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ANNUAL REPORT

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CANADIAN INSTITUTE FOR THEATRE TECHNOLOGY
INSTITUT CANADIEN DES TECHNOLOGIES SCÉNOGRAPHIQUES



2024 ANNUAL REPORT

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ORGANIZATIONAL STRUCTURE 2023-2024

From May 1, 2023 through April 30, 2024

2023-2024 BOARD OF DIRECTORS

Paul Del Motte *President (until February 2024)*
Russell Martin *President Elect / Interim President (as of February 9, 2024)*
Autumn Coppaway *Interim Vice-President (as of February 9, 2024)*
Andrea Lundy *Secretary*
Joshua McIntosh *Interim Treasurer (as of February 9, 2024)*
Al Cushing *Treasurer (until February 2024)*
Directors at Large **Crystal Lee, Debbie Richardson**

FINANCE COMMITTEE

Al Cushing *Chair (until February 2024)*
Monique Corbeil *(until January 2024)*
Paul Del Motte *(until February 2024)*
Jacquie Lazar *(as of January 2024)*
Claudia L'Écuyer *(until August 2023)*
Russell Martin
Ron Morissette *(until May 2023)*
Joshua McIntosh *(as of August 2023 / Interim Chair as of February 2024)*

NOMINATION COMMITTEE

Matt Frankish *Chair (until August 2023)*
Russell Martin *Chair (as of August 2023)*
Paul Del Motte *(until February 2024)*
Andrea Lundy
Jody Burkholder *BC Section*
Kevin Humphrey *Alberta Section*
John Dick *Prairie Section*
Paul Fujimoto-Pihl *Ontario Section (until August 2023)*
Laura Coleman *Ontario Section (as of August 2023)*
Sandra Matte *Québec Section*

HUMAN RESOURCES COMMITTEE

Esther Van Eek *Chair*
Al Cushing
Paul Del Motte

GOVERNANCE COMMITTEE

Al Cushing *Chair*
Autumn Coppaway
Monique Corbeil *(until January 2024)*
Russell Martin
Paul Del Motte

INCLUSION, DIVERSITY, EQUITY AND ACCESSIBILITY (IDEA) COMMITTEE

Crystal Lee and Russell Martin *Co-Chairs*
Andrea Lundy

MEMBERSHIP AND ENGAGEMENT COMMITTEE

Andrea Lundy *Chair*
Emma Alderman
Jody Burkholder
Autumn Coppaway
Paul Del Motte
Katie Hochman - *Student Representative*

COMMUNICATIONS COMMITTEE

Crystal Lee
Paul Del Motte

ADVOCACY COMMITTEE

Matt Frankish *Chair*
Paul Del Motte

RENDEZ-VOUS 2023 CURATED CONTENT COMMITTEE

Autumn Coppaway
Paul Del Motte
Matt Frankish
Paul Fujimoto-Pihl
Crystal Lee
Andrea Lundy
Russell Martin

NATIONAL OFFICE STAFF

Monique Corbeil *National Coordinator (until January 21, 2024)*
Jacquie Lazar *Executive Director (as of January 22, 2024)*
Marie-Laure Leclerc *Coordination Assistant*

TECHNICAL DIRECTORS

Joël Décarie *EXPO-SCÈNE 2024*
Kevin Humphrey *Rendez-vous 2023*

NOTE: In March 2024 the Board held a retreat with a facilitator where it was decided to change the organizational structure and move forward with the following committees until the 2024 AGM, where they would be re-evaluated: Events & Communications, Membership, Governance & Nominations & HR, Finance, Communications & Advocacy, IDEA Committee to be dissolved: IDEA will be part of each committee and of the organization as a whole.



INTERIM PRESIDENT REPORT

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As an organization driven by its members, the annual general meetings are crucial opportunities for us to come together, to learn, to see the latest in technology and to connect with our peers in our community. Coming into this year's conference we as a board were tasked to reach out to all members, identify what's working, what isn't, and ensure that we continue delivering value. This feedback is vital as we plan for the future, particularly in preparation for our plenary discussion on Saturday.

In my years doing corporate events, I've seen many "State of the Union" addresses where the message often seems to be that everything is figured out and smooth sailing lies ahead. However, the reality, as with any organization, is that we operate in a constantly changing landscape. Our goal is to continuously strive for improvement, adapt to new challenges, and meet the evolving needs of our members.

There has been a lot of change this year. After many years of dedicated service, Monique decided that 2023 would be her last with us, which led to the search for a new Executive Director. We formed a search committee to define the criteria for the ideal candidate and received 8 to 10 applications. After interviewing four candidates, the committee, which included both board members and representatives from various disciplines, recommended Jacquie for the position. We were thrilled when she accepted the role. Despite being new, Jacquie has seamlessly integrated into the organization, with great support from Monique's and Marie-Laure. We couldn't be happier with how this has turned out.

Another key activity this year was the board's in-person retreat, which hadn't been possible since COVID. In March, we met in Montreal with all board members and sectional heads, facilitated by a moderator, to reconnect and reevaluate our strategic plans and goals. Given the significant changes in our industry over the past few years, this was an important session. We focused on Progress not perfection. What are tangible actionable items we can do. It sounds clichéd but we emerged from it with renewed connection to each other and momentum.

Each committee was tasked with updating their long terms objection along with what are the key short-term goal we can accomplish in the immediate future to give us momentum. While many of our immediate actions have focused internally—like improving processes and onboarding—we're excited about the initiatives that will soon be shared with the broader membership. Jacquie will touch on some of these ideas in her report, and we'll discuss our priorities further at tomorrow's board meeting.

This year's EXPO-SCÈNE was a success. This was Jacquie's first edition with Monique's continued support. Looking ahead, Monique will return next year to assist with the event again.



We've also been exploring partnerships with other organizations in our industry to strengthen our position. For example, I attended the PACT (Professional Association of Canadian Theatres) conference in Montreal with Jacquie. Our goal was to raise our profile among PACT members and explore potential collaborations, such as joint training opportunities. The connections we made there were incredibly valuable and align well with Jacquie's background and experience.

The transition to a new Executive Director has understandably been a significant focus over the past six months, but we've also been streamlining processes, saving costs, and preparing to move forward with a full board. Our approach is to prioritize progress over perfection. It's better to try something and refine it than to delay action while seeking the perfect solution. I'm genuinely excited about the current board and the incoming members, who are not only full of ideas but also committed to implementing them.

As we move forward, we're keenly aware of the importance of member engagement. In reviewing our strategic plan and the 2019 survey, one key takeaway was that members want clear, actionable ways to get involved. With that in mind, we have two specific requests:

1. **Engage Your Organizations:** For those of you in member organizations, please communicate the value and contributions of CITT/ICTS to your leadership. It's crucial that they understand the importance of our work and how it benefits your organization.
2. **Join Committees:** Some of our upcoming initiatives will involve working committees or standing committees focused on specific actions. We'll be reaching out to the membership for help with these efforts, and we hope you'll lend your expertise.

We recognize that everyone is busy – many of us are juggling multiple roles – but where you can, we want to involve your voice in these important discussions.

Thank you for your continued support.

