

PAL STRATFORD

ANNUAL MEETING 2025

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Agenda

Greeting from Chair, Ian Deakin

Land Acknowledgement and 'action of reciprocity'

Call to order and summary of voting members and proxies present

1. Adoption of agenda for June 8th, 2025, as circulated or amended
2. Approval of minutes of the Annual Meeting, June 27th, 2024
3. Consideration of the financial statements
4. Report of the auditor or person who has been appointed to conduct a compilation engagement
5. Special Business:
 - a. Committee Reports:
 - Treasurer's Report, including Fundraising
 - Board Chair Report
 - PAL Canada Updates
 - Community Outreach, including Programmes
 - Development/Membership
 - Building and Maintenance
 - Tenant Selection
 - Administrative Report
 - b. Ratification of all motions from 2024 (see *Summary of Motions*)
6. Nomination of new and returning Board of Directors

Closing remarks.

Adjournment.

Minutes from PAL Stratford 2024 Annual Meeting

The 2024 Annual Meeting was held at 101 Brunswick Street on Thursday, June 27th, at 4 pm, with twenty-one members in attendance.

Board Chair, Ian Deakin, greeted the membership and introduced himself. Ian spoke of the importance of PAL Stratford to the artistic community and how serving on the Board was an opportunity for him to "give back". Ian then invited Nancy Benjamin to offer the Land Acknowledgement.

As part of the Land Acknowledgement and as an "action of reciprocity", Nancy informed the membership that PAL Stratford had donated \$500 to the Grassy Narrows Legal Fund to help them gain government action to clean their waters. Nancy offered flyers with website information for Grassy Narrows and their planned "Day of Action" in Toronto on September 19th, 2024.

Ian then took a few moments to acknowledge the years of dedicated work and contributions to PAL Stratford made by Amanda Ryan and Arlene Jillard.

AM 2024-1: Motion to adopt the Agenda as circulated for June 27th, 2024:

Moved by Amanda Ryan,
Seconded by Vic Ryan,
Carried.

AM 2024-2: Motion to approve the Minutes from June 11th, 2023 (with corrections to the spelling of the names of Robin McGibbon and Richard March):

Moved by May Jolliffe,
Seconded by Caro Coltman,
Carried.

Consideration of Financial Statements:

Treasurer Leslie Jost noted that an official review by our accountants, Atlin and Associates, was not completed in 2023 and that a compilation engagement was done instead.

Leslie noted that much work to repair and maintain the house had been completed thanks in large measure to Arlene Jillard: the west porch has been rebuilt, the basement windows replaced, new eaves troughs have been installed. Recently in 2024, the shed has been repaired and the moth-eaten carpet in the library has been removed.

AM 2024-3: Treasurer Leslie Jost moved that the financial report be accepted:

Seconded by Denise Fergusson,
Carried.

AM 2024-4: Treasurer Leslie Jost moved that Atlin and Associates be engaged to review our financial statements for the coming year:

Seconded by Amanda Ryan,
Carried.

AM 2024-5: Treasurer Leslie Jost moved the financial report from Atlin and Associates be accepted:

Seconded by Vic Ryan,
Carried.

SPECIAL BUSINESS:

COMMITTEE REPORTS:

The **EXECUTIVE COMMITTEE REPORT** was given by Caro Coltman, who was Interim Chair from September 2023 until the Spring of 2024, when Ian Deakin accepted the position of Chair.

Caro spoke about the turmoil and resignations which led to a cessation of activities at PAL Stratford, without going into detail because of confidentiality restrictions. Caro underscored how the three Board Directors who remained during this period (Caro, Treasurer Leslie Jost, and Secretary Nancy Benjamin) could do little more than keep the tenants safe and the organization from folding completely.

Caro introduced new Board Directors— Ian Deakin, Alyson Kent, and Guy Chadsey. Caro spoke about the work done by the Board over the winter months to revamp forms and procedures and to articulate clearly PAL Stratford's policies to bring the organization into compliance with ONCA (Ontario Not-for-Profit Corporation Act) by the deadline of October, 2024.

