Annual General Meeting
Tuesday 7:00 p.m., February 15, 2022
Via Zoom

Attending: M. Poste, J. Hillier, S. Los, L. Jollymore, S. Ferguson, N. Heuchan, P. Taylor, T Eaton, L. Manchester, S. DeGroot.

Members: L. Lloyd-McKenzie, P. Brunner

Special Guests: B. Koebel

Meeting started: 7:00pm.

Conflict of interest: none.

We delayed the treasures report until Phil could join.

1) Agenda was accepted as revised. **Sam moved and was seconded by Sherri. Carried.**

2) Minutes: Approved by Jenn and seconded by Linda. Carried.

3) Chairperson's report:

In summery was difficult to run productions because of Covid. **Hilda's Yard** had to be de-layed for a few years. **Mamma Mia** had the rights let go to then lost for 2022 as the show is now going on tour. However, we did put on **Little Red Riding Hood** in December 2021. For spring 2022 we will do **Splitsville**. In December we will do the musical **Oliver!** With 8 shows, and will also be our return to the Civic Theater.

All tickets were sold online via little box office. The website was been updated thanks to Nico. The Board has updated our code of conduct this year. We found a rental storage to keep our costumes and flats and for use as a workspace. We still need the use of the town's Seacan for storage.

We received a grant from the Ontario Trillium Foundation grant for \$22,400. A further grant from Community Foundation Grey Bruce for \$10,000 was received will be put towards new curtains for the Civic Theatre. We have an online presence via Facebook and our website. We did a high school theatre contest which we had two schools submitted. Furthermore, we ran a raffle to four months. Marg listed donations and donors. This year will be our 15th season. Marg will be stepping down as chairperson for the group and thanked everyone for their services over the years.

4) Financial report:

Total receipts 48k. we got \$22,400 from the grant and a further \$10,000 given and sent to the Civic Theatre. We received a further \$5,000 in donations from supporters. With the grants and donations, we managed to keep a net positive for the year.

For profits and losses for the shows. In person shows make money, virtual shows break-even but not positive. It works for breaking out and getting new cast members. **Little Red Riding Hood** was a positive show. A rough estimate is \$50,800 for both shows. A big expenditure for upcoming year will be rental for storage. Our estimates for expenditures will be about \$48,000. 2022 will make things hard to compare as Covid is still a factor. Our goal with **Splitsville** is for a positive. **Oliver!** is looking to have a similar expenditure to what **Mamma Mia!** would have had.

Phil moved for an acceptance of the report as circulated, and was seconded by Linda L -M. Carried.

Phil then went over the *budget figures for 2022* and for the upcoming shows, breaking them down. **Phil moved that the budget be accepted as presented. Seconded by Sherri. Carried.**

Thank you, Phil.

5) Elections:

Board members Jenn, Sherri, Linda, Tim, Sam, Lynn, stay on as members Phil stays on as treasurer, Nathan stays on as secretary. Stephen will step down this year. Marg is now past chairperson, resigned as chairperson.

Linda moved that nominations be opened for new board members and people to take up chairperson and vice-chairperson.

Jenn was nominated by Tim for the role as chairperson. She accepted the nomination.

Tim was nominated by Nathan for the role as vice chairperson. He accepted the nomination.

Regarding Randy he will technically have to be dropped from the board as of now but we will be open for his return.

Linda has declared the nominations closed. The new board for 2022-23 is in place.

Brandon Koebel, Councilor for the Town of Hanover, gave kind words for the Hanover Community Players and their contributions and for the work that Marg has done over 15 years.

Linda moved the meeting adjourned at 8:00 p.m.

The next AGM meeting is scheduled for next year; February 14, 2023 @7:00 p.m. in the P & H classroom. (Hopefully)

HANOVER COMMUNITY PLAYERS CHAIRPERSON'S ANNUAL REPORT FOR 2022

2022 was excellent year for us. H.C.P. hit some key milestones and added many new supporters to our 'family'. I'd like you to join us in welcoming new Board member, Bricklin Perkins and welcoming back Pat Brunner to the team and thanking them for their contributions so far. We also said goodbye to Stephen Ferguson as a Board member this year who, we can all agree, had a big impact during his time here. Stephen will remain with us as our representative on the Town of Hanover's Cultural Roundtable, and H.C.P. thanks him for that commitment. We will also be saying goodbye to Phil Taylor, our Treasurer. Phil took on a huge role as the Treasurer and we are very grateful for his expertise and willingness to take on that challenge.