RUSSELL MARTIN
Interim President

TREASURER'S REPORT

Submitted by Joshua McIntosh
Interim Treasurer

CITT/ICTS undertakes an annual audit of its financial operations to ensure transparency and as a preventative effort towards financial solvency. For this year's AGM we have elected to not bring the auditor in to read the report and rather to summarize the findings.

Please note that the fiscal year for CITT/ICTS runs from May 1 to April 30 of each year. During FY24 (May of 23 to April of 24) our total Expenses, as reported in the audit were: \$554,766.00 dollars, this is down substantially from our total audited expenses in FY23 of: \$796,889.00 dollars. This is a notable reduction in spending. Conversely our total Revenue for FY24 as reported in the audit was: \$456,462.00 dollars, this is also down substantially from our total audited revenue in FY23 of: \$812,318.00. So while we spent less, we still didn't bring in enough. Unfortunately, this puts our final audited total into a deficiency position for FY24 of \$-98,304.00 dollars. Again, compared to FY23 where our audited total was in an excess position by: \$15,429.00 dollars.

I know this is a daunting figure and no one enjoys seeing a deficit position on an audit report, it is important to note that deficit is not the same as debt. Deficit is when we spend more from our cash reserves, our assets, than we bring in, debt or liability is when we owe money long term. We do also have liabilities but there is some good news there.

Looking at our Assets and Liabilities in the FY24 Audit report. Our total net assets decreased from \$228,360.00 dollars at the end of FY23 to \$130,056.00 dollars at the end of FY24 and thereby our total reported assets decreased from \$336,368.00 dollars in FY23 to \$183,745.00 dollars in FY24. BUT our total liabilities also decreased from \$110,008.00 dollars in FY23 to \$54,689.00 in FY24. So realistically our net deficit of \$-98,304.00 included reducing our overall debt liability by \$55,319.00 dollars, which leaves our shortfall looking more like \$-42,985.00 dollars. This is still a large number but perhaps somewhat less daunting. Collectively CITT/ICTS had continued to carry remnants of liabilities (debt) related to the Pandemic. Given this continued reduction, however, I can now say that our Asset to Liability balance at the end of FY24 is now essentially back to Pre-Covid levels.

In addition to this reduction of liabilities, we have identified several notable cost drivers which contributed towards the deficit position we see at the end of FY24. First and foremost is that our two annual events did not net nearly the revenue we anticipated. While EXPO-SCÈNE did generate revenue, it fell short of the anticipated levels, Rendez-vous, however, fell well short. Additionally, the organization hired our new Executive Director during Q3 and the associated costs as well as duplicate staffing costs were not part of the annual budget for FY24. Lastly there were unplanned expenses towards the end of Q4 related to board restoration efforts as part of the board retreat.

Finally, this year the contract with our external auditors expired. We went into the market to compare other services and in the end the finance committee recommended, and the board passed the motion to re-engage our existing auditors for a further 3-year contract. This motion now requires a simple resolution from the members.

Note: The financial statements are included at the end of this Annual Report on pages 15 to 25.

NATIONAL OFFICE REPORT

Submitted by Jacquie Lazar
Executive Director

1. National Office
2. Membership
3. CITT/ICTS Annual Events
4. Outreach Initiatives and Community Support
5. Future of CITT/ICTS

1. NATIONAL OFFICE

- The Executive Director was hired as of January 22nd, 2024, bringing the total office staff to three during the onboarding and training of the Executive Director.
- As of June 2024, Monique Corbeil continues with CITT/ICTS on a part time basis as the EXPO-SCÈNE Coordinator.
- The full-time office staff is composed of two people: Marie-Laure Leclerc, coordination assistant and myself. We continue to work remotely; myself from Ontario and Marie-Laure from Montréal.
- We plan to move to a virtual office as of September 1st and let go of the physical office space in Montréal as of October 31, 2024, when lease ends.

3. CITT/ICTS ANNUAL EVENTS

The 33rd Annual Conference and Trade Show, Rendez-vous 2023, was held at the Meridian Hall in downtown Toronto, Ontario, from August 16 to 19, 2023.

The conference offered a total of 28 sessions, 5 PMArts and TD Arts sessions, 5 TEC Talks and 2 backstage tours: one at the St. Lawrence Centre for the Arts and a second at The Massey Hall. Social events included the opening night, closing party and Swag Bingo, which raised \$ 2,460 for The AFC.

The conference welcomed 104 attendees, 54 presenters and instructors, as well as 4 student volunteers that assisted the 3 staff members during the event.

A warm Thank you! to the conference sponsors: TO Live, IATSE Canada, IATSE local 58, Christie Lites Sales, GerrAudio, Novita and Niscon and to our media partners: Entertainment Marketer, Lighting and Sound America (LSA) and Protocol.

- Conference revenues: \$ 63 152.70
- Conference expenses: \$86 126.40
- Deficit: (\$ 22 974.70)

Although the conference was underbudget, the core of the deficit was created by a shortfall of revenues due primarily to less attendees and exhibitors' participation, to fewer sponsorships and advertisement sales than anticipated.

2. MEMBERSHIP

- The membership revenues totaled \$69,531 down from \$71,108 from FYE2023.
- From May 2022 to April 2023, CITT/ICTS welcomed 56 new members which included:
 - 19 Individuals
 - 16 Organizational
 - 11 Students
 - 9 Sustaining
 - 1 Contributing
- 216 renewals were made in the FYE2024

EXPO-SCÈNE 2024 took place on April 10th and 11th at the Palais des congrès de Montréal. This year's event experienced a notable increase in attendance compared to the previous year, particularly from Ontario, and saw a modest rise in the number of exhibitors.

Despite these positive developments, we did not meet our budgeted targets for exhibitors or sponsorships, which resulted in lower-than-expected revenues. Nevertheless, the event was still profitable.

- Total exhibitors: 65 with 362 exhibitors' staff
- Total visitors: 1379 with 73% Québec, 25% Ontario, 2 % other (there was a large increase in visitors from Ontario this year)
- Total revenues: \$315, 852.71 including In Kind Sponsorships
- Total Expenses: 233,932.24 including in Kind Sponsorships
- Total surplus: \$81, 920.47

EXPO-SCÈNE is planned and organized by a team of (now) four people composed of Joël Décarie, the show Technical Director, the office coordination assistance Marie-Laure Leclerc, the EXPO-SCÈNE Coordinator, Monique Corbeil and myself.

Thank you to our sponsors and show partners: eXtension Concepts, GerrAudio, LaserTech Canada, RhinoCharge, ShowSDT, SoftBox Intégration, Stageline and TransQuebec, and to our media partners: Qui Fait Quoi, LSA, Protocol, Entertainment Marketer, Pro Audio Spotlight and Pro Lighting Spotlight.



4. OUTREACH INITIATIVES AND SUPPORT TO THE COMMUNITY

As this was very much a transition year, the support and reach out from CITT/ICTS was less than previous years but we were still able to:

- Sponsor ActSafe's annual Conference which allowed us to give away three virtual passes to the conference to our members via a draw.
- I was able to travel to USITT to represent CITT/ICTS and hold a section meeting there. This was coordinated and led by our Interim President, Autumn Coppaway and supported by Director at Large, Crystal Lee and BC Section President, Jody Burkholder.
- I was also able to go to PACT held in Montreal, along with CITT/ICTS Interim President Russell Martin, I reconnected with members there, as well as made new contacts and connections that are already seeing the beginnings of some collaborations.
- I have been invited to be part of various committees including; Entertaining Health Working Group, Event Safety Working Group, and the ETCP Council.
- I have also been able to visit some Ontario members and other associations and not-for-profits within Ontario.