The **EQUITY, DIVERSITY, AND INCLUSION REPORT** was given by Nancy Benjamin who noted that the committee had not pursued activity beyond supporting the Land Acknowledgement and Act of Reciprocity for E.t.E. 2023 which was noted in the written report.

Amanda Ryan reminded Nancy that a Quilt for Survivors had been completed and donated in 2023.

COMMUNITY OUTREACH COMMITTEE REPORT:

Chair of the committee, Nancy Benjamin, explained why the name of the committee had been changed from 'Supporting Cast' to 'Community Outreach Committee'.

Nancy also explained the new application forms for volunteers and those wishing services (which are now on our website) to meet insurance requirements and ONCA requirements.

Much concern was expressed by members and tenants about the new policies, particularly, as access to the house has been limited and outreach activities (such as coffees and luncheons) have on 'hold'.

Caro and Nancy re-iterated that we were in the process of recovering from a devastating Fall that nearly led to the end of the organization, and at the same time, working to bring the organization into compliance with ONCA and insurance requirements.

MEMBERSHIP COMMITTEE: Leslie Jost reported that we have 58 members and that we hope to continue to grow throughout 2024.

BUILDING AND MAINTENANCE COMMITTEE REPORT was given by Leslie Jost, who introduced the new chair of the committee, Alyson Kent. Leslie acknowledged the help of volunteers and noted that our property management team at Stratford Management have really stepped-up and taken a more active role in maintaining the house.

TENANT SELECTION COMMITTEE REPORT: Guy Chadsey noted that there have been no turnovers in the residence, but there were some new applications. The committee will be meeting soon to review those.

ADMINISTRATIVE REPORT: Administrator Fay Brotherston spoke of looking forward to improving communications further throughout the coming year.

AM 2024-6: Motion to ratify all motions made by the Board in 2023:

Moved by Caro Coltman,
Seconded by Robin McGibbon,
Carried.

NOMINATION OF NEW AND RETURNING BOARD of DIRECTORS: The list of new and returning Board members was read by Chair, Ian Deakin.

AM 2024-7: Motion to accept the nominations:

Moved by Denise Fergusson,
Seconded by Vic Ryan,
Carried.

CLOSING REMARKS: Chair Ian Deakin spoke about how important the organization of PAL Stratford is, about the need to expand, and about the future.

Before closing the meeting, Pam Brierly asked when Wednesday Coffee in the house would resume. Residents, LaReine and Silvia expressed how much they missed activity in the house. Caro thanked everyone for coming to the meeting and speaking up about their concerns. And Caro reminded everyone that the Board is trying to both meet ONCA and insurance requirements, and that until very recently, the Board was barely able to manage running the house. There was much discussion about accessibility to the house, how to meet new requirements, and resuming activities and services. Pat Reavy wondered if a staff member could be hired to be present for the house to be open more. Caro reminded everyone that we have lost our main fundraising event to pay for extras, at least for now.

AM 2024-8: Motion to adjourn:

Moved by Amanda Ryan,
Seconded by Vic Ryan,

Carried.

Immediately following the meeting, Guy Chadsey thanked Arlene Jillard and Amanda Ryan for their enormous dedication and service. Arlene, Amanda, and Nancy Benjamin (out-going Secretary) were presented with beautiful bouquets of flowers and thank you cards. The membership was then invited to stay for nibbles and socializing.

ADDENDUM: at the socializing afterwards, the ever-thoughtful Pat Reavy suggested to several Board members that perhaps a volunteer could be paid a nominal fee. Several wondered if, in fact, our Administrator Fay Brotherston could take on this role.

On July 6th, Pat sent Nancy an email with this suggestion: One of the residents could be the host for coffee or other events as they live in the residence and can invite whatever friends they want to join them.

2024 Summary of Motions

15 January, 2024

1. **MOTION to adopt agenda:** Caro, seconded by Ian, carried.
2. **MOTION to approve the minutes from December 15th, 2023:** Caro, seconded by Leslie, carried.
3. **MOTION to nominate Guy Chadsey to the PAL Stratford Board of Directors:** Leslie, seconded by Alyson, carried.
4. **MOTION to accept the Financial Report as circulated:** Leslie, seconded by Guy, carried.
5. **MOTION to adjourn:** Caro, seconded by Leslie, carried.

