

SHAW GUILD

2020 Annual Report

The Shaw Guild is a large group of volunteers who support and promote The Shaw Festival.

2020 was unlike any year in the Guild's 46-year history. As the pandemic arrived, and The Shaw Festival's season was put on hold, all regular volunteer activities were paused. Focus shifted to keeping members informed and engaged, finding opportunities to support The Shaw when none of our traditional ways were possible, and preparing to move forward with optimism into 2021. Although the 2020 report is not able to highlight record volunteer hours or successful fundraising events, it does tell the story of the Guild's success in navigating through unprecedented times and its preparations for a return to volunteering in 2021.

www.shawguild.ca

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Agenda

Shaw Guild Annual General Meeting
Monday, November 23, 2020
Virtual Meeting

1. Call to Order
2. Welcome
3. Approval of the AGM Agenda
4. Approval of the Minutes of November 24, 2019
5. President's Report – Laurie Harley
6. Treasurer's Report – Joe Allevato
7. Tabling of Reports:
 - a. Vice President – Alan Walker
 - b. Activities Chair – Brenda Weafer
 - c. Communications Chair – Cheryl Morris
 - d. Docent Chair – Arlene Carson
 - e. Fundraising Chair – Suzanne Hebert
 - f. Greeting Chair – Marg Mather
 - g. Hosting Chair – Greg Fedoryn
 - h. Membership Chair – Susan MacDonald
 - i. MVP Chair - Kim Mustill
 - j. Shaw Gardens Chair – Paddy Parr
8. Approval of Reports
9. Election of Officers and Chairs
10. Introduction of Executive Members
11. By-Law Amendments
12. New Business
13. Motion of Closure

Note: Questions will be entertained at the AGM following the tabling of reports. The AGM Reports will be available on the website www.shawguild.ca

**MINUTES FROM
Shaw Guild Annual General Meeting
Sunday, November 24, 2019
Rehearsal Hall 3,
Donald & Elaine Triggs Production Centre, NOTL**

1. Call to Order

President, Laurie Harley, called the meeting to order at 1 p.m.

Laurie encouraged Guild members to contribute to the holiday charity initiatives organized by Shaw Festival staff. Donation boxes were available at the meeting.

2. Welcome and Introduction of Head Table, Guests and Guest Speaker

Shaw Guild: Julian Rance, Past President, Joe Allevato, Treasurer, Alan Walker, Vice President, Mary Mizen, Secretary

Shaw Festival: Tim Carroll, Artistic Director – Guest Speaker, Janet Hanna, Executive Assistant

3. Approval of the Agenda

Motion: ***“That the agenda, as presented, be approved”***

Moved by: Arlene Carson; seconded by Brenda Weafer

Carried

4. Approval of the Minutes of November 25, 2018 Annual General Meeting

Motion: ***“That the minutes of the 2018 Annual General Meeting be approved”***

Moved by: Suzanne Hebert; seconded by Paddy Parr

Carried

5. President's Report

Laurie Harley presented her President's Report (page 7 of the Shaw Guild 2019 Annual Report). She reviewed her favourite numbers of the year: 13,528 total volunteer hours; 52 new Guild members in 2019; \$42,024 contributed to the Shaw (a combination of fundraising, endowment fund and community grants).

Laurie's priorities for 2019: Volunteer engagement (Wandelprobe, tickets to Director/Designer meetings, Newbie Secret Theatre), Volunteer appreciation (Shaw hosted lunch during Volunteer Week, invitation to Shaw Company Day, new lanyards), and Process improvements (MVP roll-out to members, streamlined processes and less spreadsheets).

Laurie also thanked her leadership team who have logged on average, 400 volunteer hours in 2019. Arlene Carson will move from Docent Convener back to Docent Chair. Kim Mustill has joined the Executive Committee as the new MVP lead.

6. Treasurer's Report

Joe Allevato thanked Bridgman & Durksen, Chartered Accountants for generously giving of their time and services to prepare their report. He presented his report highlighting Revenue, Expenses, Performance to Budget, and Donations to The Shaw Festival (page 9 of the Annual Report). Joe indicated that although 2019 revenue is down year over year (due to poor weather for the annual Garden Tour), our financials

are positive given increased focus on cutting expenses and an increase of membership revenue.

Motion: ***“That the compiled financial statements for fiscal year 2019 be adopted as presented”***

Moved by: Peggy Bell; seconded by Rob Carson.

Carried

7. Tabling of Reports

Review of pages 11 to 18 of the Annual Report of the Shaw Guild for 2019.

8. Approval of Reports

Motion: ***“That the reports of the Executive Committee, as tabled, be accepted”***

Moved by: Carol Reid; seconded by Maureen Dagleish

Carried

9. Election of Officers and Chairs

The Nominating Committee was comprised of Julian Rance, Past President, Laurie Harley, President, Alan Walker, Vice President, Arlene Carson, Peter Gill, and John Mather, Guild Members.