5. FUTURE OF CITT/ICTS

In the past 7 months since I began there has been significant changes to CITT/ICTS and I anticipate the changes to continue in terms of how CITT/ICTS operates and how we interact with our members and the industry at large. Here are some of the major developments that have occurred and are forthcoming:

- Job postings on our job board are now being shared across social media platforms, including LinkedIn, Facebook, and X.
- Announcements of new members (excluding individual memberships) are now featured on our social media channels.
- Members can expect to see updates and enhancements to certain areas of our CITT/ICTS website in the coming months.
- I aim to introduce more training, mentorship, and Zoom information sessions for our members in the next year, building upon these initiatives.

I encourage all of our members to maintain open lines of communication with us and I ask that you inform us of what method of communication is best for us to communicate with you. Is it via our newsletter, Facebook, X, Twitter etc. I also ask that you let us know what you would like to see programming and training wise so that we can better tailor those to our membership needs. We are committed to providing the support you need and are here to assist in any way possible to ensure our offerings are relevant and valuable to you.

I also wish to extend my appreciation to Monique for her warm welcome and for facilitating a seamless transition from the outset. My thanks go to the board for their unwavering support and guidance since day one.

Additionally, I am deeply grateful to Marie-Laure for her continuous support, from her initial welcome to her patient assistance in answering questions, providing training, and offering valuable counsel.

Change and transition can be difficult, but your exceptional efforts and dedication have truly made a difference. Thank you all for going above and beyond every single day.



ALBERTA

Submitted by Kevin Humphrey
Alberta Section Chair

During the past year we met 9 times as a board and we held our AGM in September with the general membership for a total of 10 meetings. All were held online.

Last year we began work on the updating of Alberta's best practice guide for theatres, Safe Stages. Lots of progress has been made but there is still significant work to be done. We participated in the Backstage Access Production Expo this year which was back for its first time since 2020. We brought ETC to Edmonton for 3-days of console training and 25 people came for the training. We paid for some advertising in addition to our own promotion and it seems to have helped. One of our members also put together a Live Mixing Summit which was attended by nearly 30 people from across western Canada. They had skills ranging from people who have never touched a fader to seasoned touring folks. The event was very successful, and Craig from the Prairie Section recreated it as a pre-conference workshop at this year's Rendez-vous.

We held 3 successful student nights and industry hangouts in the spring and hope to resume them in the fall. MacEwan University and University of Alberta held a Student Job Fair and then we took them all out for drinks and introductions after. In June we sponsored a brunch for Alberta Circus Arts Festival. This got some nice exposure and allowed our members discounted pricing for the Human Rigging workshop.

We decided to scale back our sponsorship of the Theatre Awards in Calgary and Edmonton this year and put the money towards projects that would be more beneficial for our members. Due to the success of our events, we were able to make a small surplus which after 2 years of losses feels nice. Looking forward we are hoping to bring Figure53 to both Edmonton and Calgary this fall but we are still in discussions.



BRITISH COLUMBIA

Submitted by Autumn Coppoway
Interim Vice-President

We are pleased to announce that the BC Regional Section for CITT/ICTS has officially been reactivated as a Not-for-Profit Society. This incorporation has been a critical step forward for our organization, allowing us to establish a formal bank account, which is instrumental in streamlining our financial operations and facilitating future growth. The reactivation is a significant milestone, marking the revitalization of the organization in our region.

Social Event Mixer: In October 2023, we hosted a Social Event Mixer to reintroduce the BC Regional Section to the community. The event was a success, providing an excellent opportunity for networking, reconnecting with past members, and engaging with new individuals interested in the organization. This mixer marked the first of many events aimed at re-engaging our community and establishing a strong presence in the region once again.

Co-Sponsored Job Fair: This past November, we co-sponsored a highly successful Job Fair in partnership with ILEA Vancouver and Douglas College. A special thank you goes out to our partners, New Board and Craig Alfredson for facilitating these connections. The event drew over 100 students, eager to connect with industry professionals and explore career opportunities. Following the fair, we hosted a social event attended by more than 40 people, fostering further networking and engagement within the community.

Sponsorship of GVPTA - Making a Scene Programming: We are proud to have recently sponsored the Greater Vancouver Professional Theatre Alliance (GVPTA) "Making a Scene" programming. This sponsorship aligns with our commitment to supporting the professional development and growth of the performing arts community in British Columbia. We look forward to continuing our partnership with GVPTA and contributing to the success of their future events.

Future Initiatives: Looking ahead, we will be actively seeking new Board Members in the fall. As we continue to expand our reach and impact, we encourage those with a passion for the live event and performing arts industries to consider joining us in shaping the future of the BC Regional Section.

Our Annual General Meeting (AGM) will be scheduled for early next spring. We anticipate this will be an important opportunity for members to participate in the governance of the organization, review the past year's achievements, and help set the direction for the year ahead. More details will be provided closer to the date. The reactivation of the BC Regional Section as a Not-for-Profit Society has set the stage for renewed growth and community engagement. We are excited about the progress we have made thus far and look forward to the opportunities that lie ahead.



ONTARIO

Submitted by Emma Alderman
Ontario Section Chair

The Ontario Section has experienced a large amount of change over the past couple years and lately we have been focused on transfer of institutional knowledge. Last year, we had the opportunity to thank our past chair for over a decade of service to the section. I would like to thank Laura Coleman for taking on that role and leading us through that transition before having to take some time away from the board. I would also like to recognize and thank our former secretary John A MacDonald for over a decade of service to the board. His knowledge and dedication will be a great loss to us but we hope he will take this extra time to relax and enjoy time for himself, he deserves it.

Our current board composition is as follows:

Emma Alderman as Chair
Stephanie Grinton as Vice Chair
Colin Harris as Treasurer
Matthew Sirna as Secretary
Justin Antheunis - Director at Large
Don Finlayson - Director at Large

I am excited about this team and what I believe we can accomplish once we settle into our new positions. We will be putting out a call for any members who would like to join us when we send out the invite to our provincial annual general meeting. This meeting is scheduled to take place at 4:30pm on September 29, presented in a hybrid format with those who are able to join in person gathering in Toronto. The specific meeting spot and link will be sent out to the membership in the next couple weeks. The AGM will be followed by an in person social, we hope the Ontario membership will be able to take this opportunity to get to know us and their fellow members.

The Ontario section was able to put on a smaller version of our annual "Connect" event this year in January. This consisted of our annual job fair hosted at Toronto Metropolitan University and networking social sponsored by IATSE Local 58. Both events were successful and well attended. This year, we hope to return to our full weekend format in January 2025, location and dates to be confirmed at our AGM.

Finally, the Ontario Section is feeling optimistic and enthusiastic about the current direction of CITT/ICTS. We are looking forward to the incredible opportunity to work more with the incoming National Board slate, the other section chairs, and Executive Director Jacquie Lazar.



