

Minutes from CATR/ACRT AGM  
May 30<sup>th</sup> 2017  
The Great Hall, Toronto, Ontario

**In Attendance:** Stephen Johnson, James McKinnon, Raymond Louter, Jessica Watkin, Shannon Hughes, Scott Mealey, Megan Johnson, Jenn Stephenson, Helene Vosters, Patrick Finn, Kelsey Jacobson, Signy Lynch, Katrina Dunn, Meghan O'Hara, Kim Solga, Camille Renarhd, Sebastian Samur, Craig Walker, Elizabeth Hunter, Seika Boye, Sophie Bastien, Ashley McAskill, Johanna Lawrie, Natalie Alvarez, Nikki Cesare Schotzko, Jill Carter, Heather Fitzsimmons Frey, Sandra Chamberlain-Snider, Shelby Brewster, Sarah Robbins, Kirsty Johnston, Eury Chang, Robin Whittaker, Sasha Kovacs, Marlis Schweitzer

Minutes recorded by secretary Sasha Kovacs

**1. Call to Order**

- Meeting called to order by President Marlis Schweitzer

**2. Approval of Agenda and Approval of Minutes from Last Meeting**

**a) Approval of the Agenda**

- Patrick Finn moves
- Kirsty Johnston seconds
- Agenda moves without amendments

**b) Approval of 2016 AGM minutes**

- Jenn Stephenson moves
- Eury Chang seconds
- 2016 AGM minutes approved

**3. Report of the President (Marlis Schweitzer)**

- President thanks 2017 Conference Program Chairs Nikki, Jenn, and the entire conference team, as well as individuals who stepped in to support sponsorship and fundraising (Kim Solga)
- President reports that this was the first conference away from Congress
- President praises bilingual application process for conference
- President reports on accessibility initiatives undertaken for conference (thanks to Jessica Watkin for her leadership on this front)

- President reports on new income based fee structure for membership— President notes that this responds to feedback from our members who are in precarious positions. People can now self-identify according to their income
- President thanks individuals part of the emerging scholars task force—and acknowledges that this is an initiative that stems from previous initiatives— Helene Vosters, Kim McLeod, Sasha Kovacs, Sebastian Samur
- President notes rationale for proposed constitutional amendments

#### **4. Report of the Secretary (Sasha Kovacs)**

- Thanks to Board, President, and Jenn Stephenson for assisting secretary during transition
- Website updates – thanks to Jenn Stephenson for development; information on website; includes new material including policies and procedures (minutes, financials); contact information for Board members – reminders to members to approach Board members and bring questions, concerns, recommendations, ideas
- Communication as a focus moving forward – need by membership for clearer channels to communicate with board and members of the association
  - Can reach others through Candrama (U Waterloo) – thanks to Robin Whittaker for making this happen – link to join listserv available
  - Facebook groups – Canadian Theatre Research and CATR graduate students and graduate scholars group (thanks to Robin Whittaker again for setting up)
  - Twitter – tweet as much as you can @CATR\_ACRT
  - Member “back-door” – have learned about some member confusion – am looking to make it more efficient for members
  - Will be establishing a Communications Officer – someone to help manage flows of information – liaising with Secretary
  - Will help Board be more responsive to member needs, concerns, and suggestions – will also help to increase Board’s accessibility
- Q from Kim Solga re: analytics – will this be within the purview of the Communications Officer – data might help to redirect discussion and priority?

#### **5. Report of the Treasurers (Stephen Johnson and Sasha Kovacs)**

- Notes on change in delivery of report—no longer having members go through full budget at AGM
- Consideration of 2016 deficit
- Notes on plans for the 2017 fiscal year
- Note on increases in some administrative costs

- Encouragement for members to give through new CanadaHelps website
- Investments: funds raised for McCallum invested in GICs at TD bank. We are considering how to best reinvest these funds. Lawrence prize BMO investment in GIC's. Award \$ drawn from annual interest
- More recent fundraising campaign resulted in CATR awards
- We are addressing the sustainability of the CATR awards. We cannot invest what's left
- We've created new templates for invoicing and sponsorship—we will review and revise these documents over the coming year
- Questions/Discussion:
  - Kirsty Johnston: asks if CATR is thinking of divesting from fossil fuels in our investment strategy.
  - Jenn Stephenson: notes pie chart information is a bit misleading—the conference takes up a major part of the budget