Julian Rance read the names of the Officers and Executive Committee Members as shown on page 19 of the Annual Report of the Shaw Guild for 2019.

Motion: ***“That the Executive Committee members, as presented, be approved”***

Moved by: Alan Walker; seconded by Paddy Parr

Carried

10. New Business – MVP Changes

Kim Mustill talked about initiatives in 2020 that will make MVP easier to use. MVP process changes are planned for scheduling shifts for Greeters and Hosts that will make scheduling easier. She plans to launch reference sheets with tools, tips and techniques for members. Kim also offered to train one-on-one if requested.

Laurie Harley asked if any members wanted to bring forward any additional New Business to the meeting, but none was brought forward.

11. Keynote Speaker – Tim Carroll

TC shared his thoughts on the upcoming 2020 Season:

- Gypsy – considered by some to be the greatest American musical will have a strong combination of Kate Henning and Kimberley Rampersand.
- Assassins – another musical (in the Royal George). This play is a bit of a gamble financially because of costs. But having two musicals will help as patrons who travel to NOTL, and love musicals, are more likely to make the trip for two musicals versus one.
- Sherlock Holmes – It is unusual to run a series but it will be fun to have Holmes included in the season. TC hopes to keep the series going if this play sells well.
- Prince Caspian – The family play is moving to the Royal George as we didn't sell enough tickets for the Festival theatre. Hopefully children will respond to the smaller old-fashioned “jewel box” atmosphere of the Royal George.
- Charley's Aunt – TC is directing this play for the second time in his career.

- Mahabharata – A very exciting and bold project that will have limited performances. The play will tour the world after Shaw, which will help with our prestige and reputation.
- Playboy – Jackie Maxwell returning to direct this play. This is another play (like Victory) where the audience needs to stay with it before the story becomes clear.
- Desire Under the Elms – Selma Dimitrijevic returning to direct, and casting Jonathan Sousa from Stratford.
- Trouble in Mind – A play similar to Master Harold in that patrons will find out it's a gem once they see it.
- Flush – TC is also directing this play. It's an adaptation of a novella by Virginia Woolf, but TC hasn't written the adaptation yet!
- The Devil's Disciple – Shaw play directed by Eda Holmes.

TC also told us that he has the 2021 season figured out and they have already done the cross. They are currently hiring directors and actors. TC then took questions from the audience.

12. Motion of Closure

Laurie Harley thanked Mary Mizen, Cheryl Morris and Rene Bertschi for their help in organizing the AGM. Attendees were asked to pass on the 2020 Garden Tour bookmark to a friend.

Motion: ***"That the Shaw Guild 2019 Annual General Meeting be adjourned"***

Moved by: Carol Reid; seconded by Arlene Carson

Carried

Meeting was adjourned at 2:10 pm

Shaw Guild Service Awards for 2020

Presented at Members' Day, October 23, 2020

40 YEARS OF SERVICE:

Geraldine Barnim Robert Barnim

35 YEARS OF SERVICE:

Margie Enns

30 YEARS OF SERVICE:

Betty Blaney Peggy Lampard

25 YEARS OF SERVICE:

Lyndsay Dobson Sheila Hill Jackie Johnson Josephine O'Brien

Ruth Payne Irmgard Penner

20 YEARS OF SERVICE:

Rollice Blake Mary Joselin Peter Joselin Lenore Morrison

Nancy Ployart Brenda Trauttmansdorff Joan Wilks

10 YEARS OF SERVICE:

Carol Andres Jane Calver David Livett Julian Rance

Barbara Waller Susan White

President's Report

Laurie Harley

What a year!

Who would have thought I'd be preparing this Executive Summary for the 2020 Annual General Meeting and highlighting **no volunteer hours** from backstage tours, hosting, or greeting, no fundraising events, no support for student workshops and not even one Shaw Booklet distributed to the merchants on Queen Street? What's even more surprising is that, despite these disappointing statistics, **I'm very proud of the performance of the Guild this year.**

Through these challenging COVID-19 times, **the Guild has successfully delivered on its top priorities:** keeping you engaged, finding opportunities to support the Shaw when none of our traditional ways were possible, and preparing to move forward with optimism into 2021.

I encourage you to read the reports from the Chairs and Officers. You'll learn that each and every one of them has reached out to stay connected. You've received phone calls, a record number of 13 Newsletters and 31 E-blasts, viewed 5 events using the magic of Zoom and YouTube, and shared your stories and photos of "life in the pandemic".