PRAIRIE

Submitted by John Dyck
Prairie Section Chair

The Prairie Section held its AGM on Monday April 29th over Zoom, the section's regional hubs had a relatively slow year up to that point, one of our key topics was how to drive more awareness to students who are part of our member institutions. Our board now consists of 6 members after the stepdown of Patrick James due to personal matters. The section consists of:

John Dyck (Chair)
Craig Langois (Vice-Chair)
Michael Duggan (Secretary-Treasurer)
Shauna Jones (Member at Large)
Celeste Pinder (Member at Large)
Rick Boychuck (Past Chair)

Most of our meetings happen during the fall winter months so have yet to have a meeting. We hope to have an in-person meeting in the future once we figure out the logistics of how to meet effectively given the distance between the hubs, so far, all our meetings have been by zoom lasting around an hour.

The Winnipeg region hosted two events over zoom, we had an info session on working in the Winnipeg fringe as well as a info session on green theatres. Other than that the Saskatoon and Regina hasn't had any events in the last few months. The programming committee has a few events they are working on for the fall, these include another meet and greet for new members, building off what we learnt from the last couple Saskatoon & Winnipeg are having good turn outs for theirs, Regina has some work to do to bring people together. As well we are still trying to plan a seminar on how theatrical skills can transfer over into the film world. As always, we will continue to build our presence in this section and build the membership.

Submitted by Sandra Matte
Québec Section Chair

It is with a sense of accomplishment that the 2023 annual report of the Quebec Section is presented to you. Despite the challenges caused by the two vacant board positions, the team successfully achieved the objectives set at the beginning of the year.

Rendez-vous technique des arts de la scène de Québec committee (jointly led by Culture Capitale- Nationale, Chaudière-Appalaches) has redoubled its efforts to judiciously choose the training to be offered to technicians, taking into account the real needs of the community. The high participation in the 2023 edition shows that the effort was worth it, as more than 70 participants from all regions of Quebec were able to take advantage of the 9 or so one- or two-day training sessions.

Quebec City and Montreal Job Fairs: For these events, Solotech, for example, supported Compétence Culture with the implementation of the Culture and Me Zone and allowed educational institutions such as the École de Cirque de Québec, the École de Danse de Québec and the Centre d'études collégiales de Montmagny to offer a real professional cultural experience.

The shortage of workers seems to have led to an increase in the demands of workplaces on educational organizations and institutions, mistakenly believing that continuing education would allow them access to a greater number of specialized workers. In order to verify that the hastily developed multiple training courses does not become incoherent, we have listed them for possible action.

After the departure of two of our directors in 2022, the board had to make the necessary efforts to resolve the recurring problem of vacancy in the composition of the board of directors. In order to move forward and make effective use of the precious volunteer time offered by the directors, we have chosen to propose a revision of the size of the Board from 7 to 5. In addition to this new formula, we suggest that two non-voting observer speakers be offered the opportunity to attend certain meetings of the Board of Directors. This participation will allow observers to better understand the functioning of a board of directors, the roles and responsibilities of directors, and familiarize them with our practices and activities. These participants will also be able to contribute to the advancement of certain files by sitting on committees.

To conclude, the continued collaboration with the Association québécoise des marionnettistes has allowed us, once again this year, to offer important support to the Culture Capitale-Nationale et Chaudière-Appalaches team for the organization of the Rendez-vous techniques des arts de la scène de Québec. The CQICTS' support in terms of corporate ties has made it possible to bring together a dozen partners to finance snacks at breaks, low-cost lunch boxes and a few drinks during the traditional 5 à 7.

2023 Activities:

- Visit of the Wilder Building (March) with Martin Bisson, technical director of the Agora de la danse. 8 participants.
- Visit of the Théâtre le Diamant (September), with Simon Cloutier, technical director of the Théâtre le Diamant. 14 participants.
- EXPO-SCÈNE 2024 - Panel discussion: Establishing links between education and representatives of the sectoral committee in stage production. Guest participants: Marie-Soleil Hébert, Conseillère à la formation technique/Direction de la formation technique/Direction générale des affaires collégiales et des relations du travail and Fabienne Cabado, Conseillère en arts et culture/Compétence Culture.
- Rendez-vous technique 2023 training: Networking, Francis Bélime / Counterweight Rigging, Jean Pelletier / Grand MA3, Stéphane Lecavalier / Audiovisual Networks, Joël Desmarais / Qlab sound and Qlab video, Maxime Lambert and Robin Kittel- Ouimet / Navigating Change, Andrée Fortier / Lighting Design, Anne-Marie Rodrigue Lecours / Working at Heights, Fabrice Blanchet.

2023 Board of Directors - The board met 8 times in 2023:

Sandra Matte, President
Éric Mongerson, Vice-President
Jérémy Busque, Treasurer
Marie-Claude Pion, Secretary
Nicolas Labbé, Director
Vacant (Norbert Muncs, Director, resigned April 2021) Vacant (Peter Vastis, Director, resigned February 2022)

2024 Board of Directors:

We are fortunate to have three great new board members to complete our team. The Board is quite dynamic and is getting things going for Rendez-vous technique 2024. Éric Fontaine gives the president a big boost. He is motivated and his suggestions are interesting and promising!

Sandra Matte, President
Éric Mongerson, Vice-President
Jérémy Busque, treasurer
Anne Plamondon, Secretary
Éric Fontaine, Director at large
Nicolas Labbé, Observer
Sonia Gadbois, Observer

FINANCE

Submitted by Joshua McIntosh, Chair

As Interim Treasurer and chair of the finance committee, I participated in the committee during part of Q2 and Q3, but I only led the committee for Q4 of FY24. During my leadership the committee met 4 times, inclusive of the board retreat. Prior to that I participated in two meetings but am unaware of any other meetings. My report is focused on Q4 and the Fiscal Year End, as I was new to the board and cannot comment on if the operation of the committee was typical.

The timing of my taking on this role dictated the priorities for the committee in a notable way. CITT/ICTS also was onboarding our new Executive Director and had EXPO-SCÈNE on the immediate horizon, which is just prior to fiscal year end.

EXPO-SCÈNE was net positive in spite of the organizational changes and we were successful in completing the audit in a timely manner. While FY24 posted an overall deficit, the primary cost drivers were anticipated, and we had sufficient reserves against this deficit within an acceptable margin. All these challenges have fueled our priorities for the coming year - primarily, undertaking a deep financial analysis of the organization and its financial trajectory. The central focus of this analysis is to understand and identify ways to minimize overhead, maximize the efficacy of spending and broaden our range of income opportunities. External funding is a clear need, and our hope is to identify appropriate ways to maximize the organization's applications to all potential sources.

The committee is facing a substantial task, but I have good confidence that the participants are engaged, and the board is energized to embrace new and diverse approaches. Change does most often come at a cost, so I anticipate that some degree of a deficit position will persist into the near future, however, I think this will be a diminishing trajectory and we will subsequently move into a more stable and predictable model.

GOVERNANCE

Submitted by Autumn Coppaway

The CITT/ICTS Governance Committee is committed to ensuring robust corporate governance, regulatory compliance, and assists in the fostering of inclusive, diverse, equitable, and accessible environments within the organization. This year, we prioritized several key areas to strengthen our governance practices and align our Board's operations with our core values.