## **6. Report from the Elections Officer (Marlis Schweitzer for Kirsten Sadeghi-Yekta)**

- Elections officer working to clarify concerns around membership in good standing
- 7 positions were filled this past year
- Clarification on why the Association doesn't have a new slate each time to ensure knowledge management and continuity
- We encourage members to put their names forward for election purposes

## **7. Report of the Membership Coordinator (Barry Freeman)**

- Membership is healthy
- Currently at about 260—part of that is because of the arrangement last year to give people a bonus membership (some people got a year and a half membership)
- Barry has received both positive and negative feedback regarding the new membership fee structure
- The new structure hasn't changed the distribution of members
- Membership coordinator is working on solving problems related to the relationship between the Federation website and the Association website. We are working on making this less confusing for people
- Relationship with SQET has proved successful
- Publication of TRIC is paid, in part, with membership fees
- We have an arrangement with CTR where you can get a discount on subscription if you are a CTR member

- There has been confusion about how to manage these relationships especially because the CATR membership year does not align with the publication year
- We are going to realign our membership year to match the fiscal year. It will make more sense if your membership year went from January 1<sup>st</sup> to December 31<sup>st</sup>
- You will now be choosing the year you are signing up for
- Questions/Discussion
  - Eury Chang asks if there been a breakdown with membership about who is a post doc, grad student? Interest in knowing about the percentages of the different constituencies. Barry Freeman replies that we can break it down by the membership income structure that we use now, but that we cannot so easily identify if a member is a post-doc or graduate student based on this information. Marlis Schweitzer adds that we do have some data from emerging scholars task force related to our graduate student/post-doc member numbers. Recommends consulting report published on CATR website.
  - Helene Vosters adds that it would be valuable to track which members are falling away. Is there any way of tracking graduate students and emerging scholars that slip away from the Association?
  - Raymond Louter asks about institutions across the country whose faculty members don't participate in CATR. Could there be a strategy to identify these people and draw them into CATR? Barry Freeman responds that we do have data so we know where our members come from geographically. Robin Whittaker encourages all members to encourage their colleagues to become members and to become involved with the conference. Advocates that members should be stewards for the Association in their own department, at adjacent institutions. Jenn Stephenson endorses Robin Whittaker's position noting that as members we are our own best ambassadors"
- Barry Freeman notes that Board is having ongoing and interesting conversation about trying to dissociate membership from the conference event. Board is considering how we can spread public activity of conference across the year. This will change the quality of membership

## **8. Theatre Research in Canada Report (Barry Freeman)**

- Congratulations to Kim Solga on her first year as General Editor
- Thanks to Shelley Liebembuk and Kelsy Vivash for their work as Senior Editorial Assistants; Alison Leadley now taking over from Shelley in this position; Kelsey continues
- For the first time the job for a new editorial assistant was posted, and four excellent candidates were interviewed

- Barry has now been executive editor (like a managing editor) for seven years. He is now handing the responsibility off to someone else
- The management board met this weekend and is considering different ways to fulfill the function of managing editor
- The management board has decided that instead of doing one full print run, TRIC is going to switch to a model where there is on-demand printing
- On demand printing will begin next year
- This is based on a great deal of discussion as well as survey results
- Many people are only accessing the journal, already, electronically
- At present you will not be charged anything extra, but you will have to choose to get it in print if you want it in print
- This fall will be a full print run
- The option for a print copy will appear as an option in your membership subscription. This betters our chances for our competition for grants. Funders are pushing publications towards digital and open access. That is also motivating this push.
- Discussion/Questions:
  - Helene Vosters asks why funders are interested in that push towards digital? Barry Freeman responds that he believes this is because funders do not necessarily want to support the creation of physical objects, instead there is a move to support the research itself. He proposes this may also be because mechanisms for consumption of material have radically shifted.
  - Barry Freeman notes that this on-demand printing structure has the ability to free up money that can be reallocated from printing costs to a focus on improving the quality of the scholarship of the journal. Also notes that this money, formerly used at the side of production, might now be reallocated to promotion
  - Craig Walker asks if there has been any consideration of the size of the journal expanding considering that there will no longer be a print run? Barry Freeman replies that this depends on the number of submissions. But it could mean not being tied to a giant print run—might free up other possibilities for the kind and timing of how things are published. Craig Walker responds that TRIC might perhaps consider adding audio clips as an online offering, discusses perks of *The New Yorker* online. Barry Freeman responds thanking Craig Walker for this suggestion, and saying that the website does make these ideas technically possible
  - Nikki Cesare notes that if the journal becomes bigger, this also means more labour for the editorial team. Nikki agrees that it would be fantastic to add online content, but warns that this is another kind of labour to bring in. Nikki proposes that perhaps there could be a third editorial assistant to manage that digital content? Barry Freeman notes that the executive will consider this proposal as it moves

