



Festival Antigonish Summer Theatre | *A Brimful of Asha*



CentreStage Theatre | *Don't Dress for Dinner*



Shakespeare by the Sea | *The Wizard of Oz*

THEATRE NOVA SCOTIA



Ship's Company Theatre | *Bed and Breakfast*



Neptune Theatre | *Controlled Damage*



Theatre Baddeck | *He'd Be Your Mother's Father's Cousin*

Annual Report



Two Planks and a Passion | *Frankenstein by Fire*



The Villains Theatre | *Zomblet*



Theatre Arts Guild | *The Ladies Foursome*

July 1st, 2019 to June 30th, 2020



2019-20 Board of Directors

Elizabeth Murphy, Chair

Andrew Chandler, Vice Chair

Alex Mills, Treasurer

Logan Robins, Secretary

David Zinck, Secretary

Andrea Boyd

Audrey Eastwood

Nancy Henry

Erin Niedermeyer

Chris O'Neill

Resignations accepted during the year from:

Adrian Choong

Todd Hiscock

Samantha Wilson

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**Theatre Nova Scotia
Annual General Meeting
Nov 16, 2020 6 PM**

Agenda

1. Call to order
2. Approval of agenda
3. Approval of previous minutes – Dec. 2, 2019
4. Chairperson's Report
5. Staff reports
 - 5.1 PERFORM! Coordinator's report
 - 5.2 Merritt Producer's report
 - 5.3 High School DramaFest Coordinator's report
 - 5.4 Executive Director's report
6. Treasurer's Report
 - 6.1 Approval of 2019-20 audited statements
 - 6.2 Appointment of auditor for 2020-21
7. Election of slate of directors
8. Other business
9. Adjournment

THEATRE NOVA SCOTIA ANNUAL GENERAL MEETING

December 2, 2019

MINUTES

1. Meeting was called to order at 6:09pm PM by Elizabeth Murphy. Attendance on file.

2. Approval of Agenda as circulated:

Amendments: addition of Appointment of Chair, item 1.2

MOTION TO PASS THE AGENDA AS AMENDED:

M/S/C – Andrew Chandler / Chelsea Dickie / Motion carried

3. Approval of previous minutes—of October 28, 2018

Amendments: none

MOTION TO APPROVE PREVIOUS MINUTES AS CIRCULATED:

M/S/C – Jake Planinc / Richard Bonner / Motion carried

Discussion: none

4. Chairperson report – included in Annual Report

Elizabeth Murphy thanked the committees, Board and staff for all the work of the last year. She encouraged TNS members to volunteer on committees or consider letting their names stand for Board nomination in the future.

5. Presentations (to Bruce Klinger, Amal Bhattacharyya and Ryan Van Horne)

Elizabeth Murphy, Board Chair, publically thanked outgoing Board Member, Bruce Klinger for serving two consecutive terms on the TNS Board. Further, on behalf of the Board, staff and membership of Theatre Nova Scotia, she thanked Bruce for his extraordinary time and contributions as Treasurer. A card and gift were presented to Bruce.

Elizabeth also thanked outgoing Board members, Ryan Van Horne, Board Vice-Chair and Amal Bhattacharyya. Their input was highly valued and TNS wishes them all the best. TNS will mail their cards.

6. Staff Reports

6.1 PERFORM! Coordinator Report – included in Annual Report.

6.2 Merritt Producer Report – included in Annual Report

6.3 Drama Festival Report – included in Annual Report

6.3 Executive Director Report – included in Annual Report

Discussion points:

- Pamela Halstead noted the financial limitations of the PERFORM! program's subsidies and the continuing challenge of sourcing funding for the program.
- Matchstick Theatre representatives Chelsea Dickie, Alex Mills and Jake Planinc noted the success of new workshops at DramaFest and the partnership with the Fringe which allowed a student to perform a show in the 2019 Fringe. The group noted what they had learned during their first year and how the experience fuels their excitement for the upcoming year. They showed a video of the Festival.
- Executive Director, Nancy Morgan noted the success of moving the Merritt Awards event to Dalhousie - the staff of the McInnis Room was great and we received great feedback about the reception space at the venue. She discussed the students and artists in the new student playwriting program and thanked the DramaFest team for featuring the readings at DramaFest. She wanted to especially thank the staff for everything they do and Bruce Klinger for his tireless dedication. He will be missed as a Board member.

MOTION TO ADOPT ALL RERORTS:

M/S/C – Andrea Boyd / Alex Mills / Motion carried

7. Treasurer's Report

7.1 Approval of the audited statements

MOTION TO PASS THE 2018-19 AUDITED FINANC-IAL STATEMENTS AS PRESENTED BY BRUCE KLINGER (Treasurer):

M/S/C – Bruce Klinger / Alex Mills / Motion carried

Discussion:

Bruce Klinger noted the positive financial position of the year. Bruce Klinger and Nancy Morgan answered member's questions about specific details. Member Ticket Events included sales through TNS's system for productions and special events, which is open to any member.

7.2 Appointment of auditor

MOTION TO APPOINT MICHAEL SUTHERLAND AS AUDITOR FOR THE 2019-20 FISCAL YEAR:

M/S/C – Bruce Klinger / Pamela Halstead / Motion carried

8. Proposed slate of directors

Elizabeth Murphy drew attention to the proposed slate of directors in the Annual Report, which notes the terms of each director. Nancy Morgan, Executive Director introduced Logan Robins, a new nominee to the slate of Directors who was unable to be in attendance. His CV was on display for attendees to review.

Proposed slate of directors:

Andrea Boyd
Andrew Chandler
Adrian Choong
Audrey Eastwood
Todd Hiscock
Alex Mills
Elizabeth Murphy
Logan Robins
Samantha Wilson
David Zinck

MOTION TO APPROVE PROPOSED SLATE OF DIRECTORS AS PROPOSED.

M/S/C – Bruce Klinger / Andrea Boyd / Motion carried

9. Other Business

Discussion

Jake Planinc asked if Theatre Nova Scotia was in a position to operate another rehearsal space. There was a discussion about the specific costs of the Living Room and the research done prior to the sale of the building. The monthly rent of the Living Room had been \$500/month for many years. At that rate, TNS's income from rentals was approx. \$2000 less than associated costs. In the final year of operation the monthly rental was \$600/month and TNS had to subsidize \$3000 annually to keep the space. Throughout research and site visits, TNS had been unable to find any space in the same price range.

It was noted by members that TNS's involvement in the Living Room had been a lease take-over from an individual member. Although venue offering is not a mandate of TNS, the staff and Board at the time of the original offer decided to include the Living Room into its programs. The organization is keenly aware of the venue issues facing the Halifax companies, however is also keenly aware of its members that own and/or operate venues and are facing financial and operational challenges with their associated spaces.

TNS has a list of rental options that it is available to its members. Further, TNS supported the Bus Stop Theatre's campaign, attended Khyber venue consultations, CultureLink venue consultations and visits venues as invited.

10. MOTION TO ADJOURN: by Alex Mills at 7:24 PM

Chairperson's Report

At the top of all on our minds is the disastrous effect that COVID-19 has had on the world and live theatre. We do not know where all this will lead in spite of working on possible visions of how to adapt...we just hope something will work out and we will be able to thrive under a new set of working and gathering rules. The rules change quickly and we have a lot to do to stay on top of those changes. It will take... a lot to get there – whatever the “there” includes.

Tonight ends my five year term as Chair of Theatre Nova Scotia. When I came on as Board Chair I was nervous that I would not be very useful to the organization as I am not good at policy, procedure and chairing meetings. I am still not sure that I have been useful, but, I hope I have not been a disaster. Thank you Nancy Morgan for your patience, assistance and work you do. Also thanks to Kyle and Erin for all your assistance and support. I will miss seeing you all on a regular basis. For those of you who have not ventured into the world of volunteer boards and worry about not knowing anything, it is a wonderful education and enlightenment into the world of Theatre Nova Scotia and I encourage you to get involved as a board member. It is your organization and you deserve a say in what happens and getting involved is how you have your say. Thank you to the past Board members with whom I had the honour of serving, especially Andrew Chandler, who also finishes his six year term with me tonight.

I hope that my time here has seen some organizational growth – reimagining the five year plan, seeing close up the work and support that the Executive Director and staff do with limited budgets to ensure that all aspects of live theatre are cherished and growing. The discussions that happen around the board table make one realize how much is happening in this province and how everyone connected to TNS plays a part in the world of live theatre in NS. Of course it is five years later and another five year plan must be in the works. Even plans have to be re-imagined.

With the assistance of members, especially Committee Chair Karen Gross, we reviewed the Merritt Program. Thank you to many for the success of that work. These awards will always be growing and changing and the staff of TNS does an exceptional job of getting them on every year. Congratulations to Ken, Nancy and Erin who managed to get a virtual awards ceremony up in 2020. We will not have a ceremony this coming year... for all the worst of reasons... no shows, but we are readying for a return.

2020 has presented more challenges than we could ever have imagined – a pandemic, a volatile political climate world wide, and a huge awakening to the systemic racism that exists in our own province and the world. It has left us all with a massive set of challenges. I wish us all the best of luck in reaching a way of living and working that keeps our sector alive, growing and equitable to everyone.



Elizabeth Murphy
Retiring Chair of TNS





PERFORM! Coordinator's Report

At the end of June 2020, the PERFORM! Program completed its twenty first year serving the schools in Nova Scotia. Through PERFORM! students and teachers have the opportunity to work with professional actors, playwrights, dancers, directors, and singers to explore creativity and make learning active. All of our programs are subsidized and are available to schools in every region of Nova Scotia. Many of our activities are available in either English or French.

In 2019-2020, between September and March 13, when schools in NS did their last day due to the declaration of a global pandemic, PERFORM! reached **9187 students** in **52 schools** in **9 different school jurisdictions** across the province. From Yarmouth to Cape Smokey, our variety of activities included teaching African and Classical Indian dance and hip hop, to musical theatre and improvisation, from puppet technique to choral technique, and performances by professional companies. In 2019-2020, we participated in **19 theatre projects over 323 hours**, **24 dance projects over 170 hours** and **7 choral projects over 185 hours**. There were **20 performances** of professional theatre productions by renowned companies including the Maritime Marionettes and Halifax Theatre for Young People.



Students discover puppets in Maritime Marionettes Intro to Puppetry

Heart of PERFORM!: Theatre, Dance and Choral Workshops

In 2019-2020, we hosted 50 theatre, dance and choral workshops and residencies. Over 778 hours 4901 students received hands on workshops training in theatre, dance or choral singing.

Theatre

There were 19 theatre workshops totalling 323 hours for 2680 students. The most popular theatre offering is by far puppetry. This is partly due to the incredibly strong puppetry artists we can offer. Nova Scotia is home to two internationally recognized professional puppetry companies: Maritime Marionettes and Mermaid Theatre of Nova Scotia. Other theatre workshops included musical theatre, improvisation, collective creation, mime and Shakespeare.

PERFORM artist Struan Robertson, a puppeteer with Mermaid Theatre of Nova Scotia, had this to say about his first hand experiences with the students and the importance of this program for students who struggle in other areas of their studies:

I wanted to thank you and Perform NS with helping develop a new project in the West Hants Middle School. I worked with Grade 6 to 8 students that were hand chosen by the Vice Principal, Sheldon States. All of the students struggled with different social disorders and anxieties. During the ten sessions we worked together to give the student confidence, while strengthening their communication skills, while providing them a safe place where they can explore telling their own stories through puppetry and object movement. It was a challenging group of students but in the end they left the workshop with new friends, self pride and the feeling of accomplishment. This pilot puppet programs at the West Hants Middle School was a great success. Project based learning was exactly what these students needed. I was able to give them a learning experience that they otherwise are not provided with in a regular school day.