We found new ways to support the Shaw. We sent our best wishes to the Shaw Family with "our hearts to your hearts" postcard and, through spending reductions, were able to make modest donations to the Artist and Artisan Fund, the Boxhill Doherty Fund and the Christmas initiative.

Like the Shaw, we pivoted from our traditional roles and explored how we could help during the pandemic. That resulted in a number of new initiatives: producing two videos for the Town to illustrate the "new NOTL way" of dining out and entertaining in backyards; selling "A Lot O'NOTL" surprise boxes to support Queen Street merchants; and piloting a NOTL Ambassador program to welcome visitors and educate them on COVID protocols. All of these reinforced and supported the Festival's commitment to partner with the local community.

2020 was a year when we were reminded why we choose to donate our time to the Shaw Festival. **The leadership of Tim Carroll, Tim Jennings and their team through these dark days has been inspirational.** Their dedication to “put people first” is rare. We’re proud to call them friends and colleagues.

It was also a time when we paused to listen to voices telling us about racism and inequities not just in general terms but specifically in the Canadian Arts Sector and in our community. As the Shaw looks at all elements of its operations to see where changes are needed, the Guild has also responded to the call for improvement. This summer, **the IDEA Team (Inclusion/Diversity/Equity/Action) was formed** with Susan MacDonald as Team Lead. Its mandate is to better understand racism and white privilege by listening and learning from the experiences of Black, Indigenous and People of Colour in the Guild, the Shaw and the Community. By reaching out, gaining knowledge and taking action, we all begin a journey to foster equity and inclusion in everything we do.

As my two-year term as President finishes in 2020, let me end by saying how proud and privileged I am to be associated with this amazing organization. And I know that under the leadership of Alan Walker, your new President, the Guild will move forward to an exciting and successful 2021 season.

Treasurer's Report

Joe Allevato

Highlights:

- Total Revenue \$8,977 less Total Expenses of \$16,424 equals (-\$7,447).
- Net Assets are \$16,301.

Donations to Shaw Festival:

- \$8,000 to Artist and Artisans Fund

Other donations:

- \$1,500 to The Boxhill Doherty Memorial Fund
- \$500 to the Christmas Fund

Corporate Community Grants to the Shaw Festival via Shaw Guild Members total \$2,615

- Grant from IBM for Shaw Guild Members Recognition \$1,410 to Shaw Guild Education Account
- Grant from IBM for Artist and Artisans Fund \$705
- Grant from Royal Bank for Shaw Gardens \$500

\$9,217 from the Shaw Guild Endowment Fund was directed to support the Music Internship Program at the Shaw Festival.

\$460 was directed to the Shaw Gardens and \$907 to Student Workshops.

Report:

Revenue:

- Membership revenues increased by \$305 over last year.
- Volunteer revenue decreased by \$9,100 compared with last year.
- Fundraising revenues decreased due to no Garden Tour.

Expenses:

Total overall expenses were kept to a minimum because of the lack of any revenue. Membership & Administration expenses were minimal because there was no website maintenance fee this year but there was a Zoom expense fee.

Volunteering revenues exceeded volunteering expenses by \$353

Membership revenue exceeded membership and administration expenses this year. Membership fees will remain unchanged for 2021.

Change in Net Assets:

Expenses exceeded revenue by \$7447.

Net assets at the start of the year were \$23,748 and we ended the fiscal year with net assets of \$16,301.

The Shaw Guild is holding prepaid Garden Tour sponsors donations of \$9,201 and Spring Preview fees of \$485. These amounts are in addition to the net assets of \$16,301.

Reports from Chairs and Officers

Vice President: Alan Walker

Highlights:

- Led Shaw Guild Fundraising Brainstorming Team which recommended future Guild fundraising activities.
- Conducted interviews of EC Candidates as a member of Shaw Guild Nominating Committee.
- Organized a review of 2020 (2021) Garden Tour plans.
- Member of Shaw Guild V Team focused on communications and activities during COVID-19 protocols.

Report:

As my EC colleagues have found, the plans that I had for 2020 did not unfold quite as I had envisaged. For example, I had planned to directly “shadow” Laurie in her 2nd and final year as President, and to meet with Guild members throughout the year as they volunteered.

Although we did complete important work, for example a review of the Guild's fundraising focus, plans and activities, and the identification and nomination of very strong EC candidates, the lack of direct interaction with patrons, and the Shaw, was very much missed. If one is allowed a slight misquote, 2020 was a year when “you do know what you've lost when it's gone.”

Very much on the plus side, the inspired leadership we saw from Tim, TC and Laurie were exemplars of how leaders lead in times of adversity and kudos to all of them. I now look forward to a reset in 2021, to the promise of a new Shaw season, to our 15th Garden Tour, and to getting back to work with you.