During this year, we undertook a comprehensive review and triaging of the Governance Committee alongside the Nomination Committee. Our efforts focused on three primary areas:

- **Board Composition:** The National Board is committed to building on its existing strengths while achieving balanced representation across diverse disciplines, regions, and communities within the live entertainment industry. By incorporating a wide range of viewpoints, knowledge, and expertise, we enhance and strengthen our decision-making processes.
- **New Internal Processes:** Implementing an improved orientation program for new Board members to ensure they are well-prepared to contribute effectively to the organization and the live entertainment industry.
- **Action Schedule for By-Law Revisions Compliance:** We are in the process of developing a detailed action plan to review and edit our By-Laws. The review will be conducted over the next fiscal year, with key milestones including draft revisions, a consultation period, and final approval by the Board.

This year's initiatives aim to build on the National Board's existing strengths while ensuring that our governance practices are representative, lawful and aligned with our organizational values. We are confident that these efforts will contribute to the long-term success and sustainability of our Board and organization.

INCLUSION, DIVERSITY, EQUITY AND ACCESSIBILITY (IDEA)

Submitted by Crystal Lee

This year, IDEA Committee has been restructured as a fundamental set of values existing in each committee rather than its own stand-alone entity. This change was brought on at our annual retreat (facilitated by PHIL) to help simplify the number of necessary committees lead by board members and maintain operational sustainability.

This upcoming year, Crystal (with support from other chairs) will help to create a set of IDEA standards that can help ensure all our CITT/ICTS activities are led with care for our membership and continued learning. Practically, our goal will be to have accountability check-ins with our active committees to exercise IDEA where possible. As CITT/ICTS continues to grow, our hope is that more of our intersectional membership will find opportunities to connect with curated spaces at future Rendez-vous and other public CITT/ICTS activities, that better reflect their demographic.

MEMBERSHIP AND ENGAGEMENT

Submitted by Andrea Lundy, Chair

Last year's plenary session focused on enhancing membership engagement and improving overall member satisfaction with CITT/ICTS. We appreciate your participation and the inspiring insights and ideas you shared.

The Membership Engagement committee convened in October of 2023 to review the plenary outcomes and explore ways to enhance what CITT/ICTS offers its members. We considered strategies for arts organizations, service organizations, tech companies, student groups, educators and the broader community of working professionals. Our central question was: What does CITT/ICTS offer to potential and existing members? It became evident that different target groups require tailored strategies, some of which have been gradually implemented throughout these past few months - particularly after our new Executive Director took office. In April of 2024 the committee reconvened following a period of restructuring at the national office and on the national board.

Over the past year we have made progress in enhancing membership in certain ways as evidenced by the following initiatives:

- Building stronger collaboration with companies and vendors to define and support members benefits specific to this group;
- Advocating for universities and colleges to include student memberships as part of their tuition (or as part of the department budget) and encouraging educational institutions to engage further with us on this matter;
- Exploring ways to reduce costs for students to join and participate ;
- Identifying ways for the national board to support regional sections in recruiting new members;
- Increasing our social media engagement to promote the job board and amplify new corporate members;
- Hosting a few webinars and information sessions to support ongoing professional development for members;
- Representing CITT/ICTS at this year's PACT conference to network with arts organizations.

The broad plan moving forward includes:

- Conducting a comprehensive review of member benefits;
- Exploring additional engagement strategies, including social media events, webinars, town halls and other networking and development opportunities;
- Re-evaluating the callboard and other resource pages to enhance their usability and usefulness;
- Expanding mentorship opportunities;
- Collaborating with service organizations and tech companies to boost membership, including encouraging companies to offer their available proxy memberships to their employees to ensure that we are connected to those who would most benefit from what CITT/ICTS has to offer;
- Continuing to find ways to connect with potential members in schools, including building upon our relationships with faculty and program chairs.

In summary, thanks to the dedicated efforts of our Executive Director and the small, committed team at the national office, we are gaining positive momentum in making CITT/ICTS's offerings increasingly relevant, engaging and valuable. This progress not only enhances our current member experience but also positions us an enticing choice for future arts professionals.

NOMINATION

Submitted by Autumn Coppaway

As one of the By-Law Standing Committees of the Corporation, the Nomination Committee plays a critical role in ensuring that the Board reflects the diversity and expertise of the membership it serves. In response to ongoing challenges, we triaged our work in the nomination and governance Committees to develop strategies that encourage greater representation, interest, and nominations for the Board and the broader organization.

Over the past four years, we have observed a steady decline in both the number of Board nomination applicants and the diversity of their experience. Given the importance of having a National Board that truly represents the wide array of educators, students, and professionals across all live entertainment fields, our efforts centered on three key areas:

- *Board and Regional Development:* This year, we successfully reactivated and began supporting the BC and Atlantic Regional sections. With representation on the National Board, we are ensuring comprehensive coast-to-coast representation at both the Regional and National levels.
- *Engaging Diverse Experiences and Perspectives:* We recognized a decreasing trend in membership applicants, actively listened, and proactively engaged with the community to help find representation from a variety of experiences. This approach was critical for filling the 2024 director positions with diverse individuals representing many fields including music touring, corporate vendors, educators, managers, producers, and technicians.
- *Board Member Development and Orientation:* By incorporating a wide range of viewpoints, knowledge, and experiences, we implemented an improved orientation program for new Board members. Working with the Governance committee, this package hopes to ensure they are well-prepared to contribute effectively to the organization and the live entertainment industry.

CITT/ICTS is moving forward with strong momentum, and we are committed to sustaining this progress. By engaging with our membership and filling the Board with invested, diverse individuals, we believe we have set a strong foundation for the future. We are proud of the strides we have made and are optimistic about continuing this trend in the years to come.

RENDEZ-VOUS 2023 *August 16 - 19, 2023 | Meridian Hall*

Rendez-vous 2023 was held at the Meridian Hall in Toronto, ON. The event included 2 days of pre-conference workshops including a scenic painting class sponsored by Rosco and Pulp Art Surfaces, Smaart Operator Fundamentals with GerrAudio and Ion XE console training (Level 1 and 2) with ETC. For the first time there was a collaboration with PMArts and TDArts to present a series of sessions. These sessions were also made available online with 13 sign-ups for the virtual passes. The conference offered a total of 28 sessions, 5 PM/TD Arts sessions, 5 TEC Talks and 2 backstage tours: one at the St. Lawrence Centre for the Arts and a second at The Massey Hall. The trade show showcased 20 exhibitors over 2 days on the Meridian Hall stage.

For more information please visit: www.citt.org/annual_conference | **Rendez-vous 2025** -> August 13 - 16, 2025 in Halifax, NS



RENDEZ-VOUS TECHNIQUE DES ARTS DE LA SCÈNE 2023 *September 4 - 5, 2023*

Presented by Culture Capitale-Nationale et Chaudière-Appalaches and CQICTS (Quebec Section), this edition of Rendez-vous technique des arts de la scène offered 8 in-person trainings that combined theory, demonstration and practice by integrating activities that helped participants develop their career, adapt to different professional situations, increase motivation, and improve working conditions. Courses are designed not only for stage technicians and technical directors, but also for professional artists, set designers, managers and cultural workers, all in a relaxed, festive atmosphere.