Struan Robertson from Mermaid Theatre

Other comments from schools for theatre projects:

Fantastic experience for students. The lessons were explained very well + tasks were given by step-by-step instructions. Students loved the abundance + variety of materials they could use. Thank you!

Chelsea MacCuspie, Felix Marchand Elementary School, Maritime Marionettes

Incredible, inspiring, WOW! Hands on experience not seen in other performance art. Well worth the visit!!

Rosalyn Allen, Beaverbank Monarch Elementary School re Maritime Marionettes

The kids loved it! The performance was full of variety and the workshop was a great opportunity to get creative!

Ryan Morris, Advocate Harbour re Maritime Marionettes



Students work with their marionettes – Maritime Marionettes Workshop

Dance

There were 24 dance workshops totally 170 hours for 2025 students. For dance, the most popular requests for 2019-2020 remain Hip Hop and African. Other requests were for choreography, creative movement, Brazilian/ Capoeira, Classical Indian and Cape Breton Traditional. Some workshops were held completely in French. Feedback on the dancers' content and delivery remains strong.

Great energy, activity was tailored to the grade level. Communication was excellent, voice level & tone. Managed the students very well keeping all students engaged. Thank you.

Dave MacLellan, Beaverbank Kinsac re Nat Dooks, Hip Hop

Great presenter. Wonderful rapport with students. Nat kept the students moving and having lots of fun while being very engaged.

Maxine Hardy, Cape Smokey Elementary re Nat Dooks, Hip Hop

Maeghan did a workshop for two classes and she had wonderful ideas and energy. She did a fantastic job and both teachers would highly recommend her!

Briana Garrett, North Nova Education Centre re Maeghan Taverner, Choreography

Ross is so talented. The students have been talking all week about him and his presentations. We will be booking him again next year.

Sarah Wile, Shatford Memorial, re Ross Burns, Brazilian/Capoeira

Nick was excellent working with the students. His ability to break down the steps to hip hop dancing was well done for all of our students. He also was able to touch on the basic history of hip hop culture with the older students which peaked their interests and set the stage for high level of engagement. He is personable and has a very outgoing personality which the students and staff enjoyed. I highly recommend Nick visiting any school in the future. I know we will be looking to have him return next year. Thank you!

Scott Rawding, Petite Riviere Elementary, re Nick Nguyen, Hip Hop

Colleen was absolutely amazing. She displayed wonderful delivery and enthusiasm. She engaged with all the students on their level. The students really enjoyed their dance.

Dawn Uhlman, Greenfield Elementary School, re Colleen Putt, Cape Breton Traditional

Darshini's workshops were wonderful. Our students enjoyed working with her and learning about the rich culture of Classical Indian Dance.

Nelle Callahan, Halifax Independent School re Darshini Shah, Classical Indian Dance

Ross led excellent sessions with our students. They were engaging, educational, and enjoyed by all.

Nelle Callahan, Halifax Independent School re Ross Burns, Creative Movement



PERFORM! dance instructors Nick Nguyen and Darshini Shah

Choral

There were 7 choral workshops that totalled 185 hours for 196 students. The choral program consists primarily of schools committed to offering a lunchtime choir program. Due to cuts in the school music program this often now falls into extracurricular activity for many schools. PERFORM! helps fill that void while also offering choral resources for teachers who are teaching band or general music.

This opportunity was educational, inspirational and socially and musically valuable for our students. I cannot recommend Christina Murray highly enough. Thank you!

Kelly Slade, Dartmouth South Academy re Christina Murray, Choral Workshop

Do you know if Rebecca will be available next year? I sure hope so, she is wonderful!

Jeffrey Miller, LeMarchant-St. Thomas re Rebecca McCauley, Choir

Rachael Delano is doing a great job with the Choir at Ridgecliff.

Janice Graham-Miguel, Ridgecliff Middle School re Rachael Delano, Choir



PERFORM! choir getting ready for the Christmas Concert at Ridgecliff Middle School

PERFORM! Presents

Through the PERFORM! Presents program in 2019-2020 there were **20 performances** presented to schools across the province for 8290 students. Maritime Marionettes had requests for some of their old favourites like ***Molly and the Oak Island Treasure*** and ***Jack in the Beanstalk***, but their most popular show by far was their new production of ***World on a String (Celebrating Cultural Diversity)***. Halifax Theatre for Young People returned to the roster with their production of ***Art Attackkk***, which had proved popular at the end of 2018-2019. We also had a number of requests for Christian Murray's ***Fool School***.

Maritime Marionettes

Students enjoyed the presentations. I overheard one student say 'I wish it wouldn't end'. – John Boutlier, Ferrisview Elementary, Maritime Marionettes

Wonderful presentation of a well-known story that had meaning for today's audience. Students were engaged beginning to end and cow was a great comic character. Olivia Frampton, New Minas Elem, Maritime Marionettes



Students wait with anticipation for a Maritime Marionette performance

This was a wonderful opportunity for our students. The variety of music and culturally designed costumes were very unique to us and yet all the students could relate to something. The follow-up workshops were especially enlightening!

- Angela Comeau, Sycamore Lane Elementary re Maritime Marionettes workshops and *World on a String* performance

Very engaging presentation. The diversity of the marionettes and music captured our attention and kept it throughout. I think we will have students making their own!

Natalie MacDonald, Sunnyside Elementary, Maritime Marionettes



Scenes from Maritime Marionettes' new show *World on a String*

Halifax Theatre for Young People

*Excellent presentation, very well organized and enjoyed by students and staff.
Davy Grant, Tantallon Senior Elementary School re HTYP Art Attackkk*



Henricus Gielus and Sam Vigneault in Halifax Theatre for Young People's *Art Attackkk*

Frankie Productions

*The performance yesterday was marvelous. Thank you so much.
Lynn Kaulbach, Hilden Elementary re Christian Murray, Fool School*



Christian Murray in *Fool School*

Christopher Norton's MicroMusicals

Micromusicals were booked at South Queens Middle School in Liverpool and Cape Smokey Elementary in northern Cape Breton in April and June respectively. Both have been deferred to 2020-2021 due to COVID-19.

Financial Update

In order to keep costs low for the schools, PERFORM! subsidizes artist fees and covers all of the artist's travel expenses. This ensures that workshops remain affordable for the schools and that the cost remains the same to a school whether it is in Halifax Regional Municipality or the far reaches of Cape Breton. The most important support we receive enabling us to ensure these lower rates and subsidized travel comes from **Nova Scotia Department of Education** and **Arts Nova Scotia**. Additionally, we receive support from a number of private sources. In 2019-2020 saw long time supporters **Great-West Life, London Life and Canada Life** renew their support at an increased level and make a three-year commitment. **The Bragg Foundation** renewed their support for another year towards the cost of travel across the province and we had a private donor who supported activities in schools specifically where special needs students would be able to take part.

With the PERFORM! budget, there is relatively low overhead and administrative expenses (less than 20% annually), so the majority of all funds raised go directly to pay the artist fees and travel expenses. Any shortfall in funds always results in a reduction in the number of workshops available to students. This means less of our province's students receive the benefit of performing arts instruction enriching and enhancing their educational experience. When this happens, it is always the students at schools with less resources or at the greatest distance away that suffer the most.

In 2019-2020, we updated some of our administrative structures for better efficiency. Pay claim forms were revised to assist in the speed of processing them and for clarity in year end reconciliation. Additionally, artists in 2019-2020 began being paid by direct deposit which meant that payment for their work was received more quickly.

2019-2020 saw an unexpected end to the PERFORM! year. A global pandemic was declared on March 11 and schools were released in Nova Scotia on March 13 for March Break. At the time, it was announced that students would be returning after the break, which of course is not what happened. Schools did not return to regular classes for the remainder of 2019-2020 and all PERFORM! activities scheduled for the last three months of the school year were cancelled. There were a number of ways that PERFORM! tried to support our artists through this very challenging time. Schools were asked whether they wanted to pay out the artists they had booked, at their full amount, especially if the artist had already started the project. Barring this outcome, PERFORM! still paid the artist the \$15 that we would have paid towards their confirmed hours (with subsidy the school pays \$25 per hour of the fee and we subsidize \$15 per hour).

As a result of the cancellation of a number of projects in 2019-2020, we are posing a modest surplus. These funds would have been used for travel during the remainder of the year. These funds will be used in 2020-2021 as we navigate our new virtual reality.



Students perform with their creations as part of Maritime Marionettes workshop

Looking ahead to 2020-2021

As we move forward in 2020-2021 we are in uncharted territory. As the result of the ongoing threat of COVID-19, though students will return to school in person in the fall, there will be no non-essential staff allowed in the building (as of July 22, 2020). This means that PERFORM! artists will not be allowed into the schools in person, for at least the time being. Many PERFORM activities will still be accessible to the schools in 2020-2021. PERFORM! artists are currently adapting their curriculums to teach their workshops and offer their performances virtually. This can look two different ways. In most instances, we will still be offering live interaction between the artist and the students. Where the artist will teach the class remotely, demonstrating and offering feedback remotely in real time. Things will have to change in some ways – there will be smaller student groups participating at a given time to ensure distancing as well as the ability for the artist to see the students participating. There will be some performances available to schools that will be pre-recorded and some that may still happen live. This will be a new adventure for our artists! But we are committed to rising to the challenge to ensure that the students will still receive benefits for access to our roster of amazing professional artists! Additionally, we have been told that we will not be able to collect fees from the schools as their ability to fundraise has been curtailed. This will make our government and private support even more important to ensure the success of the program.

For over 20 years PERFORM! has been bringing professional arts education and performances into the schools of Nova Scotia. We have reached hundreds of thousands of students and helped instill them with confidence and a passion for the arts. We greatly appreciate the support of the many partners, current, past and future, who have helped to make this incredible program possible.

Pamela Halstead
PERFORM! Coordinator

“An Arts Education prepares a child for a life of constant self-discovery and learning, connects that child with other people and communities and offers the tools for professional success in any endeavour.”

- Quote from ***Classroom Renaissance*** by Kathleen Kennedy Manzo



Producer's Report

The **Merritt Awards** in 2020 were a lot like many other things in 2020. Unexpected, ever-changing, stressful and yet, not without some minor triumphs.

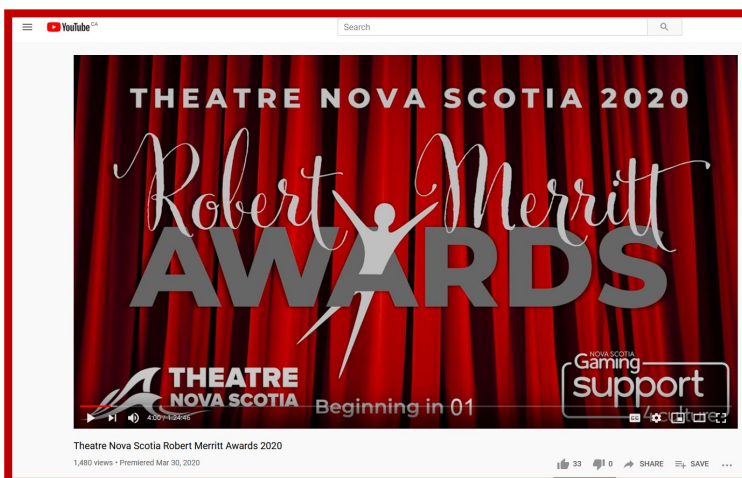
Scheduled for March 30th, 2020, the award nominees were announced on CBC radio on March 2nd. By March 15th, the evening was scripted, the site at DAL had been visited and a lineup of presenters was confirmed - and then every plan we had became worthless. The first major obstacle, the closing of the DAL campus and our venue, was only the first in a series of cascading restrictions that made the possibility of cancelling the evening for the first time a real possibility.