12 February, 2024

1. **MOTION to adopt agenda:** Nancy, seconded by Leslie, carried.
2. **MOTION to adopt the corrected minutes from January 15th, 2024:** Nancy, seconded by Ian, carried.
3. **MOTION to accept the Treasurer's Report:** Leslie, seconded by Alyson, carried.
4. **MOTION for Fay to have access to Word Press Administration Consul for PAL Stratford:** Caro, seconded by Leslie, carried.
5. **MOTION that Arlene Jillard produce the 2024 Expect the Extraordinary Fundraiser, without the Silent Auction:** Guy, seconded by Ian, carried
6. **MOTION that the Report as read be shared and circulated with the full membership:** Caro, seconded by Alyson, carried.
7. **MOTION to adjourn:** Alyson, seconded by Leslie, carried.

18 March 2024

1. **MOTION to adopt the agenda:** Guy, seconded by Caro, carried.
2. **MOTION to adopt the minutes from February 12th, 2024:** Guy, seconded by Leslie, carried.
3. **MOTION to accept the Treasurer's Report:** Leslie, seconded by Alyson, carried.
4. **MOTION to accept the 2024 Budget as presented by the Treasurer:** Leslie, seconded by Alyson, carried
5. **MOTION to accept that the revised documents (Volunteer Application, Volunteer Code of Confidentiality, Guidelines for Volunteers, and Intake Form/Request for Services) be approved and sent to Fay for formatting and posting on our website:** Ian, seconded by Caro, carried.

6. **MOTION to appoint Ian Deakin as Chair of the PAL Stratford Board of Directors:** Guy, seconded by Caro, carried.
7. **MOTION to appoint Alyson Kent as Vice-Chair of the Pal Stratford Board of Directors:** Guy, seconded by Ian, carried
8. **MOTION to adjourn:** Leslie, seconded by Caro, carried.

15 April 2024

1. **MOTION to adopt the Agenda for April 15th, 2024:** Alyson, seconded by Leslie, carried.
2. **MOTION to adopt the minutes from March 18th, 2024:** Guy, seconded by Ian, carried
3. **MOTION to accept the Treasurer's Report and Budget Report:** Leslie, seconded by Guy, carried.
4. **MOTION to accept that all references to E.t.E. 2023 be removed from the PAL Stratford website and no further reference to future E.t.E. events be made:** Guy, seconded by Ian, carried.
5. **MOTION to accept that we adopt the policies and procedures in the following documents (as formatted by Fay Brotherston): Board Code of Conduct, Conflict Resolution, the 4 Community Outreach forms, Tenants Rights and Responsibilities:** Alyson, seconded by Leslie, carried.
6. **MOTION to adjourn:** Alyson, seconded by Guy, carried.

13 May 2024

1. **MOTION to adopt the agenda corrected for the date of May 13th, 2024:** Guy, seconded by Leslie, carried.
2. **MOTION to adopt the minutes from April 15th, 2024:** Leslie, Seconded by Guy, carried.
3. **MOTION to accept the Treasurer's Reports be accepted as circulated:** Leslie, seconded by Guy, carried.
4. **MOTION to adjourn:** Leslie, seconded by Caro, carried.

23 May ADDENDUM:

5. **MOTION to accept that the PAL Stratford Board adopt the policies for Tenants Rights and Responsibilities, Board Conflict of Interest, Conflict Resolution, and Workplace Harassment as they stand as of May 21, 2024, and that these four policies be posted on the PAL Stratford website;** Nancy, seconded by Ian Deakin, carried.