Some of my personal highlights from our activity this year include:

- H.C.P. being able to move "home" to the Civic Theatre after Covid and theatre renovations had us relocated temporarily-first to "Zoom" (online) and then St. Matthew's Lutheran Church.
- Becoming the new Chair of the Board since H.C.P.'s inception 15 years ago, filling some pretty big shoes coming in following Marg Poste.
- H.C.P. being awarded the Hanover Chamber of Commerce Not-for-Profit Award of Excellence
- Being the first theatre to produce a new play, **Splitsville**, written and directed by Linda Lloyd-McKenzie.
- Setting new records for cast members, audience members and box office monetary take with **Oliver!**, as well as doing 8 shows, instead of the usual 6.
- H.C.P. forming alliances with other theatres to borrow and lend props and costumes.
- Welcoming many new actors and volunteers to our theatre in both productions of 2022.

As always, we wish to extend our gratitude to those who gave a sponsorship and/or financial support. Regal Rexnord Corp. presented us with a huge donation this year (the largest donation from a single entity that we've ever received) with continued support from the Town of Hanover, P&H Milling Group, The Grey Bruce Film Society, Community Foundation Grey Bruce, The Ontario Trillium Foundation, The Hanover, Bentinck & Brant Ag. Society, Meridian Credit Union, and many other supporters.

Whether it is a monetary donation, a donation of time, materials, props, signage, and/or advertising, we wouldn't be able to carry on producing such wonderful shows without you!

Our success is also directly linked to the hard work of our Board. We have made extraordinary progress this year, and I'd like to personally thank every team member for their energy, commitment and consistency in driving our theatre forward.

This year, our plans include:

- Production of two fabulous shows, **Mom's Gift** and **Matilda, the musical**.
- Further collaborations with other theatres.
- Supporting a creative person or team to bring our marketing ambitions up to date (Instagram, Tik-Tok, website update, etc).
- Continuing to find new ways to encourage people to join the theatre, whether on stage or behind it.
- Encouraging youth, particularly, to join the theatre, possibly by hosting workshops.

Thank you all for another excellent year. I look forward to continuing to break barriers in 2023 with all of you.

Jenn Hillier
Chair of the Board
Hanover Community Theatre

HANOVER COMMUNITY PLAYERS
Statement of Receipts and Expenditures
Jan 1st to Dec 31/2022
(Prepared by Treasurer-Subject to Accountant Review))

Appendix 1

RECEIPTS

Productions:

Ticket Sales	\$	38,976.50	
Advertising - Show Programs	\$	2,955.00	
Refreshment Sales	\$	1,052.00	
T-Shirt Sales	\$	667.00	
Sponsorships & Donations	\$	8,083.84	\$ 51,734.34

General Administration :

Ontario Trillium Fund	\$	2,400.00	
Fundraising Events	\$	3,227.02	
DVD/Scripts	\$	1,623.00	
Memberships	\$	1,270.00	
Other Revenue	\$	1,804.06	\$ 10,324.08

TOTAL RECEIPTS	\$	62,058.42
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EXPENDITURES

Productions:

Printing, Advertising ,Publicity,T-shirts	\$	3,216.70	
Set Construction, Props	\$	3,419.61	
Costumes & Make-up	\$	2,141.60	
Light/Radio Equip Rental	\$	311.88	
Theatre Facility Rentals	\$	11,964.00	
Rights & Royalties, Scripts	\$	10,063.49	
Cast, Refreshments,Flowers, Gifts	\$	854.03	
Patron Refreshments and Food	\$	109.84	
Photos & DVDS	\$	758.00	\$ 32,839.15

General Administration:

Donations	\$	10,583.00	
Website/Telephone	\$	582.82	
Insurance	\$	1,725.84	
Office Supplies & Postage	\$	853.41	
Storage Facility Lease/Rent	\$	10,170.00	
Storage Facility Reno Costs	\$	235.68	
Bank Fees	\$	130.25	
On-line Service Fees	\$	1,305.98	
Transaction Error/ Other	\$	1,110.24	
Fundraising Prizes/Expenses	\$	636.22	
Membership Fees	\$	340.15	
Other Expenses	\$	203.70	
Equipment for Theatre Bldg	\$	66.67	
Adjudication	\$	150.00	\$ 28,093.96