However, T.N.S. staff, the host and the producer managed to create a series of alternative plans (which were also discarded as events dictated), and then, with about a week to spare, settle on the final, online YouTube presentation that was released at the very moment we would have gathered at the Dal Student Union Building on March 30th.

The announcement of our alternative plans can be found here: <https://www.facebook.com/TheatreNS/videos/merritt-awards-2020-update-march-17/506501573372835/>

Perhaps the most important aspect of this presentation (in my opinion) was *that it happened at all*. So many artists were recognized for their excellent work in 2019 and the priority, in making a functional online Merritt presentation, was to ensure that their achievements were not comparatively overlooked because of the pandemic. I believe we managed to highlight those achievements in a meaningful way.

The full broadcast can be found here: <https://www.youtube.com/watch?v=PAiBXY2GwsU>



One interesting aspect of the online Merritt broadcast is that it has been viewed nearly 1500 times- far exceeding our potential in-person viewership. It also let artists who were nominated from outside our region (and their loved ones) participate and experience the Merritts in a way they would not have been able to in other circumstances. And, of course, it brought our professional community “together” at a time when we needed to be together.

Although many awards ceremonies have followed, ours was perhaps the first of its kind in Canada. Indeed colleagues in other jurisdictions have subsequently contacted us to learn from our early experience.



This edition of the Merritts was successful because of the hard work of many people who rolled up their sleeves (and rolled with the punches) until the job was done. I would like to take this opportunity to highlight, once again, **Henricus Gielis**, our mystery host, who re-wrote his script so many times he might as well have improvised it on the night, **Kathryn McCormack**, who became a co-host through sheer commitment and re-wrote Henri's script while she was speaking it, **Garry Williams**, who contributed his wonderful musical and prose

contributions from around the world with love and serenity, **Erin Taylor**, who shouldered an enormous responsibility for the technical execution of the event, and **Nancy Morgan**, who calmly considered a hundred options a day and always managed to sort the wheat from the chaff, always leading us in the right direction. Also many thanks to **Hello City**, for reminding us that it is always a good time to laugh, and **Avery Jean-Brennan** for making sure everyone got the "Red Carpet" treatment. And thank-you to local hero **Garrett Barker**, who proved once again that there is no problem he can't identify and solve all before you get out of bed in the morning. Garrett's last-minute technical heroics were essential to our success.

A big shout-out to all of our virtual award presenters, and deep thanks to the 2019 Merritt Jury, for all the mileage, the time, and the commitment.

I also want to thank the fine folks at **Culture Link**, who, for a brief moment, were to host a live broadcast of the Merritt Awards before circumstances forced the closure of their studios. Thanks so much for working so hard to accommodate us.

I also want to thank, in a general but no less important way, members of the professional theatre family in Nova Scotia for watching, for cheering the effort on and for voicing their gratitude afterwards. It made the entire event worth it.

2020 was the final year of my three-year commitment as Merritt Host. Just when I thought I had it down to a system, everything was new to me again. I want to express my deepest thanks to the staff and board

Ken Schwartz
Producer 2018-2020

Theatre Nova Scotia Merritt Awards





High School Drama Festival Coordinator's Report

Despite being cancelled due to COVID, the DramaFest 2020 year was on track to be a success. Many of the initiatives and systems changes we were able to implement will serve to be a great help whenever we're able to get back on track with the Fest.

HEIST Theatre was hired on as our 2020 Company in Residence, and was to feature their hit show *The Princess Show* on the final day of DramaFest, as well as teacher workshops. New this year, HEIST requested a shift in the schedule to have them as the final performance of the evening on Saturday, so that they could have a talkback session with the students after the show, which flowed straight into the student dance portion of the evening, which HEIST would DJ; leading some extra dance activities such as Lip Sync Roulette for the students. After the success in 2019, we asked Hello City back to lead our Morning Masterclasses as well as improv games throughout the festival.

One of our big focusses and success of this year was in reaching further to other schools. With a year of running the festival under our belt, we had the experience and tools to be able to take some more dedicated time in reaching out to schools who hadn't come to DramaFest in the past or had stopped coming in previous years. When we announced the cancellation of DramaFest 2020, we had already surpassed 2018 and 2019's numbers of registered schools with 21 on track to attend.

We also tested out and successfully implemented a new change in registration systems. Moving everything over to Google Drive systems. Students in Nova Scotia all have a default Google school account as it is, and so making this transition allowed students to navigate our forms with ease, and likewise expedited our communication with students, and our transparency for teachers through the entire process. We'll be excited to take this shift forward into our next DramaFest.

Carrying forward from last year, our partnership with the Halifax Fringe Festival continued, after the success of our Fringe-winner Connie Young's show held at Neptune's Scotiabank Studio Stage, we eagerly offered to partner with Fringe again. Fringe likewise launched their own initiative aimed at youth programming in their recent 2020 season, titled "Fringe First" something DramaFest was happy to help promote, and hopefully in future years explore a more synergistic partnership between the two programs.

One last notable shift this year was going to be our move to the McInnes Room. Often we run into scheduling issues trying to balance allowing our Company in Residence sufficient time to rehearse their featured presentation in the space they'll be performing in, while the festival itself is in full swing. This year, HEIST's idea to flow straight into the dance, combined with our predicted increase in student attendance beyond the capacity of the Dunn, meant that we made the jump to move our featured presentation into the McInnes Room at the Dalhousie Student Union building. With plenty of room and lots of time for our company to rehearse.

The 2020 DramaFest was shaping up to be a powerful one. We are sorry to not have been able to see it realized, but there were still many gains along the process that we will be able to take forward to whenever we are able to coordinate the festival once again.

Chelsea Dickie for Matchstick Theatre

DramaFest Coordinator

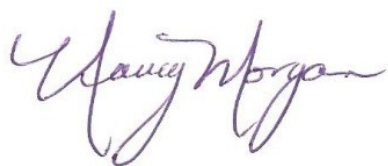
Preface

Preparing the Annual Report for Theatre Nova Scotia is always a big task, however a great opportunity to reflect on all the creative activity of our organization and that of our members over the last year. Obviously, the world events of the past eight months changed everything, not just for TNS and our members, but for the world. In managing a time of such great stress and at times, pervasive sadness, it has been helpful to focus on the strengths that will carry us through this long recovery. The details of the past year are contained in the lengthy report that follows, however we have only weathered this year because of our people.

In reflecting on our organization, I want to extend some personal notes of thanks. To the Merritt Working Group that brought recommendations for awards that respect and reflect change and improvement. To the TNS Board that volunteered so much of their time in the past year and considered many items of business with careful attention. Especially to Todd Hiscock, Adrian Choong and Samantha Wilson who retired during the year. To Ken Schwartz and Henri Gielis who adapted to a Merritt plan that changed by the hour and created a positive and celebratory show for our community. To the DramaFest team that was planning great activities for students across the province and the disappointment of not being able to realize those plans. To my colleagues with which we share our offices for their sharing and support. To my national colleagues for their expertise and collaborative work. To all the TNS members for their creativity and resilience. To outgoing Board member, Andrew Chandler, for offering six years of thoughtful consideration to the organization. And most especially to retiring Chair, Elizabeth Murphy – thank you for your dedication over the last six years. It has been a real pleasure and I look forward to more Saturday afternoon meetings that have nothing to do with work!

I am not sure I can adequately express my thanks to the staff of TNS. Our summer intern of two years, the delightful Adriana Loewen. We wish you and Mario all the best in England! Accepting the resignation of Kyle Vingoe-Cram was a bittersweet day because their contribution to TNS was invaluable, yet their future in NS and in Ottawa will be limitless. To Pam Halstead and Erin Taylor, your tireless efforts and professionalism are amazing. I cannot imagine a better team and I am grateful every day.

I wish for continued health and safety for our entire community.

A handwritten signature in purple ink, reading "Nancy Morgan".

Executive Director

Theatre Nova Scotia

Theatre Nova Scotia 2019-2020

Staff

Executive Director – Nancy Morgan
 Administrator – Katharine Kyle Vingoe-Cram
 Communications Coordinator – Erin Taylor
 Perform Coordinator – Pamela Halstead
 Administrative Intern (CSJ position) – Adriana Loewen

Please note:

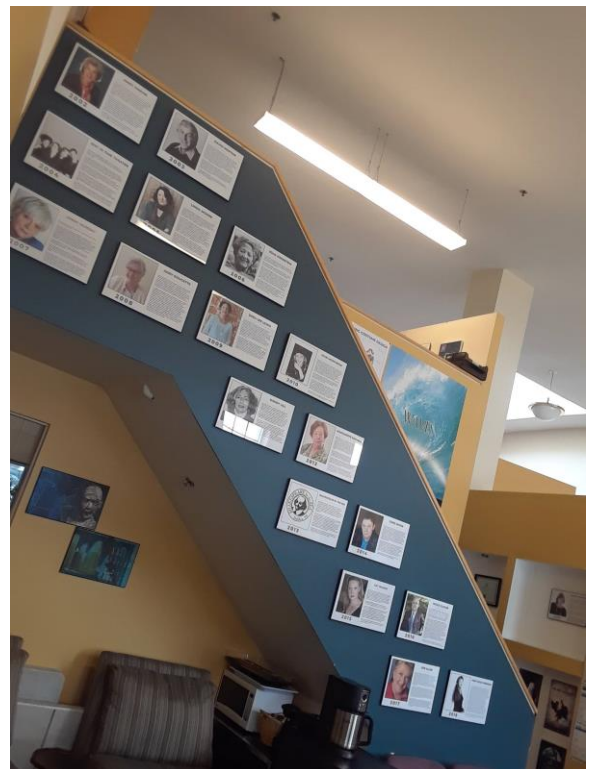
Gold text throughout report indicates COVID-19 impact

Contractors

Merritt Producer – Ken Schwartz
 DramaFest Coordinator – Matchstick Theatre (Administrative lead, Chelsea Dickie)

Membership

- Membership year is September 1st to August 31st
- 2019-20 membership drive was led by Administrator and assisted by Administrative Intern
- Communications Coordinator developed a “Win Your Membership” Draw for all completed, paid new or renewed members on Sept 1st
- Majority of renewals were received by Early Bird deadline of August 31st
- The name was drawn by Nova Scotia Choral Federation Program Officer, Ryan Henwood. Winner was EVENTurous Theatre Company of Lower Sackville
- Current membership is made up 1 Ad Hoc group, 12 Affiliate Groups, 16 Community Theatre Organizations, 19 Honorary, 73 individuals, 28 Professional Theatre Organizations, 5 Students
- One new professional groups to TNS: Gale Force Theatre
- Active Community Theatre Committee meetings
- Active Professional Theatre Committee meetings
- Active Merritt Review Subcommittee meetings
- Active Education Committee meetings
- Logistic support for members’ events held at our space, such as Board meetings, AGMs, Season launches, workshops, playwrights’ cabaret
- There is a prominent Legacy Award Winners display in the TNS office, featuring every winner since the inception of the award in 2002 (pictured right)