Playing This Week

Report:

Although Roy Ayers and his team did not have Shaw materials to distribute in 2020, they did support the Garden Tour by distributing marketing materials to local shops and hotels before COVID-19 caused the cancellation of the Tour.

Activities: Brenda Weafer, Chair

Highlights:

- Full season of Activities planned for 2020
- Began the season in February with a Sneak Peek encounter with the Slaight Family Intensive group at the NOTL Library
- Cheers to Volunteers Event held virtually to celebrate volunteer contributions
- Fall Series broadcast of “Fancy Pants” – an interview with Jason Bendig

Report:

The season began with another opportunity for Guild Members to get “up close and personal” with new Company members in February at our first event, Sneak Peek, which was a chance to have an intimate evening experiencing the culmination of the Slaight Family Intensive series of workshops for new and returning ensemble members. This was held on Valentine’s Day at the NOTL library and was a wonderful chance to meet and mingle. That was our first – and sadly our last – in-person event for 2020.

With the shutdown in March we began to explore other ways to connect with Members. We did a successful Cheers for Volunteers broadcast, and learned a lot about how technology can support our efforts. We then planned a Summer Series of broadcasts which was also put on hold until September, when Jason Bendig, Head of Wardrobe, presented a fun behind-the-scenes talk called “Fancy Pants”.

Although our traditional activities did not happen, there were other opportunities to collaborate with the Shaw Festival and the town of NOTL on a few projects, including producing a video series on “What’s Different Out There?”.

Here’s hoping some of the wonderful activities that had been planned for this year can actually happen in 2021!

Communications: Cheryl Morris, Chair

Highlights:

- A record number (as of October 2020) of newsletters (13) and other communications (31) was sent to Guild members in 2020, as online messages proved effective at keeping us in touch.
- Online tools like Zoom and our broadcast medium StreamYard/YouTube proved invaluable for keeping Members informed and engaged in the various projects we were concocted.
- Conducted interviews of EC Candidates as a member of Shaw Guild Nominating Committee.

Report:

Besides the outgoing messages from the Guild Executive Committee to Members, there was a lot of two-way communication as well. Members were happy to share personal stories and photos in the newsletters. We learned a lot about each other during this time of social distancing.

I was happy to be involved in many of the new projects like the “What’s Different Out There” videos, the NOTL Ambassador Pilot project, and helped with the A Lot of NOTL initiative. All projects were successful in supporting the community.

A couple of surveys to Members showed us we were on the right track in keeping everyone in the know about the Shaw. Thank you for your feedback and participation!

Docent: Arlene Carson, Chair

Highlights:

- 32 Docents on the team for start of 2020 season
- 10 tours with 236 patrons

Report:

The end of the 2019 season saw two retirements from the team. Terry Davis had been with us four years and Margaret Fairman for 15 years. Thanks to both of them for their time and support for the Shaw as Docents. We were thrilled to welcome back Elaine

Evans and Keith Mills after a year-long absence, which brought us to 32 Docents at the start of the season.

In the early months of the year the Docents were proceeding with their training for the 2020 season by reading scripts and attending first rehearsals. A new tour called "Backstage Secrets" was in development for the Public tours scheduled to begin in April. Docents met with various Departments of the Shaw production team to discuss their experiences and latest innovations in their areas.

During January, February and March there were 4 Adult tours, with a total of 72 patrons and 6 Student tours, with a total of 164 students. However, due to the lockdown before the end of March, 11 tours already scheduled for April were cancelled and all further training sessions were put on hold. The Docent team looks forward to getting back to their volunteer activities next season.

Fundraising: Suzanne Hebert, Chair

Highlights:

- Participated in a Shaw Guild Fundraising Brainstorming Team which recommended future Guild fundraising activities
- Developed the plan for the 2020 Garden Tour and Sense, Savour and Stroll events
- Member of Shaw Guild V Team focused on communications and activities during COVID-19 protocols.

Report:

As we all know the 2020 Garden Tour was unfortunately canceled. However, plans were well under way by the time COVID was declared a pandemic in March.

Plans were well underway for communications and publicity. In fact, by early March all tickets for Sense, Savour and Stroll had been sold, and Shaw had sold a few hundred advance tickets for the Garden Tour.

Particularly in terms of sponsorship, by December 2019 we had already raised \$15,400 from 22 sponsors, most of the funds received and in the Shaw Guild bank account. We are forever thankful to the sponsors, most of whom told us to keep the money and apply it to the 2021 Garden Tour.

For Sense Savour and Stroll over \$5,000 had been committed by sponsors, food, wine and beer.

Eight wonderful gardens had been identified for the tour.

Although the tour had to be canceled, the 2021 Garden Tour and SS&S should prove to be successful, with a lot of work already accomplished! M Jane Catcher was appointed as the Garden Tour Convenor for 2021/2022.