22 July 2024

1. **MOTION to appoint Caro as Secretary;** Ian, seconded by Guy, carried.
2. **MOTION to approve the slate of nominees for Board Executive Committee (Ian as Chair, Leslie as Treasurer, Caro as Secretary);** Ian, seconded by Guy, carried.
3. **MOTION to adopt the Agenda;** Ian, seconded by Guy, carried.
4. **MOTION to adopt May 2023 Minutes;** Ian, seconded by Leslie, carried.
5. **MOTION to approve the renewal of Fay's contract;** Leslie seconded by Caro, carried.
6. **MOTION to Adopt the Financial reports as presented;** Leslie, seconded by Ian, carried.
7. **MOTION to schedule individual meetings with tenants to discuss their concerns in September;** Alyson, seconded by Leslie, carried.
8. **MOTION to appoint Carmen Grant to the Board;** Ian, Caro, carried.
9. **MOTION to increase the rent for new tenants as follows: \$600 bachelor; \$750 for one bedroom;** Leslie; seconded by Alyson; carried.
10. **MOTION to Adjourn;** Ian, seconded by Leslie, carried.

25 September 2024

1. **MOTION to Adopt Agenda for September 25, 2024 meeting;** Ian Deakin, seconded by Leslie Jost, carried
2. **MOTION to adopt the minutes from July 22, 2024;** Leslie Jost, seconded by Ian Deakin, carried
3. **MOTION to Adopt Financial reports as presented;** Leslie seconded by Caro, carried.
4. **MOTION to Adjourn;** Caro, seconded by Leslie, carried.

23 October 2024

1. **MOTION to Accept Agenda;** Ian, seconded by Alyson, carried.
2. **MOTION to Adopt the Minutes of September Board Meeting;** Leslie, seconded by Ian, carried.
3. **MOTION to accept the Financial Reports;** Leslie, seconded by Alyson, carried.
4. **MOTION to Adjourn: Caro, seconded by Carmen, carried.**

29 November 2024

1. **MOTION to Accept Agenda;** Caro, seconded by Ian, carried.

2. **MOTION To Adopt the Minutes of October Board Meeting;** Alyson, seconded by Guy, carried.
3. **MOTION to accept the Financial Reports;** Leslie, seconded by Caro, carried.
4. **MOTION to Adjourn;** Carmen, seconded by Ian, carried

8 December 2024

1. **MOTION to Accept Agenda;** Caro seconded by Carmen, carried.
2. **MOTION to Adopt the Minutes of November Board Meeting;** Caro, seconded by Carmen, carried.
3. **MOTION to accept the Financial Reports;** Leslie, seconded by Alyson, carried.
4. **MOTION to Adjourn;** Ian, seconded by Leslie, carried.

Treasurer's Report

Respectfully submitted by Leslie Jost, Treasurer

2024 Financial Statements

For the year ended December 31, 2024, the firm of Atlin & Associates Chartered Professional Accountants compiled our financial statements. They did not review, audit, or express any assurance about the statements.

For 2025, for Ontario Not-for-Profit Corporations Act (ONCA), we will need a Special Resolution (motion) to approve a compilation engagement. This resolution needs a 2/3 approval by the members at the Annual Meeting. The default for ONCA is a full audit. An audit gives the highest assurance on the accuracy of our financial statements, a review conclusion gives some assurance, and a compilation provides no assurance. Atlin & Associates has let us know that a compilation engagement is sufficient for PAL Stratford Inc.

PAL Stratford provides two essential services: (1) Housing and (2) Support for seniors, and we continue to offer these services.

A modest rent increase of 2.5% for all tenants, as allowed by the province, was implemented in 2024.

Donations in memory of Marti Maraden, Doug Reberg, Jillian Cook, and Patricia Hamilton and in honour of Sheila Wakelam, Leslie Jost, and Lucy Peacock and to honour the opening of Cymbeline and the company of Hedda Gabler at the Stratford Festival were received.

Statement of Financial Position Page 3

Total cash in the bank available at the end of 2024 for operations is \$132,689 and we have renewed a short-term investment of \$220,191 with accrued interest looking towards a future housing project. Per CRA we are required to spend at least 3.5% of the value of our investment assets, or \$12,351 minimum in 2025 on our charitable activities.