TOTAL EXPENDI- TURES	\$	60,933.11
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Excess of Expenses over Receipts for the year	\$	1,125.31 (net loss)
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Opening Balance Dec 31st, 2021	\$	41,006.78
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Closing Balance Dec 31st, 2022	\$	42,132.09
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	Moms Gift	Drinking Habits	Oliver Fall 2022	Splitsville Spring 2022	Little Red Riding Hood 2021	General Admin	Unclassified	TOTAL
Income								
GIC Interest	0.00	0.00	0.00	0.00	0.00	341.10	0.00	341.10
Ontario Trillium Grant	0.00	0.00	0.00	0.00	0.00	2,400.00	0.00	2,400.00
Sale of T-Shirts	0.00	0.00	573.00	94.00	0.00	0.00	0.00	667.00
Other Revenue	0.00	0.00	100.00	50.00	0.00	980.94	0.00	1,130.94
Advertising Sales-Newspaper Ads	0.00	0.00	230.00	0.00	0.00	0.00	0.00	230.00
Uncategorized Income	0.00	0.00	0.00	0.00	0.00	102.34	0.00	102.34
Ticket Sales	0.00	0.00	33,024.50	5,932.00	20.00	0.00	0.00	38,976.50
Advertising Sales-Show Programs	0.00	0.00	2,955.00	0.00	0.00	0.00	0.00	2,955.00
Fundraising Events	0.00	0.00	0.00	660.99	0.00	1,215.53	0.00	1,876.52
Refreshment Sales	0.00	0.00	1,052.00	0.00	0.00	0.00	0.00	1,052.00
50/50 Draws	0.00	0.00	1,350.50	0.00	0.00	0.00	0.00	1,350.50
DVD & Script fees	0.00	0.00	1,451.00	172.00	0.00	0.00	0.00	1,623.00
Donation-Show specific	0.00	0.00	50.00	0.00	0.00	0.00	0.00	50.00
Sponsorship & Donations	0.00	0.00	4,864.41	1,350.00	0.00	1,819.13	0.00	8,033.54
Memberships	0.00	0.00	20.00	0.00	0.00	1,250.00	0.00	1,270.00
Total Income	0.00	0.00	45,670.41	8,258.99	20.00	8,109.04	0.00	62,058.44
Expense								
Volunteer Deposit Refund	0.00	0.00	100.00	0.00	0.00	0.00	0.00	100.00
Hanover Landfill	0.00	0.00	0.00	0.00	0.00	10.40	0.00	10.40
Adjudication Fee	0.00	0.00	150.00	0.00	0.00	0.00	0.00	150.00
Travel Expense	0.00	0.00	0.00	60.00	0.00	0.00	0.00	60.00
Canada Helps Processing Fees	0.00	0.00	15.75	0.00	0.00	6.96	0.00	22.71
Little Box Office Fees	0.00	0.00	0.00	180.32	162.48	0.00	0.00	342.80
Licenses and Permits	0.00	0.00	0.00	0.00	0.00	33.30	0.00	33.30
Storage Facility Expenses	0.00	0.00	0.00	0.00	0.00	235.68	0.00	235.68
T-Shirts	0.00	0.00	415.28	0.00	0.00	0.00	0.00	415.28
Website Expense	0.00	0.00	54.06	0.00	310.75	218.01	0.00	582.82
Scripts	32.07	54.76	9,175.15	0.00	0.00	70.38	0.00	9,332.36
Uncategorized Expenses	0.00	0.00	0.00	66.00	0.00	1,044.24	0.00	1,110.24
Printing & Program Set-up	0.00	0.00	42.72	0.00	0.00	0.00	0.00	42.72
Advertising and Publicity	0.00	0.00	1,278.52	775.34	375.73	107.96	0.00	2,537.55
Set Props	0.00	0.00	708.63	1,534.51	44.31	0.00	0.00	2,287.45