Shaw Theatre Gardens: Paddy Parr, Chair

Highlights:

- Sadly, “the year that wasn’t”.
- Controlled spring clean-up.
- Putting the gardens “to bed”.

Report:

Sadly, 2020 was “the year that wasn’t” in all the Festival gardens. As the “state of emergency” placed Shaw Festival in an “essential workers only” category, the opportunity for volunteers to be onsite was just not to be.

Luckily, Shaw was able to negotiate with their commercial landscape contractor, Green Scenes, to take over our Guild gardens at the Festival, and they have done a wonderful job of tending the gardens in our absence.

In April, Team Leader Peggy Bell became concerned about the lack of attention to the gardens at the Royal George. With “essential workers only” allowed at Shaw, there was no staff to conduct spring clean-up. We were most grateful to be given permission to send volunteers in controlled teams-of-two, to clear away all the winter debris, filling well over 25 bags in very short order!

Flash forward to fall, and here we are, once again, working in controlled teams-of-eight now, to get the Royal George “winter-ready”. Our “year that wasn’t” has taken its toll on The Gallery Garden, but we remain positive that there are better days ahead, and look forward to the regrowth of Season 2021.

Greeting: Marg Mather, Chair

Highlights:

- Our roster of Greeters has increased to 106 Volunteers!
- The Holiday Season of 2019 brought another first. Greeting at the Matinee and Evening performances of "Holiday Inn", 75 shifts in total, despite the weather.
- Some of our Greeters joined NOTL's Ambassador Pilot Program in September. A well-received and very successful undertaking.

Report:

And so ends the year that wasn't. In March, COVID-19 raised its unrelenting head and shut down our wonderful Shaw Festival. We were all saddened by these circumstances, but Greeters had a resilience that was amazing. In all our phone conversations over the 6 months, everyone remained optimistic..... maybe next month.....maybe in the Fall/Winter, but we'll now have to wait until next year.

We thank you all so much for sticking with us during these unprecedented times. We will always remember your dedication which is greatly appreciated.

To our New Members who joined us this year, we are sorry that we only welcomed you via Email and Zoom. We look forward to seeing you Face-to-Face next year.

I would be remiss not to thank Tim Carroll, Tim Jennings and their team for their unwavering support and tireless efforts to give us some form of the Shaw. We will never forget your hard work for the Staff, Ensemble, Patrons and Us, your thankful Volunteers.

'Till We Greet Again!

Hosting: Greg Fedoryn, Chair

Highlights:

- Exceptionally dedicated group of 212 Host Volunteers in 2020 on standby.
- 40 New Host Volunteers for 2020 eager to provide their support.
- Despite the ravages of COVID-19 on the Niagara Community and the necessity of maintaining social distancing, Hosts remained in touch and fully informed on Shaw

status through Shaw Guild Newsletters, Host Communiques and personal phone calls from Guild Executives.

Report:

2020 was a year of great promise with 13 Shaw productions to be presented, including the highly anticipated Mahabharata and two Christmas productions. After an outstanding 2019 season, all of us in Hosting were eagerly awaiting the Shaw Festival opening on April 7, 2020 and the commencement of another incredible theatre season.

In Hosting, our annual kickoff information sessions with our Greeting colleagues were planned and ready to launch in April and May 2020 at the NOTL Community Centre. Given our significant growth in the number of New Guild Volunteers, Host training sessions and front of house theatre tours were scheduled for the new Hosts. Building off our feedback from a 2020 survey of Guild members, we revamped the MVP Host scheduling process to allow Hosts to self-schedule their own shifts within a specified period throughout the entire season, under the guidance of a Period Host Captain. Our dedicated Hosts were ready, willing and able to fully support the Shaw throughout the 2020 season, but sadly the COVID-19 pandemic changed the landscape, preventing the opening of the Shaw Festival this year. We all greatly look forward to the opening of the 2021 season. In the interim, take good care of yourself and each other.

Membership: Susan MacDonald, Chair

Highlights:

- 2020 members: 343 (330 Active / 13 Inactive)
- New members: 44
- Volunteer hours: 3,985

Report:

Statistics for this year bear witness to a year that virtually stopped in March. Most members had renewed their membership by the end of January, and from November until February, 40 new members were welcomed. The orientation scheduled for April 6 — with the promise of 16 potential new members — had to be cancelled. Although no in-person meetings could be organized, in June a Zoom orientation was offered for people who had expressed interest early in the year to join the Guild. Four people attended.

Volunteer hours represent primarily administration activities, notably planning for a June Garden Tour.