Merritt Awards

Policy

- The Merritt program was reviewed by a Board sub-Committee which included in-person and electronic survey of TNS Professional members. The sub-Committee prepared a report and presented it to the TNS Board on September 20th, 2020
- At that same meeting, the Board asked staff to prepare their input in response to or in addition to the sub-Committee's input
- The existing policy handbook, the Committee report and the Staff report were circulated to Board members for their review. They carefully reviewed the document and submitted their pre-assessments for compilation prior to the Dec 2nd, 2020 Board meeting. The Board then considered each recommendation separately, holding discussion and making individual motions.
- As a result, the following adaptation were made to the policy guidelines of the Awards program:
 - The Outstanding Performance (both Leading Role and Supporting Role) awards were de-gendered
 - The above change was retroactive to include productions from January 1, 2019 onward. The rest of the changes took effect January 1, 2020.
 - The Outstanding Presentation award was discontinued
 - The Outstanding Production award was changed from 2 awards to 3 awards
 - Previous: Outstanding Production and Outstanding Production by a New or Emerging Company. Under this policy, a company was considered in the second category if it was within 5 years from its date of forming. Further, a production was eligible for consideration in both categories.
 - New: Outstanding Production, Outstanding Independent Production and Outstanding Emerging Production. A production will only be eligible in one category. To be considered in the Emerging category, 75% of the artists must have 5 or fewer years of professional experience. To be considered in the Independent category, the company cannot receive operating funding. Further specific distinctions of payment of artists has been defined for each of the 3 categories.
 - New categories were added for: Theatre for Young Audiences, Projection Design, Ensemble Performance and Fight Direction
 - The playwriting category was split to two distinct awards for New Play by a Nova Scotian playwright and New Adaptation by a Nova Scotian playwright
 - Within the performance categories only, there can now be up to 10 nominations. The jury must select 2 winners within each of these performance categories. Further, the policy states that the nominations and winners cannot include more than 50% cisgendered males within each category

Jury

- The 2019 Merritt jury saw 50 shows from Jan-Dec 2019 in Halifax, Canning, Parrsboro, Antigonish, Baddeck, Guysborough and Sydney
- The jury considered the work of 294 performers and 268 creative artists

- Jury for the 2019 year included:
 - Henricus Gielis
 - Samantha Horak
 - Anna Shepard
 - Amanda Campbell
 - Paula English
 - James MacLean
- Travel expenses are allocated to the appropriate fiscal year
- In the Fall, staff put out a jury call and began collating a long-list of potential jurors for 2020
- Significant time commitment and extensive travel are challenges to attracting jurors annually
- 2020 jury was solidified by end of December 2019
- Administrator prepared information packages and led jury orientation meetings
- Jury for 2020
 - Koumbie
 - Rachel [Hastings] Lloyd
 - Kevin Kindred
 - Susan Stackhouse
 - Eunice Abaga
 - Michelle Piller
- In late January, changes needed to be made to the 2020 jury list: Michelle Piller due to relocation to Ontario and Eunice Abaga due to health issues
- Two replacement jurors were added in late January
 - Nathan Simmons
 - Elissa Barnard
- Producers submit their shows online, on an ongoing basis
- Submissions are only accepted from Professional Company members in good standing and Ad Hoc [Professional] Groups
- Administrator is responsible for notifying the jury of which shows are to be reviewed
- Jurors are responsible for getting travel expenses pre-approved
- Jurors are responsible for completing show assessments, keeping programs and compiling their notes
- Jurors are responsible for submitting their travel claims to TNS for reimbursement
- Executive Director is responsible for the balloting and voting process
- Producer confirmations process (for 2019 shows) took place from Jan 7-12, 2020
- Voting schedule prepared by Executive Director and distributed to 2019 jurors
- Multiple ballot voting took place from Jan 15-Feb 29, 2020
- The first meeting of the 2019 jury was January 25, 4:00-6:00pm to discuss 1st round of ballots
- Final meeting of the 2019 jury was February 29, 2020, 4:00-7:30pm at CFNS for a dinner meeting to discuss nominee list
- The jury worked VERY hard all year, but especially throughout the voting and discussion process
- Nominees and Winners of the current year (and all past years) are listed on the TNS website
- Merritt Awards decided by panel: Stage Manager and Technician
- These nominations are written and sent by producers or colleagues
- Merritt Stage Manager Award winner was Robin Munro, for her work on *Two Planks* and a *Passion Theatre's Frankenstein by Fire*
- Merritt Technician Award winner was Thomas Brookes, for his work on Neptune Theatre's *The Last Wife*

Gala Event – pre-COVID shutdowns

- The event was scheduled to be held at the McInnis Room at the Student Union Building at Dalhousie
- Gala Event date: March 30th, 2020
- Ticket pricing was set at Board meeting and remained as past years: Table of 10: \$200, Individual tickets \$25 (members \$20). On sale online, by phone, and in person in advance
- Capacity: 300 with flexibility to increase
- Nominations released March 3rd, 2020
- Interview and nomination teaser took place March 3rd, 2020, 3:15pm on CBC Radio Mainstreet Halifax with Merritt Producer
- TNS then broadcasted a livestream on both Facebook and Instagram from the CBC studios of Merritt Producer reading the complete nomination list (75 nominations in total)
- TNS staff handled media releases
- Merritt Producer selected performers and stage manager for the event
- The name of the host and musical host kept secret until revealed at the event:
 - Host: Henricus Gielis
 - Stage Manager: Tessa Pেকেles
 - Musical host: GaRRy Williams
 - Voice of God: Kathryn McCormack
- Merritt Producer and the host wrote the script for the evening
- Merritt Producer arranged all presenters (**most of which were subsequently not required**)
- A reception was planned for nominees prior to the event, to be hosted by NS Gaming who would have covered all costs for this reception
- TNS staff ran a daily social media campaign featuring nominated productions, award sponsors and the Event Sponsor
- TNS staff collected production photos as sent by producers
- TNS staff began creating the slideshow for the evening
- TNS staff maintained the website (info, tickets, sponsors, nominations, winners)
- TNS staff arranged for trophy ordering, production and engraving

Gala Event – Response to COVID shutdowns

Tuesday March 10th

- TNS staff and the Merritt Producer started to consider other venues and methods to present the Merritts as we had a hint that Dalhousie would be closed by March 31st

Friday March 13th

- Provincial Government direction to restrict gatherings of over 150 people meant an imminent change was necessary
- Initially Merritt Producer was hopeful for the possibility of holding a livestream version of the event on March, 30th, 2020.
- Merritt Producer and host began to re-write the script to suit a livestream event

- The following actions were taken towards securing a facility for the livestream:
 - (Unsuccessful) TNS staff did a site visit to Staples Bayers Lake “Spotlight” space to assess its capabilities for live streaming. The venue was deemed unsuitable as they could not allow after-hours use and the streaming area is not separate from the public part of the store.
 - (Unsuccessful) TNS staff contacted NSCC media program faculty and they were open to discussing the use of their Media Arts facilities and students. While promising, subsequent NSCC shutdowns negated this option.
 - (Successful - initially) TNS staff contacted CultureLink staff regarding the use of their facilities. CultureLink staff were favorable and willing to provide the rental at a reduced rate as an in-kind sponsorship.

Monday March 16th

- CultureLink staff provided a quote for technician time which was accepted by the Executive Director

Tuesday March 17th

- TNS received official notification from Dalhousie that we would not have access to the McInnes Room
- TNS released a video announcing the change to a virtual Merritt ceremony – broadcast live via YouTube
 - YouTube was selected as the platform because it is accessible and does not require viewers to have a social media profile and because of its “Premiere” function, which allows for the livestreaming of pre-recorded content (a back-up plan at this point in case COVID directives prevented a livestreaming)
- TNS staff and Merritt Producer (via video call) did a site visit to CultureLink
 - At this meeting, CultureLink staff made it clear they were concerned COVID directives may shutdown the building before March 30th, so a plan was made to do a taping of the ceremony early in the following week (March 23rd – 27th)

Wednesday March 18th

- CultureLink confirmed a date and staffing details for a taping on March 24th
 - Merritt Producer and Executive Director were going to be included remotely
 - Merritt Producer notified award presenters they would not be needed
 - TNS confirmed with the Stage Manager that they would not be required to work, however their contract would be fully honored

Friday March 20th

- CultureLink notified TNS that they were having difficulties securing technicians for the space (due to the closure of the PEI border) and that the planned taping could not proceed
- TNS arranged for a taping in the Cultural Federations main space on March 22nd

Saturday March 21st

- TNS member Garrett Barker voluntarily brought in and set up staging and lighting equipment during the night in order to avoid contact with others in the space

Sunday March 22nd

- Taping took place on-site
- Present were 2 hosts, Executive Director and Communications Coordinator, with the Merritt Producer included remotely via video call
- Team recorded “presentation” of all nominated awards
 - Further segments (including musical host, special awards, NS Gaming greeting, and In Memoriam addresses) were self-taped and sent to the Communications Coordinator in the coming week
- Garrett Barker returned again late at night and removed all equipment

March 23rd to 29th

- Monday, March 23rd, TNS staff began working remotely
- Executive Director coordinated the receipt of all nominee pictures and acceptance speeches
- TNS arranged for partnerships with 3 local companies for at-home celebration discounts: Garrison Brewing, Lake City Cider, Compass Distillery
- TNS arranged for a featured recipe for at-home celebrations by culinary student, Grace MacDonald
- TNS arranged for a Virtual Red Carpet hosted by actor Avery Jean Brennan on TNS Instagram
- TNS set up a YouTube Channel in preparation for the airing on March 30th
- TNS ran a YouTube subscriber drive, easily exceeding its minimum target of 100 subscribers within a 24 hour period
- TNS augmented its social media campaign to include new “Stay At Home Merritts” features
- Administrator used all submitted production photos as well as sound files from 4 of the nominated “Outstanding Original Score” to create 4 ‘vignettes’ for use within the Merritt broadcast (the 5th nominated score did not have existing sound files)
 - These ‘vignettes’ can be used individually and the intent is to do so in the future to promote NS professional theatre
- Communications Coordinator handled all video editing and post-production
- Communications Coordinator had the computing power and software products only because of her concurrent position at Strategic Arts Management and their recent equipment upgrade
- Merritt Producer and Executive Director were involved in remote meetings to view video production progress
- The process presented significant challenges as the Communications Coordinator lives in rural Nova Scotia where internet service is slow, uneven, and unreliable
- TNS prepared all social media handles for engagement and award announcement during the broadcast
- TNS staff created a downloadable program

Monday March 30th

- Communications Coordinator uploaded final video content. This upload was not going to be possible from rural NS and was still calculated to be lengthy from the TNS office. Arrangements were made to access a colleague's home in Halifax with FibreOp which allowed for an upload time of 1.5 hours. Further, the video had to be rendered and approved by YouTube (a further 1.5 hours)
- Once uploaded and rendered, the Merritt Producer was given access to the TNS YouTube account and watched the video in its entirety to ensure no upload errors or corruptions existed in the file
- The Virtual Red Carpet began at 7:30pm via TNS Instagram Stories
 - Host Avery Jean Brennan arranged for a line-up of guests from the theatre community and held engaging and thoughtful interviews
 - Executive Director monitored and engaged in the Live Chat function on Facebook during the Virtual Red Carpet
- Merritt Awards aired "live" via YouTube Premiere at 8pm on March 30th, which was the original date and time
 - Audience could watch in real time, starting at 8pm during the 1.5 hour broadcast
 - The link remains live and audiences can watch all or parts at their leisure
 - Host Henri Gielis monitored and engaged in the Live Chat function on YouTube
- Communications Coordinator managed a coordinated social media release of each award recipient in real time (or as close to it as rural internet allowed)



Headshots, speeches, and trophy photos of award winners were posted in real-time throughout the broadcast.