For more information please visit: www.citt.org/quebec.html#rvt

CONNECT 2024 *January 12, 2024 | Toronto Metropolitan University School of Performance*

CONNECT is the flagship event of the CITT/ICTS Ontario Section. Bringing together professionals from across the industry, students from multiple post-secondary programs, employers, vendors, and manufacturers, CONNECT seeks to build bridges within the live entertainment industry in the Toronto region. From the ever popular Job Fair, where students (and professionals) can find their next gig, to educational sessions on the latest hot topics in the industry, there is something for everyone. Following the job fair was a networking social, open to all, hosted by IATSE Local 58.

For more information please visit: www.citt.org/ontario



ETC EOS CONSOLE TRAINING *March 2 - 4, 2024 | Northern Alberta Jubilee Auditorium*

In early March, the CITT/ICTS Alberta Section presented several events during the Backstage Access Technology Expo. They brought ETC to town for 3 days of hands-on console training and had 40 people attend, and then hosted a Live Mixing Audio Summit where 4 local professionals, each with a different type of console, mentored and provided a stress-free environment for newcomers to practice mixing in a multi-track environment. 23 people showed up with a mix of experience, from people who have been mixing for years to a few who have never touched a soundboard.

For more information please visit: www.citt.org/alberta



EXPO-SCÈNE 2024 *April 10 - 11, 2024 | Palais des congrès de Montréal*

The 2024 edition of Canada's premier entertainment technology event celebrated its 10th anniversary. The event welcomed over 1700 attendees from across North America, a 20% increase in attendance over last year's edition, and offered numerous networking and professional development opportunities. The expo hall and TEC Talk program provided direct access to key industry players and the most advanced technologies on the market.

For more information please visit: www.citt.org/ExpoScene | **EXPO-SCÈNE 2025** -> April 16 - 17, 2025 in Montréal, QC



To the Members of Institut canadien des technologies scénographiques:

Opinion

We have audited the financial statements of Institut canadien des technologies scénographiques (the "Organization"), which comprise the balance sheet as at April 30, 2024, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Organization as at April 30, 2024, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for 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.

Other Matter

The financial statements of the Institut canadien des technologies scénographiques for the year ended April 30, 2023 were audited by Roland Naccache et associés of Montréal, Québec, Canada, prior to its merger with MNP LLP. Roland Naccache et associés expressed unmodified opinion on those statements on July 6, 2023.

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

Management is responsible for the preparation and fair presentation of the 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 the financial statements, management is responsible for assessing the Organization's ability to continue as a going concern, disclosing, as applicable, matters related to 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.

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.

Montréal, Québec

July 8, 2024

MNP LLP¹

¹ Par CPA auditeur, permis de comptabilité publique n° A111929

**CANADIAN INSTITUTE FOR THEATRE TECHNOLOGY
INSTITUT CANADIEN DES TECHNOLOGIES SCÉNOGRAPHIQUES**

**STATEMENT OF OPERATIONS / RÉSULTATS
FOR THE YEAR ENDED APRIL 30, 2024 / EXERCICE CLOS LE 30 AVRIL 2024**

	2024	2023
	\$	\$
REVENUES / PRODUITS		
EXPO-SCENE income / Revenu EXPO-SCENE - note 5	315,853	343,422
Conferences / Conférences	63,153	51,690
Memberships / Adhésions	69,531	71,108
Grants / Subventions	578	294,517
Special projects / Projets spéciaux	-	45,968
Donations / Dons	3,460	1,735
Investment income / Revenu d'investissement	3,887	3,878
	456,462	812,318
EXPENSES / CHARGES		
EXPO-SCENE expenses / Dépenses EXPO-SCENE - note 5	235,524	219,025
Salaries and employee benefits / Salaires et charges sociales	146,609	118,060
Conferences expenses / Dépenses conférences	86,126	49,594
Office and general / Frais de bureau	18,309	10,540
Board expenses / Frais du conseil	20,867	6,641
Office rent / Loyer	12,600	11,377
Workshop and project expenses / Frais d'atelier et de projet	-	185,000
Donations	2,460	1,735
Special projects / Projets spéciaux	1,000	167,514
Financial expenses / Frais financiers	3,907	3,901
Membership expenses / Frais d'adhésions	2,120	1,563
Accounting fees / Frais de comptabilité	6,565	6,260
Regional sections funding / Financement des sections régionales - note 6	8,000	6,800
Professional fees / Honoraires professionnels	3,680	2,666
Website expenses / Frais de site web	5,448	4,624
Organizational memberships / Adhésions organisationnelles	1,169	1,071
Amortization / Amortissement	382	518
	554,766	796,889
EXCESS (DEFICIENCY) OF REVENUS OVER EXPENSES / ÉXCEDENT (INSUFFISANCE) DES PRODUITS SUR LES CHARGES	(98,304)	15,429

See accompanying notes to financial statements / Voir les notes complémentaires

INSTITUT CANADIEN DES TECHNOLOGIES SCÉNOGRAPHIQUES

**STATEMENT OF CHANGES IN NET ASSETS / ÉVOLUTION DE L'ACTIF NET
FOR THE YEAR ENDED APRIL 30, 2024 / EXERCICE CLOS LE 30 AVRIL 2024**

	Invested in capital assets / Investi en immobilisation	Unrestricted / Non affecté	2024	2023
	\$	\$	\$	\$
BALANCE BEGINNING OF YEAR / SOLDE AU DÉBUT	1,536	226,824	228,360	212,931
Excess (deficiency) of revenues over expenses / Excédent (insuffisance) des produits sur les charges	(382)	(97,922)	(98,304)	15,429
BALANCE END OF YEAR / SOLDE À LA FIN	1,154	128,902	130,056	228,360

See accompanying notes to financial statements / Voir les notes complémentaires

INSTITUT CANADIEN DES TECHNOLOGIES SCÉNOGRAPHIQUES

**BALANCE SHEET / BILAN
AS AT APRIL 30, 2024 / AU 30 AVRIL 2024**

	2024	2023
	\$	\$
ASSETS / ACTIF		
CURRENT / À COURT TERME		
Cash / Encaisse	41,065	46,360
Investment / Investissement	125,864	238,977
Accounts receivable / Comptes clients	2,181	15,144
Grants receivable / Subventions à recevoir	-	9,500
Prepaid expenses / Frais payés d'avance	10,481	24,004
Projects in progress / Projets en cours	4,000	2,847
	183,591	336,832
CAPITAL ASSETS / IMMOBILISATIONS CORPORELLES - note 3	1,154	1,536
	184,745	338,368
LIABILITIES / PASSIF		
CURRENT / À COURT TERME		
Accounts payable & acc. Liabilities / Fournisseurs et frais courus	26,030	45,115
Sales tax payable / Sommes à payer à l'État	24,104	12,913
Deferred revenue / Revenus reportés	4,555	11,980
	54,689	70,008
LONG TERM DEBT / DETTE À LONG TERME - note 4	-	40,000
	54,689	110,008
NET ASSETS / ACTIF NET		
INVESTED IN CAPITAL ASSETS / INVESTI EN IMMOBILISATIONS UNRESTRICTED / NON AFFECTÉ	1,154	1,536
	128,902	226,824
	130,056	228,360
	184,745	338,368