The Black Lives Matter movement opened our eyes to inequities, systemic racism and white privilege that sadly exist in Niagara-on-the-Lake, the Shaw Festival and the Shaw Guild. In July, members of the Guild executive formed the IDEA team (Inclusion/ Diversity/Equity in Action) to learn more and ensure the Guild is welcoming, inclusive and safe for everyone. Our mandate is:

We are a team dedicated to listening and learning from the experiences of Black, Indigenous and People of Colour in the Guild, the Shaw and the community to better understand racism and white privilege. By reaching out, gaining knowledge and taking action we begin a journey to foster equity and inclusion in everything we do.

The IDEA team will explore many areas, liaise with the Shaw Festival and Niagara-on-the-Lake, initiate conversations and continually keep members informed so we can all make a difference.

MVP: Kim Mustill, Chair

Highlights:

- MVP Profiles: 343 (330 Active | 13 Inactive)
- Archived Profiles: 38
- New MVP Profiles added for 2020: 47

Report:

MVP (My Volunteer Page) responsibilities changed hands in 2019 from Cheryl Morris, Communications Chair, to Kim Mustill. 2020 started off with great enthusiasm as 43 new members eagerly signed up, most received training and were chomping at the bit ready for our new season. We also had great aspirations to make some modifications to MVP this year with a roll-out plan to inform our volunteers and provide training refreshers throughout the year. One of the changes we felt would make the sign up for the Greeters and Host shifts more streamlined. Although this did not materialize, we hope to implement these changes in 2021.

Our plans for next season will be to continue to support our volunteers with MVP refresher sessions, quick tip reference material, implement MVP enhancements and to listen to our members to make MVP as user friendly as we can. As always, I am here to support our volunteers with our technology to the best of my ability.

I look forward to seeing you all again soon and here's to the possibilities in 2021....

Election of Officers and Chairs

In accordance with Article XIII of the Shaw Guild By-laws, the Nominating Committee comprised the following Shaw Guild members:

- **Julian Rance**, Past President and Chair of the Nominating Committee.
- **Laurie Harley**, President, **Alan Walker**, Vice President
- **Susan MacDonald**, Membership Chair, **Mary Mizen**, Secretary, **Cheryl Morris**, Communications Chair, and **John Mather**, Shaw Guild Member in good standing.

In accordance with Article VII of the Shaw Guild By-Laws, the following Guild members will serve for a second year of a two-year term, ending in November, 2021.

Chairs of Standing Committees:

Shaw Theatre Gardens	Paddy Parr
Docent Chair	Arlene Carson
Membership Chair	Susan MacDonald
Hosting Chair	Greg Fedoryn
MVP Chair	Kim Mustill

The following Guild members are nominated to serve for a term of two years, ending in November 2022.

Officers:

President	Alan Walker
Past President	Laurie Harley
Vice President	Mary Mizen
Treasurer	Joe Allevato
Secretary	Deborah Williams

The following Guild members are nominated to serve for a term of two years, ending in November 2022.

Chairs of Standing Committees:

Activities Chair	Brenda Weafer
Greeting Chair	Marg Mather
Communications Chair	Cheryl Morris

Biographies

M Jane Catcher

Upon retiring to Niagara-On-The Lake in 2015 from a successful career in the Design Furnishing Industry, M Jane came with a goal and energy to get involved in the community and give back through her many volunteer efforts.

Together with her Honours Diploma in Interior Decorating from Humber College, she brings a wealth of career experience to draw upon, such as designing creative concepts and excellent project management organization & facilitation skills. M Jane is seen as a go-to- person and resource others can depend upon.

Her commitment to get involved in the community is readily apparent. Along with her husband, Tom, she was an active volunteer on the Canada 150th Celebration Committee, the Tall Ships visit in the summer of 2017 and the Snowbirds Event both in 2017 & 2019. In 2018 M Jane joined the Shaw Guild as a volunteer maintaining the Festival gardens, and at the annual Shaw Guild Garden Tour.

For the past 3 years M Jane and Tom have been acting in the popular Cemetery Graveyard Tours put on by the Niagara-On-The-Lake Museum; the latest of which M Jane can be seen playing the role of Eliza Whitmore, alongside her husband William Kirby ... be sure to check out all the performances at <http://www.nhsm.ca/>

Gail E Kendall

Gail moved to Niagara-on-the-Lake in July 2018 from the beaches area of Toronto. She settled in nicely in the quaint village of Queenston.

Gail has had a vast array of careers over the years. Her 23 years as a manager at Bell Canada in customer service prepared her for all opportunities after leaving in 1998. She went on to become a client liaison for a software company, relationship manager at an international home stay network, Admissions at Havergal College and Executive Director for the Beach BIA to name a few.

Since arriving in NOTL, Gail has worked at Riverbend Inn managing the front desk as well as at a couple of retail management positions on Queen Street.