Pictured: Tara Jackson and Jacob Sampson, winners, Outstanding Performance in a Lead Role

Metrics & Response

- The Merritt Awards always include a social media lead-up campaign; however due to the shift online as a result of COVID shutdowns, the 2020 campaign saw record engagement from a wide online audience.
- All social media engagement was organic with no paid promotions or advertisements.

	Reach		Engagement	
	Lead-up Campaign	Broadcast	Lead-up Campaign	Broadcast
Facebook	32515	32736	6329	6960
Twitter	10638	9455	1049	1367
Instagram	27318	41254	887	1487

Note: This level of engagement cannot be extrapolated to regular social media activities

- During the ceremony itself and with the winner posts on social platforms, TNS saw significant engagement. Generally the Merritts have limited engagement with an audience of 300 people in the room. The virtual ceremony far exceeded those expectations (stats below).
- TNS recognizes this was a novel event, taking place at a time when there was little other content competition and wherein members were seeking opportunities for positivity.
- The Virtual Merritts experience has helped TNS to learn more about engagement techniques, which staff will put into practice during and after COVID directives.
- Due to the online accessibility of the ceremony, people were able to engage with the event regardless of geographical location.
- Following the broadcast TNS received a tremendous amount of positive feedback from the community. We were pleased the extraordinary efforts of our staff were appreciated.

YouTube Broadcast	
333	Concurrent viewers
1073	Night-of views
961	Unique viewers
1447	Total views (at time of writing)
6066	Impressions (at time of writing)

Post-Event

- TNS Board volunteer delivered all trophies and juror gifts within HRM after the event aired
- TNS mailed trophies to several recipients outside of HRM
- Merritt Producer will prepare a final report of the Merritt Event activities for the Annual Report which will be presented at the AGM in the fall of 2020

Tickets & Sponsorship

- Due to the negative economic impact of COVID shutdowns on members, TNS opted to refund all Merritt Gala tickets and make the online event free to access.
- TNS handled ticket refunds. There were 220 pre-purchased tickets at March 13, 2020. All ticket purchases were refunded. Two patrons donated the amount of their ticket purchase.
- Communications Coordinator led the sponsorship drive
- Communications Coordinator created multiple sponsor categories and pursued the sponsorship financial targets via returning and new leads
- Some confirmed sponsors had to rescind their commitment because of COVID-19
- We were unable to meet our sponsorship target, being short \$1600 of \$15,000. This was comprised of \$4900 in Award Sponsorship, \$500 in Ceremony Sponsorship, \$500 in advertising revenue, and the NS Gaming Corporation Merritt Program Sponsorship of \$7,500
- NS Gaming Corporation was extremely supportive throughout the shifting landscape as we were trying to reorganize the Merritt ceremony
- TNS sent a full series of thank you's to sponsors, jury, and others for their support and assistance

Nova Scotia High School Drama Festival (DramaFest)

- The Festival Coordinator is Matchstick Theatre, administrative lead Chelsea Dickie
- Executive Director held multiple meetings with Matchstick to discuss the 2020 festival
- Matchstick Theatre attended the EDANS conference day in October to make presentations about DramaFest and other educational programming
- Communications Coordinator created a poster, flyer and screen ad for distribution to all schools
- Student registration is \$70 per student
- School registration is \$75 per school
- Matchstick and Executive Director developed a series of registration, invoicing and payment deadline dates
- Registrations for schools and students were available through the website
- Significant work was done by TNS staff to alter the website and registration processing method
- Registration system was changed to allow schools to pay for their students in one payment
- Administrator handles all invoicing and payment processing
- Executive Director developed the budget based on an anticipated 15 schools and 200 students which is in line with prior attendance
- Matchstick planned workshops to be offered at this year's festival
- Matchstick made several school visits to promote the festival
- Matchstick arranged for Heist to be the company in residence at the festival
- Matchstick arranged for Hello City to lead the teacher masterclasses
- Matchstick arranged for Thomas Gordon Smith to be the Festival Liaison
- Matchstick arranged for Christian Hansen to be the Volunteer Coordinator
- Matchstick arranged for Rebecca Butler to be the Student Administrator
- Matchstick arranged all necessary venues
- Executive Director signed all venue contracts
- TNS processes and pays all invoices and contractors
- Matchstick liaised with Bruce MacLellan to supply tech crew at Dal to support student productions
- Matchstick planned for festival logistics
- EDANS continues to financially support the festival (no financial support for 2020)
- The Education Committee met several times throughout the year to discuss options for the festival in 2021 as the Dalhousie Arts Centre will be unavailable



- Executive Director contacted Neptune, Acadia University, St. FX University, Festival Antigonish Summer Theatre, Cape Breton University, St. Mary's University and Mount St. Vincent to determine facility options, availability and venue expenses for 2021. This research is ongoing.
- The Education Committee met on March 16th to discuss COVID-19 issues with respect to the Festival. The public health directives made it clear that offering the festival in 2020 would not be possible
- The Committee asked Matchstick what level of work they felt had been completed by contractors to date. The estimate was maximum 25% of work
- The Education Committee recommended that Matchstick be paid in full, that the company in residence, masterclass leader, festival liaison, volunteer coordinator and student administrator be paid 50% of their contractual fee
- TNS was notified by Dalhousie venues on March 18th that the university would be shut down until June
- Executive Director contacted each venue to ensure that all deposits would be refunded to TNS
- The recommendation of the Committee was circulated to the Board by e-vote and the motion carried. Executive Director and DramaFest Coordinator, Chelsea Dickie, contacted each contractor by phone to let them know that the Festival would not take place.
- Executive Director prepared letters cancelling the contracts and outlining the 50% payment as well as letter documenting their lost wages. All contractors received both letters immediately after the phone calls
- The public cancellation of the festival happened April 1st
- No refunds for schools or students were necessary as the invoicing for registrations was scheduled for Apr 6th
- Matchstick Theatre will prepare a final report of DramaFest activities for the Annual Report which will be presented at the AGM in the fall of 2020
- www.dramafest.ca

Perform

- Applications from artists and schools are accepted and reviewed by Perform Coordinator
- Programs: Theatre, Dance and Choral Music workshops or residencies, Performances and Micromusicals
- Professional artists in schools throughout the province
- Perform offers subsidized rates to schools & covers travel costs [pursuant to budget constraints]
- The Steering Committee approved the Perform budget and plan for 2019-20 as developed by the Perform Coordinator
- TNS, DANS and NSCF Executive Directors must approve any new artist applicants
- TNS staff annually reviews Perform artist membership status and contacts them about appropriate renewals
- Perform Coordinator reviews Perform artists police record checks annually and contacts them about appropriate renewals
- Perform Coordinator approves and sets up any school programming and assigns the artists to the project

- Perform Coordinator determines the school invoices and sends them directly
- Administrator receives all school payments and processes them through the accounting system
- Perform Coordinator receives and approves all artists payment claim forms
- Completed payment claim forms are forwarded to the Administrator
- Administrator processes all artist payments
- The Steering Committee met 5 times over the course of the year to review activity and policy. It is a very strong and thoughtful Committee.
- Perform Coordinator solicits sponsorship and donation funding for the program
- Subsidies were fully allocated by the end of November. Activity continued, however new school applicants paid the full costs of the workshops. A corporate donation allowed further subsidies to be added which were fully allocated by the end of January
- Perform Coordinator and Executive Director occasionally attend school activities and/or performances
- Because schools did not reopen after March Break, Perform activities were cut short for the year
- In progress projects were assessed by the Perform Coordinator and all artists were paid amounts owing
- The Steering Committee had email discussions about paying all pre-booked artists a partial payment to offset the lost wages. Before the Steering Committee was able to meet and review a revised budget, the CERB program was announced by the Federal Government.
- Executive Director and Perform Coordinator reviewed all cancelled activities as well as all activities and revenues for March, April, May and June of 2019
- 3 schools requested to have artists paid their full contractual amount although the hours could not be fully completed
- 3 schools requested refunds of projects that could not be completed
- 10 school invoices were reversed as their payments had not been issued prior to the COVID-19 shut down
- 13 school projects have been deferred until next year
- The remaining projects are yet to be determined
- Perform Coordinator will prepare a final report of the Perform activities for the Annual Report which will be presented at the AGM in the fall of 2020
- www.performns.ca



Theatre Partnership Program

- Participants of this program are organizational members or ad hoc groups of TNS
- In July 2019, Administrator notified prior year participants to file their final reports by August 31st. Reports must include activity descriptions, income statement, balance sheet and any promotional materials
- Administrator reviews all reports and works with participants to ensure everything is properly on file with TNS
- Executive Director assisted members that had difficulties in completing their reports
- Administrator created agreements for all current participants
- Administrator processed all donations received
- Administrator applies credit card, debit card or Canada Helps fees (if applicable) to reconciliation report
- Administrator issued charitable tax receipts and sent them directly to donors
- Administrator issued payments to appropriate participants based on donor earmarked funds
- Administrator provided donor information to members with payment
- Current participants include: Bus Stop Theatre, John Dunsworth Memorial Scholarship Fund (ACTRA Maritimes), KAZAN CO-OP, Theatre Baddeck, Mayworks Festival, Liverpool International Theatre Festival, Strategic Arts Management, Villains Theatre, Halifax Theatre for Young People, Musquodoboit Valley Bicentennial Theatre, Kick At The Dark
- To date, the program has processed over \$160,000 in donations on behalf of its members
- The program is revenue-neutral to Theatre Nova Scotia

Credit Card and Member Event Sales Program

- Participants of this program are organizational members of TNS
- Administrator created agreements for all current participants
- Participants have:
 - Sold tickets to events through the TNS website
 - Borrowed payment devices to sell tickets to events at the door of their venue
 - Borrowed payment devices to process auction sales at fundraising events
- Payment devices include:
 - Moneris Pay'd device for credit cards which members use through the audio input of their own smart phone or tablet
 - TNS tablet and cordless pinpad for credit or debit cards (devices are linked)
- Administrator created separate cashier accounts for any member borrowing payment devices
- Administrator provided instruction sheets to members borrowing TNS payment processing equipment
- Administrator processed refundable deposits for members borrowing any devices
- Administrator provided reconciliation reports at the end of the members' events to detail sales
- Administrator provided members with patron names and contact info at the end of events
- Administrator issued payments to members
- Some current participants include (but are not limited to): Musquodoboit Valley Bicentennial Theatre, Kick At The Dark, Halifax Theatre for Young People
- To date, the program has processed \$300 in sales on behalf of its members
- The program is revenue-neutral to Theatre Nova Scotia

Office Services

Conference Calling

- Participants of this program are members of TNS
- TNS members use TNS's conference calling service for meetings
- Regular participants include (but are not limited to) 2b theatre, Eastern Front Theatre and Xara Choral Theatre
- Administrator bills the member for usage after the monthly bill is received