towards thinking of changes/developments in terms of TRIC's online content

- Ashley McAskill suggests that TRIC make sure the texts are scannable for audio and advocated for inputting picture descriptions. Consideration of TRIC and accessibility. Barry Freeman responds by saying the website was designed 2-3 years ago with accessibility in mind. Notes that some functions are already underway with regards to accessibility and some functions have some way to go. Ashley notes that she and other members including Jessica Watkin are putting together a disability working group. That group will keep the journal in mind. Barry thanks this group.
- Marlis Schweitzer encourages members to think about how they can be involved in the Association and draw on their expertise to support the association

## **9. Constitutional Amendments (Marlis Schweitzer)**

- President Marlis Schweitzer provides rationale for these changes: CATR is incorporated but our constitution currently says that we are a incorporated charity. This language is INCORRECT. WE are a NON-INCORPORATED charity; The proposed amendments are to correct or delete language
- MOTION 1: Motion to approve amendments to correct and clarify language in the current constitution
- Patrick Finn moves
- Kirsty Johnston seconds
- Questions/Discussion:
  - Natalie Alvarez asks questions about auditing. Response is that this practice is only required if you are a corporation
- VOTE: Motion carries
- MOTION 2: Motion to approve amendments to facilitate e-voting procedures for members unable to attend the AGM or any other member's meetings in person.
- Nikki Cesare moves
- Natalie Alvarez seconds
- Questions/Discussion:
  - Scott Mealey surfaces concern related to absentee balloting. Should voting be allowed when a member is not privy to discussion at the meeting? President Marlis Schweitzer responds that the Board had not considered this. Scott Mealey suggests that it would be valuable if the board considered this especially if certain votes relate to contentious issues that require discussion. Marlis suggests we will consider this in terms of implementing the spirit of the motion.
  - Stephen Johnson adds that this question about implementation
  - Jenn Stephenson notes that with this voting procedure the Association would not have a decision on voting matters until 24 hours after

- Ashley McAskill suggests that people voting 24 hours ahead should know that they may not be privy to the discussion that would take place at a meeting
- Patrick Finn notes that the motion as it stands suffices, but that the Board will have to consider this discussion in the implementation of the voting procedure and its communication to the membership
- Scott Mealey proposes that CATR develop a best practices document around online voting
- *ACTION ITEM*: Executive to report back on implementation of online voting with a best practices document
- *VOTE*: Motion carries

## **10. Other Business**

- Discussion of 2018 Conference: Craig Walker notes that Queen's is excited to welcome the Association to Kingston Tuesday May 29<sup>th</sup>-Friday June 1<sup>st</sup> 2018. Craig Walker notes how Queen's is thrilled to host, proud about accessibility of venue, excited about potential banquet at Fort Henry, looking forward to a great program. Special thanks to Jenn Stephenson for all her work on planning, and her consultation with the CATR board
- Nikki Cesare offers a huge thank you to Jenn Cole, Johanna Lawrie, Jessica Watkin, and Catie Thompson for 2017 conference work
- Nikki Cesare thanks Kim Solga who stepped in for fundraising and volunteers
- Nikki notes that in future years conference volunteer requests might be sent not only to undergraduate students, but also to faculty
- Nikki notes that perhaps some individuals in tenure and pre-tenure positions can offer to put out the breakfasts and food; stresses importance of sharing the conference work among all members
- Ashley McAskill offers thanks to colleagues and conference organizers

## **11. Adjournment**

- Patrick Finn motions to adjourn
- Raymond Louter seconds
- Meeting adjourned. Thanks to those for participating. Our next annual general meeting will occur in Kingston, Ontario at the 2018 CATR Conference hosted by Queen's University.