Statement of Operations and Statement of Changes in Fund Balances Pages 4+5

The Capital fund was created for grants and specified large donations intended to be used to acquire a building. It is drawn down annually as the building systematically depreciates for accounting purposes. Its value mainly reflects the value of 101 Brunswick.

The General fund captures all the normal activity of the organization. More details for these line items may be found in the attached schedules.

Notes to Financial Statements page 6

Donation revenue of \$30,014 was received. It is higher than that of 2023 due to a generous bequest from the estate of Molly Christie. The overall excess of revenues over expenditures was \$9,194.

Schedule 1 – ETE income and expense – none for 2024

Schedule 2 Community Outreach / Programme

We held a small gathering for Christmas at 101 Brunswick.

Schedule 3 Capital Fundraising – none in 2024

Schedule 4 Lodge operations

Without considering amortization, the building carries itself at essentially break-even and is in keeping with the original business plan for our project.

The most significant maintenance and capital upgrade expenses in 2024 were the replacement and painting of the front porch deck, repair and painting the back shed, a new stove in unit 1B and a new toilet in 2A. Utility costs were about 30% less than in 2023 largely due to switching from a gas to an electric dryer early in 2024. We continue to work through the list of items identified in the 2022 inspection report. Funds are available and have been set aside for this in the 2025 budget.

At each year end, we submit a report to the City of Stratford showing the “Depth of Affordability” ratio for our residence. At the end of 2024, our reported ratio was 49.58% of market level - far below the 80% definition for affordable housing.

We comply with the Residential Tenancies Act (RTA), which limits our annual rental increases to a rate similar to the rate of inflation for the whole time each individual resides with us. The City of Stratford compiles extensive data on the amounts new tenants pay when they begin new leases in this district, and this data is feeding their calculation of the much higher market-value rent benchmark.

Schedule 5 – Community Outreach

The expenses for Christmas support were similar to 2023.

Schedule 6 General administration

In 2024 we received enough support from donors, investment interest, and memberships to offset the costs of carrying on business and had an excess of revenues over expenditures for administration of \$25,273.

Donations vary from year to year, whereas many of our other expenses are fixed – for example: liability insurance, website maintenance, post office box rental, outside accounting fees, etc.

Professional fee expenses were lower by \$3,000 in 2024 because we did not have outside consultant fees.

37 members paid dues in 2024, compared to 52 in 2023. One business took advantage of our non-voting, Business Membership category. We also have 5 lifetime memberships for a total of 41 members.

Looking ahead

1. Lodge Operations

a) Repairs and upgrades to the building will continue in 2025. We continue to work through the list of items identified in the early 2022 inspection report. Funds are available and have been set aside for this in the 2025 budget.

b) The next rent increase for existing tenants will comply with the RTA guidelines.

2. Other

a) Voting Member dues are \$25. Business Membership dues are \$40

3. Other discretionary programming - Initiatives proposed by Community Outreach and others

- Some activities are designed to earn enough income to offset costs

- Some activities may be designed to generate a profit

- Other activities such as monthly lunches and workshops may generate no revenue but function as community outreach

Treasurer's motions

MOTION: To accept the financial statements for the year ended December 31, 2024 as presented.

MOTION: To accept the report of the Treasurer as presented

SPECIAL MOTION (to comply with ONCA this requires 2/3 acceptance by the members): To appoint Atlin & Associates Chartered Professional Accountants to compile the financial statements for the year ended December 31, 2025.

Board Chair Report

With the new Board at PAL Stratford finally secured, the 2024/2025 year began as a welcome relief.

The upheaval of the previous year behind us, the Board got underway with a retreat to establish what the future of PAL might look like, and what PAL means to itself, and the community at large.

As the renamed lodge at 101 Brunswick street would indicate, the charitable organization's goal is to cast a wider net in its search for tenants with professional arts backgrounds, not just with those seniors whose history is in performance.

Much of the later part of 2024 was taken up with chasing down the possibility of expanding the need for more housing units. Discussions with the City continue, as the complex at Brunswick Street houses only 5 units, and the list of people wanting affordable housing through PAL far outweighs our ability to provide more units.