Room Bookings

- TNS members and affiliate organizations use the Board room and main space at the Cultural Federations for Board meetings, professional development sessions, Annual General Meetings, Season Launches and Cabarets
- Participants include (but are not limited to) Shakespeare by the Sea, Playwrights Atlantic Resource Centre, Xara Choral Theatre, Eastern Front Theatre, Canadian Actors' Equity Association, Playwrights Guild of Canada and various individuals
- There is no charge for this usage

Photocopying

- TNS members and affiliate organizations use the CFNS copy machines to print scripts, programs, posters, flyers, contracts and other paperwork
- Participants include (but are not limited to) Playwrights Atlantic Resource Centre, Eastern Front Theatre, DMV Theatre, Shakespeare by the Sea, Halifax Theatre for Young People, Villain's Theatre, Keep Good [Theatre] Company, Bedford Players and multiple individuals
- Members pay extremely reasonable per page rates, as set by the Cultural Federations of Nova Scotia

Library

- TNS maintains the library, with over 2700 scripts and resources for use by our members
- Executive Director annually purchases the Governor General nominations and new scripts and resource books through Canadian publishers
- Members are able to submit wish lists to be considered for purchase
- Administrator processes check out, returns, shelving and repairs as necessary
- The library software notifies members of materials due
- TNS staff perform a monthly backup of the library database
- TNS offered a Distance Borrowing Program with "mail or contactless delivery" option for library materials during COVID-19 which was very popular with members

Communications

OnStage Online (members only newsletter)

- TNS members contributed news and images for distribution
- *OnStage Online (OO)* featured photos of members and their projects as well as links for auditions, jobs, productions, submission notices, workshops, fundraisers and other opportunities and news items of interest
- *OO* moved to a bi-weekly publication schedule (alternating with public newsletter) in 2019-20 to accommodate limited office hours of Communications Coordinator
- *OO* maintained its regular publication schedule from August through February
- *OO* entered a planned irregular publication schedule throughout March to accommodate Merritt Award program demands on the Communications Coordinator
- Following the onset of COVID-19, *OO* continued the irregular distribution schedule as TNS shifted to prioritize communications about the pandemic and public health directives
- *OO* has now resumed its regular publication schedule, with more content pertaining to COVID-19 resources and less pertaining to member events due to limited member activities

Theatrical Times (public newsletter)

- TNS members contributed news and images for distribution
- *Theatrical Times (TT)* featured listings of current and up-coming productions
- *TT* moved to a bi-weekly publication schedule (alternating with member newsletter) in 2019-20 to accommodate limited office hours of Communications Coordinator
- *TT* maintained its regular publication schedule from August through December
- *TT* had a 2 month hiatus in early 2020 due to a technical issue with our MailChimp account
- *TT* entered a planned irregular publication schedule throughout March to accommodate Merritt Award program demands on the Communications Coordinator
- Following the onset of COVID-19, *TT* halted publication as TNS prioritized communicating with members and using TNS website to share virtual event/"productions". *TT* will resume once priorities allow.

TNS Website

- TNS members contribute news and images
- Website's primary objective is to promote members' productions to the public
- Secondary members section of the website features jobs, auditions, calls for submissions, workshops, readings, and other opportunities
- The TNS staff monitor and post weekly
- The site is focused on messaging to the general public about the wealth of theatre activities of our members throughout the province
- Virtual activities of our members are posted and shared

Special Projects

Student Playwriting Contest

- Administrator and Executive Director prepared a grant application for the Cultural and Youth Activities Program for September 15, 2019
- TNS staff arranged for Anglophone and francophone directors as well as a workshop leader
- TNS staff developed a partnership with Playwrights Atlantic Resource Centre for dramaturgical opportunities for runners-up
- TNS staff developed a program activity plan and schedule
- TNS staff wrote calls for submissions in both English and French
- TNS staff set 2 deadlines: Dec 6, 2019 and March 6, 2020
- The intensive weekend of workshops was set for April 3-5, 2020
- Administrator promoted the contest to all schools
- Administrator promoted the contest to libraries, community groups, band councils, youth organizations and ISANS
- The contest was open to students in grades 10-12 through NS at no cost
- Submissions could be made in any language
- Executive Director solicited support from Neptune Theatre (6 pairs of tickets to Ghost Light on April 3 – **no longer possible**), Playwrights Canada Press and Dramaturge Editeur (scripts for prizes), Westin Hotel (discounted room for out of town winner – **no longer necessary**)
- TNS staff received all student submissions
- Administrator arranged for a bilingual panel to review all student scripts based on submissions
- The panelists were TNS Administrator Katharine Kyle Vingoe-Cram, Ailsa Galbraith and Genevieve Steele
- The panel selected 3 winners and 3 runners-up
- Panelists were paid for their reading and meeting time the winners selected by the panel are:
 - 1st place: *Another Stone in the River* by Jessie Bruce, Bridgetown Regional Community School
 - 2nd place: *La sortie* par Juliette Savard, École du sommet
 - 3rd place: *Coming of Age* by Naomi Hammond, homeschooled
 - Runners-up: *Happyville* by Finnian Brown, Sir John A MacDonald High School, *Thought Bubbles* by Giovanna Musial, Halifax West High School, *A Day in the Life* by Jayden Weir, Sir John A MacDonald High School
- Jessie Bruce lives in Bridgetown and Naomi Hammond lives in Noel, the others are in the metro Halifax region
- Administrator notified all entrants with jury feedback
- **Due to COVID-19 and the ensuing increased level of work for TNS staff, the program was put on hold temporarily**
- **Executive Director changed the program to an online platform, developed an alternative plan and trained the Administrative Intern to take over as project coordinator**
- Administrative Intern notified all 6 winners and confirmed their availability to fully participate online
- Administrative Intern confirmed parent permissions

- Administrative Intern organized a schedule with directors
- Administrative Intern handles all logistics
- Administrative Intern handles all website and social media updates
- Samantha Wilson was hired as the English director for *Another Stone in the River* and *Coming of Age*
- Anika Lirette was hired as the French director for *La sortie*
- Katerina Bakolias was hired as the workshop leader
- TNS contracts all professional artists involved in the project
- Administrator pays all contractors for their work
- Administrator pays each of the 3 winners their prize money
- The 3 scripts of the Runners-up are sent to Playwrights Atlantic Resource Centre, which arranges for each of them to receive a “Home Delivery”. This service provides written feedback on the script as well as a short face-to-face discussion. PARC sponsors the cost of the Home Deliveries
- Workshops will be held online
- TNS Board Chair, Elizabeth Murphy will “present” each student were with a TNS membership, prize pack of 3 plays (donated by Playwrights Canada Press [English] and Dramaturges Éditeurs[French]).
- Program details still be organized
- A request has been made to ACTRA Maritimes to contract the actors to record the final reading of the scripts for online broadcast
- TNS will file the final report to the CYAP program

Evenings at Government House

- Executive Director submitted a proposal to Government House in fall 2019
- The proposal featured Theatre NS designers as part of their “Evenings At Government House” series
- The proposal was approved as part of the Winter Series
- TNS was featured on March 3, 2020 , 7-8:30pm, titled “Creating the World of a Play”
- The designers included were: Aaron Collier, Sound Designer, Garrett Barker, Set and Lighting Designer, Emlyn Murray, Costume Designer. The presentation was moderated by Director, Pamela Halstead
- Government House does not offer payment to the presenters
- Executive Director began the presentation by outlining TNS’s mission, members, activities and then introducing the artists.
- The event was very well-attended. Aaron, Garrett and Emlyn did a great job, describing their research methods, design process, examples and presenting a slide show of images
- Their Honours were very impressed and they would be very pleased to have another proposal from TNS for a future series
- The evening was taped by Eastlink. It aired on channel 10 and 610 on May 19th
- The 2019 & 2020 presentations were also included in Government House’s Victoria Day program on Eastlink at 4pm and 6pm

Auditions

Graduating Panel

- Several Artistic Directors attended the Dalhousie graduating class panel auditions on Jan 16th, 2020
- TNS facilitated by coordinating invitations and attendees with the Dal liaison, Matt Walker

Professional Group Auditions

- As requested by the Professional Theatre Committee, TNS facilitates the audition times for group auditions

Awards

- Administrator arranged for a panel to review the applications
- Panelists were Rebecca Wolfe, Veronique MacKenzie, Mauralea Austin, Todd Hiscock, Andrea Nemetz, Ryan Rogerson, Wendy Lill and Andrew Chandler
- TNS Staff guided the meeting but do not participate in the decision-making

TNS Legacy Award

- Joan Craig was selected as the 2020 TNS Legacy Award winner
- Her acceptance of the award was among the highlights of the March 30th Merritts ceremony

TNS Volunteer Award

- The Volunteer Award winner was Simon Bonnington, for his outstanding work for the Annapolis District Drama Group
- TNS and the Kings Theatre are planning a release of the announcement on June 9
- TNS and the Kings Theatre will plan a small event to celebrate Simon this summer, in keeping with the current Public Health restrictions

Professional Development Scholarship

- Professional Development scholarship deadline was Jan 15
- Applications were received by TNS staff
- The recipients were Logan Robins and Ursula Calder
- He will be using it to be a mentee of Artistic Director, Jesse MacLean
- She used it to attend a 1-week Physical Theatre program at Tarragon Theatre

Neptune Open Spaces, Wes Daniels Design Award, Chrysalis Emerging Artist

- These awards were sponsored by Neptune Theatre
- Neptune approved the criteria for the awards and the value of the prize
- TNS administrated the awards, selected the panelists, accepted the applications and recommended the recipients to Neptune
- Neptune Open Space deadline was Jan 15

- Wes Daniels Design Award deadline was Jan 15
- Neptune Open Spaces was awarded to Heist Society
- They will be producing *New Waterford Boy*
- Wes Daniels Design Award was given to Matchstick Theatre to work with emerging set designer Wes Babcock
- Neptune Chrysalis Award winner was Anna Shepard, for her promising involvement with 2b theatre company in design and assistant direction

Talent Trust

- TNS financially supports a \$500 award annually
- Talent Trust administers the applications and decides upon the recipient
- Administrator attended the Talent Trust ceremony on Dec 11th, 2019
- Theatre Nova Scotia Award recipient was Brooke Mitchell. She attends Neptune Theatre School

King's Shorts

- Their deadline for submissions was Jan 14th (92 submissions)
- Their panel met the weekend of Feb 16-17 to select the 8 to be staged
- **The festival was postponed from June 19-21, 2020 to Aug 28-30, 2020**
- The King's Shorts committee forwarded the 8 plays to TNS
- TNS will convene a panel to review the 8 plays
- The TNS panel will select 1st and 2nd place plays from the 8 scripts sent to TNS
- Executive Director will go to Annapolis Royal at the end of August (**if the festival can happen**) to attend the final performance of the King's Shorts Festival representing TNS. She presents 3 awards (panelists selections and People's Choice)

Community Involvement

National

- Executive Director attends a monthly national Arts Service Organization meeting via web-conferencing
 - Newfoundland Theatre Association
 - Quebec Drama Federation
 - Theatre Ontario
 - Toronto Alliance for the Performing Arts (TAPA)
 - Theatre Alberta
 - Greater Vancouver Professional Theatre Alliance (GVPTA)
 - Creative Manitoba
 - Indigenous Performing Arts Network
 - Professional Association of Canadian Theatres (PACT)
- **Since the start of the COVID-19 crisis, Executive Director attends two weekly national Arts Service Organization meeting via web-conferencing, Mondays at noon with a larger group and Wednesdays at 5 with a smaller group**
- **The ASO national group organized a day-long meeting in Montreal in May, immediately prior to the PACT conference (cancelled due to COVID-19)**
- **TNS met with the organizing committee of the Sterling Awards (Edmonton) to share their experiences of a virtual awards ceremony**