See accompanying notes to financial statements / Voir les notes complémentaires

ON BEHALF OF THE ADMINISTRATORS / POUR LE CONSEIL D'ADMINISTRATION

_____ Administrator / Administrateur

_____ Administrator / Administrateur

INSTITUT CANADIEN DES TECHNOLOGIES SCÉNOGRAPHIQUES

**STATEMENT OF CASH FLOWS / FLUX DE TRÉSORERIE
FOR THE YEAR ENDED APRIL 30, 2024 / EXERCICE CLOS LE 30 AVRIL 2024**

	2024	2023
	\$	\$
OPERATING ACTIVITIES / ACTIVITÉS DE FONCTIONNEMENT		
Excess (deficiency) of revenues over expenses / Excédent (insuffisance) des produits sur les charges	(98,304)	15,429
Amortization of capital assets / Amortissements des immobilisations corporelles	382	518
	<u>(97,922)</u>	<u>15,947</u>
Changes in non-cash working capital Variations des éléments hors caisse du fonds de roulement /		
Accounts receivable / Comptes clients	12,963	2,000
Grants receivable / Subventions à recevoir	9,500	(6,762)
Sales tax receivable / Sommes à recevoir de l'État	-	3,042
Prepaid expenses / Frais payés d'avance	13,523	6,534
Projects in progress / Projets en cours	(1,153)	27,196
Accounts payable & acc. Liabilities / Fournisseurs et frais courus	(19,085)	(77,448)
Sales tax payable / Sommes à payer à l'État	11,191	12,913
Deferred contributions / Apports reportés	-	(105,000)
Deferred revenue / Revenus reportés	(7,425)	(19,740)
	<u>19,514</u>	<u>(157,265)</u>
Net cash provided by operating activities Flux de trésorerie liés aux activités de fonctionnement	<u>(78,408)</u>	<u>(141,318)</u>
FINANCING ACTIVITIES / ACTIVITÉS DE FINANCEMENT		
Long term debt / Dette à long terme		
Net cash provided by financing activities Flux de trésorerie liés aux activités de financement	<u>(40,000)</u>	<u>-</u>
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS AUGMENTATION (DIMINUTION) NETTE DE LA TRÉSORERIE ET DES ÉQUIVALENTS DE TRÉSORERIE	(118,408)	(141,318)
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR TRÉSORERIE ET ÉQUIVALENTS DE TRÉSORERIE À L'OUVERTURE DE LA PÉRIODE	<u>285,337</u>	<u>426,655</u>
CASH AND CASH EQUIVALENTS, END OF YEAR TRÉSORERIE ET ÉQUIVALENTS DE TRÉSORERIE À LA CLÔTURE DE LA PÉRIODE	<u>166,929</u>	<u>285,337</u>
Represented by / Représentée par		
Cash / Encaisse	41,065	46,360
Investment / Investissement	125,864	238,977
	<u>166,929</u>	<u>285,337</u>

See accompanying notes to financial statements / Voir les notes complémentaires

**CANADIAN INSTITUTE FOR THEATRE TECHNOLOGY
INSTITUT CANADIEN DES TECHNOLOGIES SCÉNOGRAPHIQUES
COMPLEMENTARY NOTES / NOTES COMPLÉMENTAIRES
AS AT APRIL 30, 2024 / AU 30 AVRIL 2024**

1 LEGAL STATUS AND NATURE OF ACTIVITIES

CITT/ICTS (The Canadian Institute for Theatre Technology, Institut canadien des technologies scénographiques), (the organization), is a national service organization with the mission of actively promoting the professional development of its members and working for the betterment of the Canadian live performance community. Under the Federal and Quebec income tax acts, it is a not-for-profit organization and is exempt from income taxes.

CITT/ICTS is the Canadian Centre for OISTAT - The International Organization of Scenographers, Theatre Architects and Technicians, an international organization with centres in 38 countries in Europe, Asia and the Americas.

CITT/ICTS provides unique opportunities to its members to communicate, network and expand their knowledge and skills through workshops, conferences, electronic forums, and publications in the areas of technology, management, design, architecture and education for live performance in Canada.

FORME JURIDIQUE ET OBJECTIF DE L'ORGANISME

CITT/ICTS (The Canadian Institute for Theatre Technology, Institut Canadien des technologies scénographiques), (l'organisme), est une association nationale à but non-lucratif qui soutient activement le développement professionnel de ses membres et qui contribue à l'essor du milieu canadien des arts de la scène. Au sens des lois fédérale et provinciale de l'impôt sur le revenu, il est un organisme sans but lucratif et est exempté de l'impôt sur les bénéfices.

CITT/ICTS est le centre canadien pour OISTAT - Organisation Internationale des Scénographes Techniciens et Architectes de Théâtre, une organisation internationale avec des centres dans 38 pays en Europe, en Asie et aux Amériques.

CITT/ICTS offre à ses membres des possibilités uniques de communiquer, de réseauter et d'élargir leurs connaissances et leurs compétences par le biais d'ateliers, de conférences, de salons commerciaux, de forums électroniques et de publications dans les domaines de la technologie, de la gestion, de la conception, de l'architecture et de l'éducation pour le milieu du spectacle au Canada.

2 ACCOUNTING POLICIES

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

Use of Estimates

The preparation of financial statements in accordance 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 disclosure of contingent assets and liabilities at the reporting date and the reported amounts of revenues and expenses for the reporting period. Actual results could differ from these estimates.

Significant financial statement items that require the use of estimates are the provision for accounts receivable, grants receivable, and impairment of long-lived assets. These estimates are reviewed periodically and adjustments are made, as appropriate, in the statement of operations in the year they become known.

CANADIAN INSTITUTE FOR THEATRE TECHNOLOGY
INSTITUT CANADIEN DES TECHNOLOGIES SCÉNOGRAPHIQUES
COMPLEMENTARY NOTES / NOTES COMPLÉMENTAIRES
AS AT APRIL 30, 2024 / AU 30 AVRIL 2024

2 ACCOUNTING POLICIES (cont'd)

Revenue Recognition

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

Expositions and conferences income are recognized as revenue when the activities are held.

Membership income are recognized as revenues in the year to which they relate.

Donation and sponsorship income are recognized when the activities take place and their receipt is reasonably assured.

Financial instruments measurement

The organization initially measures its financial assets and financial liabilities at fair value. The organization subsequently measures all its financial assets and financial liabilities at amortized cost.

The organization's financial assets and liabilities arising from related party transactions are measured at cost.

Financial assets measured at amortized cost include cash, investment, accounts receivable and grants receivable.

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

Impairment

Financial assets measured at cost or at amortized cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.

Cash and cash equivalents

The organization's policy is to present bank balances and term deposits with a maturity period of three months or less from the date of acquisition, including bank overdrafts with balances that fluctuate frequently from being positive to overdrawn under cash and cash equivalents.

Capital assets

Purchased capital assets are recorded at cost. Capital assets are amortized over the assets' estimated useful lives. They are subjected to tests for depreciation.

Computer equipment	Declining method	30%
Furniture and equipment	Declining method	20%

Contributed goods and services

The organization recognizes contributions in the form of supplies and services, which are used in the current functioning of the body and would otherwise have to be purchased and the value can be reasonably estimated. These amounts are established by suppliers according to their market values.