The challenge then soon became clear. Were we to continue to be both landlords, or lords of community outreach?

The focus of which we continue to wrestle with.

Reestablishing much of the social fabric of the building, while welcomed by the tenants currently residing there, were going to have to be adjusted, due to the nature of the volunteer situation currently available.

Volunteers are the lifeblood of PAL. Many of the successful workshops, events and fundraising rely on them.

The loss of the annual "ETE" concert was surely felt by the arts community as a whole, and the funds raised by this event was certainly felt financially by PAL.

Membership in PAL and the opinions of those members were front and centre in the Survey sent out to members and the arts community at large, in the winter.

The results gave us the information we needed to focus on.

As a result, in the spring, both myself and vice chair Alyson Kent held in person meetings with each tenant to find out their needs, their aspirations, and their complaints, of which there were few. Most tenants were very happy with PAL, their environment, and their well being.

The Board also felt the need to re-examine the Mission and Vision statements, and to continue our policy reviews through the year.

We welcomed to our Board meeting in April Kathy Vassilakos, now greatly involved in establishing low cost housing projects throughout our region through the United Way.

We continue to keep those channels of communication open.

Various attempts to expand the size of the Board have met with greater challenges than initially anticipated.

Some community outreach has resulted in several successful workshops having taken place, and being planned for the future.

We anticipate much from our upcoming meeting with a fundraising team, who we hope will provide an avenue for projects that will result in a positive revenue stream, lost as a result of the cancellation this fall of the concert.

My new role as Chair has been a challenging one, but I'm a great proponent of learning by doing, and I'm learning more each day.

The Board hopes to expand the volunteer pool, memberships, and new and exciting programs, not only to the tenants but to the arts community in this most vibrant of artistic cities in Ontario.

Respectful submitted

Ian Deakin

Chair
Board of Directors
PAL Stratford Inc.
Professional Arts Lodge
101 Brunswick Street
Stratford, Ont.

PAL Canada Report

As we at PAL Stratford share goals and aspirations with similar PALs across the country, the umbrella organization, PAL Canada has a direct link with all other PAL partners across the county.

This year I was able to talk to the Executive Director of PAL Toronto, David Plant, and PAL Ottawa about the common goals of finding more affordable and suitable housing for our growing list of eligible residents looking for accommodations in their senior years. It is a problem not restricted to us here in Stratford of course, but across the city, and Province as a whole.

PAL Toronto relies on buildings with mixed economic conditions, and tenants are not just restricted to within the arts community.

We continue to belong to, and pay into our membership in PAL Canada, as it provides lifelines and support when our member “lodges” require assistance and guidance.

Despite our autonomous governance here at PAL Stratford, the volunteer nature of all of us involved, makes the safety net of PAL Canada more important than ever.

We continue to keep the lines open with PAL Canada, in hope that in fact, we never need them. We know they are at hand.

Respectfully submitted
Ian Deakin
Chair
PAL Stratford

Community Outreach Report

Carmen Grant
May 17th, 2025

As was reported to the Membership in the fall of 2023, it was necessary for PAL Stratford to suspend all activities beyond maintaining the home for our tenants at 101 Brunswick Street.

Over the winter of 2024 and into the spring of 2025, new policies, procedures, new application forms, and an online survey have been created, which will allow us to reach out to our community once again with services, events and activities, and clear guidelines which aim to keep us all safe in the process.

With a working board, we have started to regain our ability to host workshops and gatherings!

In December, we hosted the Christmas tree-trimming and coffee event for the PAL board and residents, and participated in the Craft Bites International webinar series. We also hosted the Spring Cross-Stitch with Laurie Krempien-Hall.

Currently, Ian and I (Carmen) are in discussions with Mark Weatherly and Mark Crawford about hosting playwriting workshops for the greater community - dates to be decided.

There was mention of hosting a monthly Live From The National Theatre streaming event, or using the STRATFEST@HOME application to invite folks to gather and watch some of the latest films from the Stratford Festival productions.

We also have the possibility of connecting with a local author to host a one-day workshop entitled "Story is a State of Mind," based on a recently published book of the same title by Sarah Selecky, which offers writers another way of looking at and thinking about their process.