Regional

- TNS hosted Canadian Actors' Equity regional meetings
- TNS hosted Playwrights Guild of Canada regional meetings
- TNS attends Professional Association of Canadian Theatre Regional 7 meetings (conference call) quarterly
- Executive Director finished her term as the Chair of the Board of Strategic Arts Management
- Executive Director continued to be the Treasurer of the Board of Playwrights Atlantic Resource Centre
- Executive Director continued to be the Treasurer of the Board of Performing Arts Lodge Halifax

Playwrights Unit

- The Eastern Front Theatre/Playwrights Atlantic Resource Centre playwrights unit met at TNS on the last Tuesday of each month.
- There are 11 emerging playwrights
- They receive mentorship through dramaturgy, artistic development and career development
- TNS sponsored this program by covering the costs of conference calling and any script copying
- Executive Director led one of the monthly sessions focused on business practices

CFNS

- Executive Director participated on the Board of the Cultural Federations of Nova Scotia (CFNS) and on the CFNS Management Committee
- Executive Director is the Treasurer of CFNS Board
- TNS Board member, David Zinck serves as TNS rep on the CFNS Board
- Management Committee meets bi-weekly

Dalhousie Management Advisory Panel

- Executive Director is serving on an advisory group to Dalhousie University regarding the possible development of an MBA in Arts Administration
- This working group meets quarterly and recently accepted its terms of reference
- The group has undertaken an environmental scan and run marketing surveys to determine viability as well as prepared the appropriate background materials for university board credentials

Board

- The AGM took place Monday, December 2, 2019
- There was good attendance and all reports and financial statements for 2018-19 were presented and accepted

- TNS welcomed one Board member at the AGM: Logan Robins
- The Board met 5 times in the 2019-20 year in September, October, December, March and May
- TNS welcomed 3 new Board members at the May meeting: Chris O'Neill, Nancy Henry and Erin Niedermeyer
- The Board reviewed agendas, minutes, financial reports from the Treasurer, staff reports, committee reports and other old and new business items
- Active Board Committees are: Education Committee, Executive Committee, Professional Theatre Committee, Community Theatre Committee, Merritt Awards Subcommittee
- Committee notes are presented at Board meetings
- The Executive Committee reviewed financial updates prior to board meetings as well as payroll remittances and bank reconciliations

Operations

Employment Grants

- TNS had a Canada Summer Jobs position approved for summer 2019
- Executive Director and Communications Coordinator posted the job and reviewed applications and ran interviews in early May
- TNS hosted Adriana Loewen as a summer student in 2019
- This was Adriana's first summer with TNS and she focused on a number of newsletter, website and membership initiatives
- Her placement was 240 hours and was financially supported by Canada Summer Jobs
- Executive Director filed a final report in September regarding her placement
- Executive Director submitted a Canada Summer jobs application in January 2020
- TNS was awarded a 280-hour position for summer 2020
- TNS has again engaged Adriana Loewen, who will work for TNS part-time from May-Sept

Employment

- TNS consists of: Executive Director (full time), Perform Coordinator (part time), Administrator (part-time), Communications Coordinator (part-time) and summer student (full time, temporary), casual staff to cover workload in peak time, only as funding allows
- Administrator gave notice in February that they would be moving to Ottawa and their last day was April 30th
- Executive Director reviews all staff
- TNS Board Personnel Committee reviews the Executive Director
- Securing increased financial resources to support employment of support staff - longer hours to adequately address workload and better wages – remains a continuing issue

Office Management

- TNS deals with replacement of computer and office equipment as necessary
- TNS deals with office supplies and maintenance on an ongoing basis
- TNS staff oversee all day-to-day logistics of the organization and its programs

Overall

- Executive Director oversees all programming and operations
- TNS Staff considers how to achieve the goals of the Strategic Plan through programming and activities
- Executive Director is responsible for the development of the operational budget
- Executive Director is responsible for the tracking of YTD figures and year end budget projections
- Executive Director is responsible for ensuring staff submit a written activity report for each Board meeting
- TNS Staff and Contractors prepared the 2018-19 Annual Report for the AGM
- Executive Director worked with the auditor to ensure completion of the year end audit and distribution of the financial statements
- Executive Director submitted a request to the Craig Foundation on July 15th, 2019 requesting a \$5000 donation for 2019-20 operations
- TNS received a donation from the Craig Foundation for the 2019-20 fiscal year
- Executive Director will file a final report by the end of the fiscal year to the Cultural Youth Activities Program
- Executive Director is responsible for all provincial MOU filing requirements
- Executive Director and Administrator ensured all financial processes of the organizations including Accounts Payable, Accounts Receivable, reconciliations, cheque runs, bank deposits and petty cash
- Canada Revenue requirements
 - TNS's payroll remittances were completed monthly on the 15th of the month
 - TNS's charitable return covering the 2018-19 year was filed in December 2019 and the assessment paperwork has confirmed no changes
 - TNS's HST return was filed in December 2019 and the rebate was received
 - TNS's T4s and T4As were filed Feb 24, 2020
- TNS has a corporate Mastercard, which is secured against a Line of Credit
- TNS has an online banking platform
- Communications Coordinator maintained multiple social media sites
- Communications Coordinator maintained 3 websites (TNS, DramaFest, Perform)
- Communications Coordinator implemented an active social media campaign to highlight the projects of our members and TNS activities
- Administrator processed all membership renewals
- Administrator maintained all office administration functions
- Administrator maintained the database
- Administrator supported Perform Coordinator in financial functions of Perform program
- Communications Coordinator attended Creative NS Gala on Nov 2nd at the Central Library
- Executive Director wrote multiple letters of support at the request of members
- TNS staff attended a variety of member events throughout the province
- TNS staff referred members to Strategic Arts Management for advanced support as appropriate
- TNS has distributed surveys to members regarding the impact of COVID-19

- TNS has had multiple meetings with CCH regarding COVID-19
- TNS has participated in meetings with the Canada Council and Department of Canadian Heritage
- TNS has participated in meetings with MP's, MLA's, Mayors, Downtown Halifax Business Association regarding COVID-19
- TNS has met with members regarding COVID-19 issues
- TNS has 3 working groups developing re-opening plans for theatre and education programming
- TNS has met with the Department of Education and CCH regarding Artists in the Schools programs in the 2020-21 school year (more meetings are necessary)
- TNS has reworked budgets and plans to adapt to the effects of COVID-19

DRAFT

THEATRE NOVA SCOTIA
FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2020

Michael E. Sutherland Inc.
Chartered Professional Accountant

DRAFT

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DRAFT

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INDEPENDENT AUDITOR'S REPORT

**To the Members of
THEATRE NOVA SCOTIA**

Qualified Opinion

I have audited the accompanying financial statements of THEATRE NOVA SCOTIA, which comprise the statement of financial position as at June 30, 2020, and the statement of operations, statement of changes in net assets and cash flow statement for the year then ended, and a summary of significant accounting policies and other explanatory information.

In my opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the accompanying financial statements present fairly, in all material respects, the financial position of THEATRE NOVA SCOTIA as at June 30, 2020, 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 Qualified Opinion

In common with many not for profit organizations, THEATRE NOVA SCOTIA derives receipts from fees and donations from members and others, the completeness of which are not susceptible to satisfactory audit verification. Accordingly, my verification of these revenues was limited to the amounts recorded in the records of the association. Therefore I was not able to determine whether any adjustments might be necessary to these financial statements for the years ended June 30, 2020 and June 30, 2018.

I conducted the audit in accordance with Canadian generally accepted auditing standards. My responsibility under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I am independent of the Association in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

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

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the applicable financial reporting framework, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing these financial statements, management is responsible for assessing the Not-for-profit organization's ability to continue as a going concern, disclosing, as applicable, matters related to a going concern and using the going concern basis of accounting unless management either intends to liquidate the Not-for-profit organization or to cease operations, or has no realistic alternative to do so.

Those charged with governance are responsible for overseeing the Not-for-profit organization's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

My objective is 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 my 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, I exercise professional judgment and maintain professional skepticism throughout the audit. I 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 my 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 organizations'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 I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Association 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.

I 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 I identify during the audit.

Chartered Professional Accountant

Lower Sackville, NS
November 6, 2020

DRAFT

THEATRE NOVA SCOTIA
STATEMENT OF FINANCIAL POSITION
AS AT JUNE 30, 2020

ASSETS

	2020	2019
	\$	\$
CURRENT		
Cash	124,626	10,605
Cash - Perform! (Note 3)	29,628	12,388
Term deposits	25,401	18,841
Accounts receivable	5,114	10,231
Accounts receivable - Perform!	-	479
Prepaid expense	<u>3,675</u>	<u>435</u>
	<u>188,444</u>	<u>52,979</u>
OTHER ASSETS		
Term deposit - Scholarship Fund	9,522	9,451
Term deposit - John Dunsworth Memorial Scholarship Fund (Note 7)	33,961	34,753
Term deposit - Bank security (Note 5)	<u>5,187</u>	<u>5,077</u>
	<u>48,670</u>	<u>49,281</u>
CAPITAL ASSETS (Note 4)	<u>390</u>	<u>2,157</u>
	<u>237,504</u>	<u>104,417</u>

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES		
Accounts payable and accrued liabilities	19,123	7,785
Accounts payable - Perform!	6,746	4,176
Deferred revenue - Perform!	22,882	8,691
Deferred contributions - Other (Note 6)	<u>96,669</u>	<u>1,855</u>
	<u>145,420</u>	<u>22,507</u>
LONG-TERM LIABILITIES		
John Dunsworth Memorial Scholarship Fund - (Note 7)	<u>33,961</u>	<u>34,753</u>
	<u>179,381</u>	<u>57,260</u>
NET ASSETS		
Unrestricted net assets	29,457	17,707
Scholarship fund (Note 9)	8,666	9,450
Internally restricted net assets (Note 8)	<u>20,000</u>	<u>20,000</u>
	<u>58,123</u>	<u>47,157</u>
	<u>237,504</u>	<u>104,417</u>

APPROVED ON BEHALF OF THE BOARD

Director

Director

THEATRE NOVA SCOTIA
STATEMENT OF CHANGES IN NET ASSETS
FOR THE YEAR ENDED JUNE 30, 2020

DRAFT

	Scholarship Fund (Note 9) \$	Internally Restricted net assets (Note 8) \$	Unrestricted \$	2020 \$	2019 \$
NET ASSETS - beginning of year	9,450	20,000	17,707	47,157	47,971
Excess of revenues over expenditures	-	-	11,750	11,750	74
Contributions and income	216	-	-	216	112
Scholarship award	<u>(1,000)</u>	<u>-</u>	<u>-</u>	<u>(1,000)</u>	<u>(1,000)</u>
NET ASSETS - end of year	<u>8,666</u>	<u>20,000</u>	<u>29,457</u>	<u>58,123</u>	<u>47,157</u>