To say Gail is customer- and client-focused would be an understatement. Within months of arriving in town, Gail joined the Shaw Guild as a Docent and Host. She has always had

a passion for theatre and is no stranger to being backstage and in dressing rooms. Her daughter is an accomplished stage and film actor as was her dog Ella who performed in the Mirvish production of Annie in Toronto.

Gail has also volunteered with the town at the ice wine festival, the TD Jazz festival and Riverbrink Museum, and is always looking for more opportunities.

Gail is a certified Life Coach as well as a certified Aromatherapist and is working at building her business in NOTL and the surrounding area.

When not working or volunteering, you will find Gail cycling the bike paths, walking her dog Willow and capturing the beauty of the area behind the lens of her camera or on a yoga mat perhaps in the middle of an orchard.

Deborah Williams

Deborah and her husband Grant have been visiting Niagara-in-the Lake for the last 40 years and over those years has attended many Shaw performances, golfed an array of courses, visited wineries and enjoyed the area immensely.

After 39 years in the education system in Toronto, Deborah moved to Niagara-on-the Lake with Grant in the summer of 2015. Shortly after the move, besides enjoying the Shaw performances, she signed up as a volunteer to Host and Greet at the Shaw.

Getting involved in the community is important to Deborah. She organizes golf leagues, participates in book clubs, enjoys taking local art classes, loves gardening, hates weeding, likes finding new vistas to photograph and enjoys meeting new people.

Deborah has a Bachelor of Education Degree, as well as an educational specialist in Business and Counselling.

SHAW GUILD BY-LAW AMENDMENTS
PROPOSED AT 2020 ANNUAL GENERAL MEETING
NOVEMBER 23, 2020

In 2020, The Shaw Festival established a new Board of Governors. Appointed by the Shaw Festival's Board of Directors, members of the Board of Governors will act as ambassadors, advisors, and stewards to develop resources, build community relationships, and assist with fundraising activities. Article V of the Shaw Festival Theatre's Consolidated By-Laws, updated March 6, 2020, states that the President of the Shaw Guild will automatically be a member of the Board of Governors while he or she holds that office. Prior to the establishment of the Board of Governors, the Shaw Guild President was a member of the Shaw's Board of Directors.

This change has directed a review of the Guild's By-Laws, last updated in November, 2016. The following motions will be tabled at the Shaw Guild's Annual General meeting on November 23 to align our By-Laws with the Shaw Festival's By-Laws and make related changes. The complete Shaw Guild By-Laws, with changes highlighted in red, are attached as well for your review.

Article 1.2 – Name of the Organization

The proposed amendment updates the reference to the Article in the Shaw Festival Theatre's By-Laws that outlines the constitution of the Shaw Guild.

Proposed By-Law	Current By-Law
The Guild is constituted in accordance with Article VIII of the consolidated By-Laws 2020 of the Shaw Festival Theatre, Canada, (hereinafter referred to as the Shaw Festival).	The Guild is constituted in accordance with Article VII of the consolidated By-Laws 2012, amended in 2015 and the Rules of Governance of the Shaw Festival Theatre, Canada, (hereinafter referred to as The Shaw Festival).
Motion: "That the By-Law amendment, relative to Article 1.2, Name of Organization, be approved and subsequently sent to the Board of Directors of the Shaw Festival for adoption."	

Article III.1 – Relationship to the Shaw Festival

The proposed amendment reflects the change in the Shaw Guild President's role as a Governor of the Shaw Festival.

<p>Proposed By-Law In accordance with the consolidated By-Laws of the Shaw Festival, the President of the Shaw Guild shall automatically be a Governor of the Shaw Festival while he/she holds the office.</p>	<p>Current By-Law In accordance with the consolidated B-Laws of the Shaw Festival, the President of the Guild shall be an ex-officio Governor of the Shaw Festival.</p>
<p>Motion: "That the By-Law amendment, relative to Article III.1, Relationship to the Shaw Festival, be approved and subsequently sent to the Board of Directors of the Shaw Festival for adoption.</p>	

Article IV.3 – Membership

The proposed amendment adds the Chair of the Board of Governors to the list of Honorary Members of the Shaw Guild.

<p>Proposed By-Law The following are Honorary Members of the Shaw Guild: The Chairs of the Boards of Directors and Board of Governors of the Shaw Festival, the Artistic Director and Executive Director of the Shaw Festival, and any other person endorsed by the Executive Committee.</p>	<p>Current By-Law The following are Honorary Members of the Guild: The Chairman of the Board of Governors of the Shaw Festival, the Artistic Director of the Shaw Festival, the Executive Director, and any other person endorsed by the Executive Committee.</p>
<p>Motion: "That the By-Law amendment, relative to Article IV.3, Membership, be approved and subsequently sent to the Board of Directors of the Shaw Festival for adoption."</p>	

Articles II.2 – Objectives; Article VIII.7 – Fiscal Policy; Article XVI.1 – Amendments to the By-Laws

The current Board of Directors was previously known as the Board of Governors. The proposed amendments replace references to the Board of Governors with Board of Directors.