We continue to discuss ways we can bring more people together at PAL, and enrich the lives of our tenants.

Development/Membership Report

The goal of the Membership committee is to increase awareness of PAL's work throughout the year and to attract new members. Each membership represents one more person who is supporting the day-to-day work of PAL as well as our vision of a future expansion.

In 2024 we had forty-one members including 5 lifetime members and one business member. We would like to increase these numbers in 2025 through outreach and presence at PAL events. Our motto continues to be "What good can you do for \$25?". Thank you to our members who continue to support us in many important ways.

Respectfully submitted,
Leslie Jost

Building and Maintenance Report

2024 saw ongoing maintenance of identified building issues completed, as well as some future concerns identified.

During the winter months we had some issues with the blockage of drains in the basement, and a plumber was brought in on two occasions to try to snake the lines and break up tree roots that were causing the back-up. The issue seems to be solved for now, pending the removal of a stump in the north-east corner of the front garden.

There were also some issues with leaks in ceilings and windows due to build-up of snow and ice. These were handled quickly and no further issues were identified.

This was our first winter with a contract with Elite Snowblowing and we were generally impressed with their work. They were hired to clear both driveways and 5 egresses. There were some issues with the shovelling of the front walk and the path from the west driveway, with tenants and board members doing that work from time to time. Before next winter we will endeavour to solve those issues.

Following the break-in of one tenant's car, the locks were changed by Stratford Glass & Lock. Keys were re-distributed to tenants and board members.

Building updates completed in 2024:

Front porch repairs were completed by Kevin Kruchkywich and painting was completed by Ethan McCarroll of Immaculate Painting.

Deep clean staircase rugs and carpets

Repair back shed completed by Kevin Kruchkywich

A toilet was replaced in unit 2A. Both the toilet and sink were heavily scaled. The toilet could not be descaled again, so was replaced by Turner Plumbing. We must continue to monitor the sink.

The range in unit 1B was no longer working so it was replaced with a new Frigidaire 30" range from Needles Appliances.

Upcoming in 2025:

Stump removal at North-east corner of property - Tim's Tree Care

Hiring new landscaping contractor to manage gardening instead of (and/or in addition to) volunteer labour

Respectfully submitted,
Leslie Jost and Alyson Kent, Building Committee

Tenant Selection Committee Report

The Committee continues to accept applications for residence at PAL, and completed its annual review of continuing eligibility for those applicants on the waiting list. There are no vacancies as of the submission of this report.

Guy Chadsey, Chair Tenant Selection Committee

Administrative Report

In the absence of chairs for several committees, PAL has been able to make great use of our Administrator to fill in those gaps, all the while the Administrator continues to carry out the various tasks that she had undertaken in her first two years with PAL.

Communications and Technology

- PAL no longer employs an external web administrator and now relies on the Administrator to maintain the website, Google Drive, and PAL email accounts
- Monthly backup of PAL's Google Drive and website to a secure hard drive has been implemented
- A local development copy of the PAL website to test website backups and preview planned site changes before pushing changes to the live site has been created
- In collaboration with the Board, the Administrator created, distributed, and compiled the results of a PAL Supporter Survey which are to be used to guide the direction of the organization
- Numerous hard copies of documents have been digitized, resulting in improved access to information for the Board

Community Outreach

- In the hopes of offering more programs and activities, planned and carried out with members of the Board four sessions of the Craft Bites International Web Series hosted at 101 Brunswick in January and February 2025
- Created a volunteer logbook in accordance with our Community Outreach - Volunteer Guidelines Policy

Fundraising, Grants, and Long Term Planning

- Consolidated and shared information with the Board regarding:
 - United Way Perth Huron 2026-2029 Impact Funding Program (March 2025)
 - Request for Expression of Interest Affordable/Attainable/Mixed Market Development from the City of Stratford (February 2025)

Governance Update

- Ensured that the Board met its commitment to review its policies annually, completing its 2025 review in May

Tenant Selection

- In collaboration with the Tenant Selection Committee, completed the annual review of tenant applications
- Digitized historical and current tenant applications
- Created processes to ensure continuity and security of information

Building and Maintenance

- Completed site visits with landscaping providers and compiled quotes received for the Board's review

Membership

- Membership spreadsheet and Mailchimp record maintenance, and renewal outreach processes continue as previously established

Expect the Extraordinary 2023 Report

Note: This report is included in this year's Annual Meeting package as it was inadvertently omitted from last year's materials.