THEATRE NOVA SCOTIA
STATEMENT OF OPERATIONS AND NET ASSETS
FOR THE YEAR ENDED JUNE 30, 2020

	2020	2019
	\$	\$
REVENUE		
Government grants	103,659	125,465
Canadian emergency wage subsidy	12,920	-
Fundraising	6,650	5,222
Other	6,553	10,082
Membership	8,215	8,980
Interest	282	434
Programs, see page 13	<u>305,623</u>	<u>292,259</u>
	<u>443,902</u>	<u>442,442</u>
EXPENDITURES		
Administrative salaries and benefits	81,363	85,585
Advertising and promotion	65	658
Amortization	1,767	1,767
Annual general meeting	130	114
Bank and service charges	2,274	2,166
Communications	1,210	1,054
General expenses	816	760
Insurance	2,165	1,919
Meetings and regional communications	1,237	1,091
Membership	287	150
Office	6,969	8,780
Professional fees	1,651	1,943
Bad debts	-	7
Repairs and maintenance	738	552
Programs, see page 13	<u>331,480</u>	<u>335,822</u>
	<u>432,152</u>	<u>442,368</u>
EXCESS OF REVENUE OVER EXPENDITURES	<u>11,750</u>	<u>74</u>
UNRESTRICTED NET ASSETS - beginning of year	17,707	17,633
Excess of revenues over expenditures	<u>11,750</u>	<u>74</u>
UNRESTRICTED NET ASSETS - end of year	<u>29,457</u>	<u>17,707</u>

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THEATRE NOVA SCOTIA
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2020

	2020 \$	2019 \$
CASH PROVIDED BY (USED IN):		
OPERATING ACTIVITIES		
Excess of revenue over expenditures	11,750	74
Adjustments for:		
Amortization	<u>1,767</u>	<u>1,767</u>
	13,517	1,841
Changes in non-cash operating items		
Accounts receivable	5,596	(2,008)
Prepaid expenses	(3,240)	815
Accounts payable and accrued liabilities	13,908	(3,056)
Deferred revenue	14,191	(7,323)
Deferred contribution	<u>94,814</u>	<u>(25,884)</u>
	<u>138,786</u>	<u>(35,615)</u>
FINANCING ACTIVITIES		
Net donations received for John Dunsworth Memorial Fund	<u>(792)</u>	<u>34,753</u>
INVESTING ACTIVITIES		
Contribution and interest earned on scholarship fund	216	112
Scholarship award	<u>(1,000)</u>	<u>(1,000)</u>
	<u>(784)</u>	<u>(888)</u>
INCREASE IN CASH - during the year	137,210	(1,750)
CASH - beginning of year	<u>91,115</u>	<u>92,865</u>
CASH - end of year (See note below)	<u><u>228,325</u></u>	<u><u>91,115</u></u>

NOTE: The above cash includes cash restricted for the Perform! educational program of \$29,628 (June 30, 2019 - \$12,388) the Scholarship Fund of \$9,522 (June 30, 2019 - \$9,451), the John Dunsworth Memorial Fund of \$33,961 (June 30, 2019 - \$34,753) and for bank security of \$5,114 (June 30, 2019 - \$5,077) for total restricted cash of \$78,225 (June 30, 2020 - \$61,669).

THEATRE NOVA SCOTIA
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2020

DRAFT

1. PURPOSE

Theatre Nova Scotia's purpose is to provide a voice for professional theatre and community theatre in Nova Scotia, and to encourage and support all aspects of live theatre through programs and services.

The Society is incorporated by the Legislature of the Province of Nova Scotia and is a registered charity under the Income Tax Act.

2. SIGNIFICANT ACCOUNTING POLICIES

Revenue Recognition

Theatre Nova Scotia follows the deferral method of accounting for contributions. Restricted contributions are recognized 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.

Perform! educational revenue is recognized in the year the presentation is booked.

Theatre partnership and credit card programs revenue are recognized in the year the funds are received.

All other revenue is recognized in the year the related event occurs (i.e. HS Dramafest, Robert Merritt Awards), or when the revenue is received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Capital Assets

Capital assets are capitalized at cost, or at their fair market value for donations in kind and are amortized over their estimated useful life.

Amortization is calculated on the straight line basis over the following periods:

Equipment and furniture	5 Years
Computer equipment	3 Years

Donated Services

Volunteers contribute a significant number of hours each year to assist the Society in meeting its objectives. Donated services are not recognized in these financial statements.

THEATRE NOVA SCOTIA
NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED JUNE 30, 2020

Use of Estimates

The preparation of these financial statements in conformity with Canadian generally accepted accounting standards for not for profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenues and expenses during the current period. These estimates are reviewed periodically and adjustments are made to income as appropriate in the year they become known.

Financial Instruments

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

Financial assets measured at amortized cost include cash, accounts receivable and prepaid expense.

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

Impairment

At the end of each reporting period, the organization assesses whether there are any indications that a financial asset measured at amortized cost may be impaired. Any impairment is charged to income in the period in which the impairment is determined.

3. RESTRICTED CASH

This cash is restricted for use in the Perform! educational program.

4. CAPITAL ASSETS

	Cost \$	Accumulated Amortization \$	2020 Net \$	2019 Net \$
Equipment and furniture	8,524	8,299	225	350
Computer equipment	<u>19,730</u>	<u>19,565</u>	<u>165</u>	<u>1,807</u>
	<u>28,254</u>	<u>27,864</u>	<u>390</u>	<u>2,157</u>

THEATRE NOVA SCOTIA
NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED JUNE 30, 2020

5. TERM DEPOSIT HELD AS SECURITY

This term deposit is held as security by the bank, on a Theatre Nova Scotia credit card.

6. DEFERRED CONTRIBUTIONS - OTHER

Deferred Contribution - Other represents unspent resources in the amount of \$96,669 (June 30, 2019 - \$1,855) in contributions and grants externally restricted for the next fiscal year. Included in the deferred contributions for the current year is \$91,525 from the operating grant for the June 31, 2021 fiscal year.

7. JOHN DUNSWORTH MEMORIAL SCHOLARSHIP FUND

During the year Theatre Nova Scotia entered into an agreement with the Alliance of Canadian Cinema, Television and Radio Artists Maritimes (ACTRA Maritimes) for Theatre Nova Scotia to receive and manage donations made to the Fund on ACTRA Maritimes behalf. The following fund transactions occurred during the fiscal year:

	2020	2019
	\$	\$
Beginning balance	34,753	-
Donations received	-	35,000
Scholarship award	(1,000)	(485)
Interest income	<u>208</u>	<u>238</u>
Ending balance	<u><u>33,961</u></u>	<u><u>34,753</u></u>

8. INTERNALLY RESTRICTED NET ASSETS

The board of directors passed a motion related to the prior fiscal year that \$5,000 of the \$20,000 restricted surplus be further restricted for the purpose of parental leave.

During the 2005 fiscal year the board of directors passed a motion to restrict net assets in the amount of 25% of its annual operating budget (or \$30,000), excluding the Perform! program, for the purposes of cash flow and contingency. During the 2009 fiscal year the board of directors passed a motion to place a maximum on this restriction of \$30,000.

The change in Theatre Nova Scotia's fiscal year from March 31 to June 30 resulted in government grants funding operations for a fifteen month period (April 1, 2013 to June 30, 2014) rather than the normal twelve month period.

THEATRE NOVA SCOTIA
NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED JUNE 30, 2020

DRAFT

8. INTERNALLY RESTRICTED NET ASSETS (continued)

The board recognized that having two High School Dramafests in this fifteen month period would result in an operational loss during the prior year. The board made the decision that, in the absence of external funding, any such loss would be off set by a transfer from internally restricted net assets. As no external funding was available, the board passed a motion to make a one time transfer of \$10,000 from internally restricted net assets to unrestricted net assets in the June 30, 2014 fiscal year.

9. SCHOLARSHIP FUND

The scholarship fund consists of \$7,000 donated from Jim Morrow to start the scholarship fund as well as \$7,000 designated by the board of directors allocated from unrestricted net assets to the scholarship fund, plus contributions and earned interest on the fund, less scholarships paid to recipients.

10. SIGNIFICANT EVENT

On March 11, 2020, the World Health Organization declared COVID-19 a global pandemic. During the 11 days that followed, the federal and provincial government issued many orders and restrictions on businesses and travel leading up to the Province of Nova Scotia declaring a State of Emergency on March 22, 2020. This contagious disease outbreak, which has continued to spread, has adversely affected workforces, customers, economies, and financial markets globally, potentially leading to an economic downturn. However, any impact this outbreak may have on the Society's operations cannot be reliably estimated at this time.

11. COMPARATIVE FIGURES

Certain of the prior year's figures have been reclassified to conform with the current year's presentation

THEATRE NOVA SCOTIA
SCHEDULE OF PROGRAM REVENUES AND EXPENDITURES
FOR THE YEAR ENDED JUNE 30, 2020

DRAFT

	2020	2019
	\$	\$
REVENUE		
Perform! educational program	91,839	136,375
HS Dramafest	-	31,723
Awards	13,400	21,165
Credit card program	566	754
Theatre Partnership	199,592	95,712
Members events ticket program	226	6,330
Space and Other Rental	<u>-</u>	<u>200</u>
	<u>305,623</u>	<u>292,259</u>
EXPENDITURES		
Perform! educational program	91,839	136,375
HS Dramafest	13,343	38,398
Awards	20,373	31,653
Special projects	-	592
Nova Scotia Talent Trust Award	500	500
Theatre Partnership	199,592	95,712
Credit card program	566	745
Members events ticket program	226	6,330
Library	16	206
High School Ten Minute Play Contest	4,045	5,334
Website	<u>980</u>	<u>19,977</u>
	<u>331,480</u>	<u>335,822</u>
EXCESS OF REVENUE OVER EXPENDITURES		
(EXPENDITURES OVER REVENUE) FROM PROGRAMS	<u>(25,857)</u>	<u>(43,563)</u>



Proposed Slate of Directors for 2020-21

Directors currently fulfilling their terms:

Andrea Boyd Term 1, Year 3

Audrey Eastwood Term 2, Year 2

Nancy Henry, Term 1, Year 2

Alex Mills Term 2, Year 2

Erin Niedermeyer, Term 1, Year 2

Chris O'Neill, Term 1, Year 2

Logan Robins Term 1, Year 3

David Zinck Term 1, Year 3

Nominees for new terms, to be decided by vote:

Eunice Abaga

Katerina Bakolias

Kiran Deep

Franziska Glen

Colleen MacIsaac

Kristi Wenaus



2019-20 Staff

Nancy Morgan, Executive Director
nmorgan@theatrens.ca

Kyle Vingoe-Cram, Administrator (until April 30th, 2020)
kvingoecram@theatrens.ca

Erin Taylor, Communications Coordinator
etaylor@theatrens.ca

Pamela Halstead, PERFORM! Coordinator
coordinator@performns.ca

Matchstick Theatre, DramaFest Coordinator
coordinator@dramafest.ca

Ken Schwartz, Merritt Event Producer
coordinator@merrittawards.ca

Adriana Loewen, Summer Intern 2019 and 2020



Xara Choral Theatre | *Rings Through Water*



Bedford Players | *Jitters*



Highland Arts Theatre | *The Drawer Boy*

Visit us online at theatrens.ca for:

- Member production listings
- Member event listings
- Script Library
- Scholarship & awards information
- Merritt program details
- and much more!



Eastern Shore Players | *Let's (Not) Talk About It*



Whale Song Theatre | *Assassins*



The Savoy Theatre | *Cape Breton Summertime Revue*

Theatre Nova Scotia gratefully acknowledges the support of



Eastern Front Theatre & Zuppa Theatre | *Tiny*



Kick at the Dark Theatre | *Every Brilliant Thing*



Theatre du Poulet | *Settle Elsewhere*



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