Set Construction	0.00	0.00	1,066.91	64.25	0.00	0.00	0.00	0.00	0.00	1,131.16
Sound Equipment Rental	0.00	0.00	0.00	311.88	0.00	0.00	0.00	0.00	0.00	311.88
Costumes & Make-up	0.00	0.00	1,782.62	358.98	0.00	0.00	0.00	0.00	0.00	2,141.60
Storage/Facility Rentals/Leases	0.00	0.00	8,754.00	3,210.00	0.00	0.00	10,170.00	0.00	0.00	22,134.00
Rights & Royalties	0.00	0.00	31.13	700.00	0.00	0.00	0.00	0.00	0.00	731.13
Cast Refreshment, flowers,gifts	0.00	0.00	305.52	0.00	548.51	0.00	0.00	0.00	0.00	854.03
Patron Refreshment & Food	0.00	0.00	0.00	0.00	13.54	96.30	0.00	0.00	0.00	109.84
Photos & DVD'S	0.00	0.00	598.00	160.00	0.00	0.00	0.00	0.00	0.00	758.00
Donations to Others	0.00	0.00	0.00	583.00	0.00	10,000.00	0.00	0.00	0.00	10,583.00
Insurance	0.00	0.00	0.00	0.00	0.00	1,725.84	0.00	0.00	0.00	1,725.84
Postage	0.00	0.00	254.50	0.00	0.00	130.13	0.00	0.00	0.00	384.63
Bank Fees	0.00	0.00	5.34	21.50	20.00	83.41	0.00	0.00	0.00	130.25
Printing & Advertising	81.50	0.00	22.50	117.15	0.00	0.00	0.00	0.00	0.00	221.15
Office & Computer Supplies	0.00	0.00	0.00	76.34	0.00	392.44	0.00	0.00	0.00	468.78
Equipment for Theatre Bldg	0.00	0.00	0.00	66.67	0.00	0.00	0.00	0.00	0.00	66.67
Membership Fees Expense	0.00	0.00	0.00	0.00	0.00	340.15	0.00	0.00	0.00	340.15
Fundraising Expenses	0.00	0.00	0.00	427.32	0.00	208.90	0.00	0.00	0.00	636.22
Stripe Service Fees	0.00	0.00	779.04	145.73	0.00	15.70	0.00	0.00	0.00	940.47
Total Expense	113.57	54.76	25,539.67	8,858.99	1,475.32	24,889.80	0.00	0.00	0.00	60,932.11
Net Income	-113.57	-54.76	20,130.74	-600.00	-1,455.32	-16,780.76	0.00	0.00	0.00	1,126.33

Hanover Community Players
Balance Sheet
Jan 1 2022 to Dec 31 2022

		<u>31-Dec-22</u>
ASSETS	Current Assets	
	Chequing/Savings	
	TD Canada Trust	2,000.00
	PayPal	47.99
	GIC Investment	25,000.00
	Meridian Credit Union-Hanover	<u>42,024.93</u>
	Total Chequing/Savings	<u>69,072.92</u>
TOTAL ASSETS	Total Current Assets	<u>69,072.92</u>
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LIABILITIES & EQUITY	Equity	
	Retained Earnings	58,182.26
	Opening Balance Equity	9,764.33
	Net Income	<u>1,126.33</u>
	Total Equity	<u>69,072.92</u>
TOTAL LIABILITIES & EQUITY		<u>69,072.92</u>

Hanover Community Player's
Proposed 2023 Annual Budget
January 1 - December 31, 2023

INCOME

GIC Interest	\$	500.00
Sale of T-Shirts	\$	600.00
Other Revenue	\$	1,000.00
Ticket Sales	\$	42,000.00
Advertising Sales-Show Programs	\$	3,000.00
Fundraising Events	\$	1,200.00
Refreshment Sales	\$	1,200.00
50/50 Draws	\$	2,000.00
DVD & Script fees	\$	1,750.00
Sponsorship & Donations	\$	4,000.00
Memberships	\$	1,500.00

TOTAL INCOME **\$ 57,650.00**

EXPENSE

Hanover Landfill	\$	25.00
Adjudication Fee	\$	300.00
Canada Helps Processing Fees	\$	50.00
Little Box Office Fees	\$	1,500.00
Licenses and Permits	\$	50.00
Storage Facility Expenses	\$	300.00
T-Shirts	\$	500.00
Website Expense	\$	750.00
Scripts	\$	2,000.00
Printing & Program Set-up	\$	600.00
Advertising and Publicity	\$	3,500.00
Set Props	\$	2,000.00
Set Construction	\$	3,000.00
Costumes & Make-up	\$	2,500.00
Storage/Facility Rentals/Leases	\$	25,000.00
Rights & Royalties	\$	7,500.00
Cast Refreshment, flowers, gifts	\$	1,000.00
Patron Refreshment & Food	\$	1,000.00
Photos & DVD'S	\$	800.00
Donations to Others	\$	2,000.00
Insurance	\$	2,000.00
Postage	\$	300.00
Bank Fees	\$	100.00
Printing & Advertising	\$	400.00
Office & Computer Supplies	\$	1,200.00
Membership Fees Expense	\$	500.00
Fundraising Expenses	\$	500.00
Stripe Service Fees	\$	500.00

TOTAL EXPENSE **\$ 57,650.00**

NET INCOME **\$ -**