Proposed By-Laws	Current By-Laws
Article II.2: The Guild's activities shall be guided by the objectives of the Board of Directors of the Shaw Festival.	Article II.2: The Guild's activities shall be guided by the objectives of the Board of Governors of the Shaw Festival.
Article VIII.7: The Financial Statements for the fiscal year shall be presented to the Members at the Annual Meeting. A copy of the report and the Financial Statements shall be delivered to the Board of Directors of the Shaw Festival within two (2) weeks of holding the Annual Meeting.	Article VIII.7: The Financial Statements for the fiscal year shall be presented to the Members at the Annual Meeting. A copy of the report and the Financial Statements shall be delivered to the Board of Governors of the Shaw Festival within two (2) weeks of holding the Annual Meeting.
Article XVI.1: Any proposed amendments to the By-laws shall be prepared and presented to the Executive Committee, approved by the Membership, then sent to the Board of Directors of the Shaw Festival for final adoption.	Article XVI.1: Any proposed amendments to the By-laws shall be prepared and presented to the Executive Committee, approved by the Membership, then sent to the Board of Governors of the Shaw Festival for final adoption.
Motion: "That the By-Law amendments, relative to Articles II.2, VIII.7, XVI.1 be approved and subsequently sent to the Board of Directors of the Shaw Festival for adoption."	

THE SHAW GUILD
FINANCIAL STATEMENTS
YEAR ENDED OCTOBER 31, 2020
(UNAUDITED - SEE NOTICE TO READER)

NOTICE TO READER

On the basis of information provided by management, we have compiled the statement of financial position of The Shaw Guild as at October 31, 2020 and the statements of changes in net assets, revenues and expenditures and cash flows for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

St. Catharines, Ontario
November 5, 2020

Bridgman and Durksen
**CHARTERED PROFESSIONAL ACCOUNTANTS
PROFESSIONAL CORPORATION**
Authorized to practise public accounting by
the Chartered Professional Accountants of Ontario

THE SHAW GUILD
STATEMENT OF FINANCIAL POSITION
OCTOBER 31, 2020
(UNAUDITED - SEE NOTICE TO READER)

	2020	2019
ASSETS		
CURRENT		
Cash	\$ 25,017	\$ 31,527
Prepaid expenses	485	401
	\$ 25,502	\$ 31,928
LIABILITIES AND NET ASSETS		
CURRENT		
Prepaid membership fees	\$ -	\$ 2,580
Prepaid garden tour sponsors	9,201	5,600
	9,201	8,180
GENERAL FUND	16,301	23,748
	\$ 25,502	\$ 31,928

Approved on behalf of the Board

_____ Director

THE SHAW GUILD
STATEMENT OF CHANGES IN NET ASSETS
YEAR ENDED OCTOBER 31, 2020
(UNAUDITED - SEE NOTICE TO READER)

	<u>2020</u>	<u>2019</u>
NET ASSETS - beginning of year	\$ 23,748	\$ 23,596
Excess of revenue over expenses	<u>(7,447)</u>	<u>152</u>
NET ASSETS - end of year	<u>\$ 16,301</u>	<u>\$ 23,748</u>

THE SHAW GUILD
STATEMENT OF REVENUES AND EXPENDITURES
YEAR ENDED OCTOBER 31, 2020
(UNAUDITED - SEE NOTICE TO READER)

	2020	2019
REVENUE		
Membership	\$ 7,240	\$ 6,935
Hosting/volunteering	1,720	10,820
Interest	17	38
Fundraising	-	22,052
	8,977	39,845
EXPENSES		
Donations - Shaw Festival	8,000	25,000
Membership and administration	4,787	5,843
Fundraising	2,270	4,775
Hosting/volunteering	1,367	4,075
	16,424	39,693
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	\$ (7,447)	\$ 152

THE SHAW GUILD
STATEMENT OF CASH FLOWS
YEAR ENDED OCTOBER 31, 2020
(UNAUDITED - SEE NOTICE TO READER)

	2020	2019
OPERATING ACTIVITIES		
Excess (deficiency) of revenue over expenses	\$ (7,447)	\$ 152
Changes in non-cash working capital:		
Prepaid expenses	(84)	(401)
Prepaid membership fees	(2,580)	(1,435)
Prepaid garden tour sponsors	3,601	5,600
	937	3,764
INCREASE (DECREASE) IN CASH	(6,510)	3,916
CASH- beginning of year	31,527	27,611
CASH - end of year	\$ 25,017	\$ 31,527