CANADIAN INSTITUTE FOR THEATRE TECHNOLOGY
INSTITUT CANADIEN DES TECHNOLOGIES SCÉNOGRAPHIQUES
COMPLEMENTARY NOTES / NOTES COMPLÉMENTAIRES
AS AT APRIL 30, 2024 / AU 30 AVRIL 2024

2 MÉTHODES COMPTABLES (suite)

Services des bénévoles

Les bénévoles consacrent plusieurs heures par année pour aider l'organisme à assurer la prestation de ses services. Toutefois, il arrive souvent que ces apports ne soient pas comptabilisés en raison de problèmes d'enregistrement et d'évaluation. En raison de la difficulté d'auditer les apports reçus sous forme de service, ceux-ci ne sont pas constatés dans les états financiers.

3 CAPITAL ASSETS

	2024		2023	
	Cost	Accumulated amortization	Net book value	Net book value
	\$	\$	\$	\$
Computer equipment	10,447	9,920	527	752
Furniture and equipment	3,284	2,657	627	784
	13,731	12,577	1,154	1,536

IMMOBILISATIONS CORPORELLES

	2024		2023	
	Coût	Amortis- sement cumulé	Valeur comptable nette	Valeur comptable nette
	\$	\$	\$	\$
Équipement informatique	10,447	9,920	527	752
Fourniture et équipement	3,284	2,657	627	784
	13,731	12,577	1,154	1,536

4 LONG-TERM DEBT / DETTE À LONG TERME

	2024	2023
	\$	\$
Debt, due in December 2025. The debt does not bear interest until December 31, 2023. If \$ 40,000 of the debt is repaid before December 31, 2023, the organization will be entitled to \$20,000 of debt forgiveness.	-	60,000
Dette à terme, échéant en décembre 2025. La dette ne porte pas intérêt jusqu'au 31 décembre 2023. Si 40 000 \$ de la dette est remboursée avant le 31 décembre 2023, la société aura droit à 20 000 \$ de remise de la dette.	-	(20,000)
	-	40,000

CANADIAN INSTITUTE FOR THEATRE TECHNOLOGY
INSTITUT CANADIEN DES TECHNOLOGIES SCÉNOGRAPHIQUES
COMPLEMENTARY NOTES / NOTES COMPLÉMENTAIRES
AS AT APRIL 30, 2024 / AU 30 AVRIL 2024

5 NON-MONETARY TRANSACTIONS

The organization recognizes the service contributions received in the amount of \$ 18,500 (\$ 15,000 in 2023), which are used as part of the ongoing operation of the organization and would otherwise have been incurred. These transactions are accounted for at the market value of the goods given up.

OPÉRATIONS NON MONÉTAIRES

L'organisme constate les apports recus sous forme service d'un montant de 18 500 \$ (15 000 \$ en 2023), lesquels sont utilisés dans le cadre du fonctionnement courant de l'organisme et auraient dû autrement être encourus. Ces montants sont établis par la direction ou par le fournisseur en fonction de leurs valeurs marchandes.

6 RELATED PARTY TRANSACTIONS

Funding was provided to the Alberta, Prairie, Ontario and CQICTS regional sections in 2024 in the amount of \$ 8,000 (\$ 6,800 in 2023), composed of \$1,000 to the Alberta Section, \$ 1,000 (\$ 1,000 in 2023) to the Prairie Section, \$ 1,000 (\$ 1,000 in 2023) to the CQICTS Section, \$ 1,000 (\$ 1,000 in 2023) to the Ontario Section and \$ 4,000 (\$ 3,800 in 2023) to the Ontario Section for programming funding. These transactions occurred in the normal course of business of the organization and are measured at the exchange amount, which is the consideration established and accepted by related parties.

OPÉRATIONS ENTRE APPARENTÉS

Des fonds, pour un montant de 8 000 \$ (6 800 \$ en 2023) ont été versés aux sections régionales de l'Alberta, de la Prairie, de l'Ontario et de CQICTS en 2024 soit, 1 000 \$ pour la Section de l'Alberta, 1 000 \$ (1 000 \$ en 2023) pour la Section Prairie et 1 000 \$ (1 000 \$ en 2023) pour la Section CQICTS, 1 000 \$ pour la Section Ontario (1 000 \$ en 2023) et 4 000 \$ (3 800 \$ en 2023) à la Section Ontario pour du financement de programmation. Ces opérations ont eu lieu dans le cours normal des activités de l'organisme et son mesurées à la valeur d'échange, qui est la contrepartie établie et acceptée par les apparentés.

7 FINANCIAL INSTRUMENTS

Risks and concentrations

The organization is exposed to various risks through its financial instruments, without being exposed to concentrations of risk. The following analysis provides a measure of the organization's risk exposure at the date of the balance sheet, each of which is discussed below.

Liquidity Risk

Liquidity risk is the risk that the organization will encounter difficulty in meeting obligations associated with financial liabilities. The organization is exposed to this risk mainly in respect of its accounts payable and accrued liabilities. Accounts payable and accrued liabilities are generally paid on a short period. The risk associated with these suppliers is therefore minimal.

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COMPLEMENTARY NOTES / NOTES COMPLÉMENTAIRES
AS AT APRIL 30, 2024 / AU 30 AVRIL 2024**

POLITIQUE DE GESTION DES RISQUES FINANCIERS

Credit Risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Organization's main credit risks relate to its contributions receivables. The Organization provides credit to its members in the normal course of its operations.

Risques et concentrations

L'organisme, par le biais de ses instruments financiers, est exposé à divers risques, sans pour autant être exposé à des concentrations de risque. L'analyse suivante indique l'exposition de l'organisme aux risques à la date du bilan.

Risque de liquidité

Le risque de liquidité est le risque qu'une entité éprouve des difficultés à honorer des engagements liés à des passifs financiers. L'organisme est exposé à ce risque principalement en regard à ses fournisseurs et frais courus. Les fournisseurs et frais courus sont généralement remboursés dans un délai court. Le risque associé à ces fournisseurs est alors minime.

Risque de crédit

Le risque de crédit est le risque qu'une partie à un instrument financier manque à l'une de ses obligations et amène de ce fait l'autre partie à subir une perte financière. Les principaux risques de crédit pour l'organisme sont liés aux comptes clients.

L'organisme consent du crédit à ses clients dans le cours normal de ses activités. Il effectue, de façon continue, des évaluations de crédit à l'égard de ses clients.

OFFICERS

Russell Martin
President
Ontario



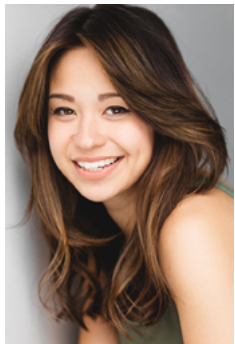
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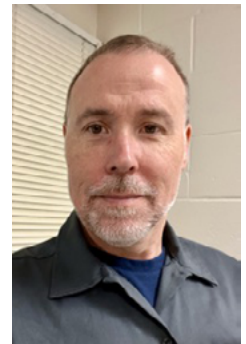
Debbie Richardson
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Daniel Bennett
Ontario



Peter (Spike) Lyne
Ontario



Matt Lamarche
Ontario

And
Brianne Gwartz
Ontario

As the organization charts its course in the post-pandemic era, CITT/ICTS is, now more than ever, committed to welcoming new perspectives and diverse voices to its Board.

Joining the CITT/ICTS Board is a unique opportunity to become an integral part of an organization dedicated to the advancement of the Canadian live performance community.

For more information and board members biographies please visit:
www.citt.org/board_directors

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