**“Signed, Sealed, Delivered! The Music of Motown”
Artistic and Music Directed by Beau Dixon and Hosted by Marcus Nance
Monday September 18 2023
Festival Theatre**

The Event

Artistically, the show was an overwhelming success. Beck Lloyd read a land acknowledgement prepared by Nancy Benjamin and Chris Mejaki presented the sacred grass dance to prepare the stage. A gift to Na-Me-Res, Native Men's Residence, of \$1,000 (\$500 from EtE and \$500 from the EDI committee) was sent as it was Chris's charity of choice. Na-Me-Res is a residence that offers a starting point for Indigenous men and more information is found at nameres.org. He was delighted and grateful for this support for the organization that supported his transition from student to professional artist.

The band was exceptional and the artists were extraordinary – generous and gifted in so many ways. Beau and Marcus curated a beautiful evening full of energy and soul through music, dance, poetry and story. These young artists who are so multi-talented shone in the spotlight and all gave memorable performances.

Covid adherence:

Covid protocols were still in effect but mask compliance was optional this time. Everyone onstage and backstage was tested on Sunday before rehearsal and on Monday, also before rehearsal. There were no positive tests either day from anyone. We were happy to be compliant.

The Personnel:

12 crew, under the direction of Rob Sadai
3 stage management under the direction of Marie Fewer
8 band members under the direction of Beau Dixon
41 singers, dancers, storytellers, poets under the direction of Beau Dixon

The Results

The show, the silent auction and donations resulted in a good financial success. Ticket sales: 935 tickets sold at \$113, \$73, \$62, \$45 and \$28, totalling **\$56,195**.

Silent auction revenue total: **\$8,157**
Donations: **\$2,342**
Total revenue: **\$66,694**
Total Expenses: **\$15,084**
NET REVENUE: \$51,610

The total labour cost was **\$4,216** (as opposed to the quote of \$15,780). According to our contract we must pay FOH staff, catering staff and House Manager
We also incurred a theatre rental fee of **\$2,739** this year.

Looking to 2024:

PAL has decided not to present EtE in 2024 due to lacking a person to organize and spearhead this event.

Thanks...

As Arlene said in her remarks at the show, this event doesn't pull itself out of a hat. It is the culmination of **much work by many hands**. Enormous thanks to...

Caro, Linda, May, Fay, Leslie and all the volunteers who set up, monitored and finalized the sales at the silent auction – Bravo. The auction looked beautiful and everything went so smoothly. It was well organized with amazing items from the community, thanks to all the table preparations by Martine Becu and Mary O'Rourke.

To everyone on the Board, huge thanks for your support in the planning, and, once more, your "all-hands-on-deck" action when called upon.

To the ETE committee – Marcus Nance and Beau Dixon,– thank you for your help and wise advice in the planning and prep.

Arlene produced ETE for 10 years as a labour of love. She believes in what we are doing at PAL Stratford and had great pleasure from playing a part in that work. We applaud and sincerely thank Arlene for all her tireless work in producing these shows.

Respectfully submitted,

Leslie Jost on behalf of Arlene Jillard, Chair, ETE 2023

In memoriam

PAL remembers artists, community members,
friends, donors and volunteers, with gratitude

June 2024-June 2025

[Jillian Cook](#)

[Gordon Sherwin](#)



Directors Standing for Nomination and Continuing Terms

As per the By-Laws, Directors serve a three year term and may serve two terms in a row for a total of six years. Following the sixth year a hiatus year must be taken and Directors may be re-elected to the Board following their hiatus year.

Directors beginning first year of first term; to be affirmed:

	Term 1 began
Carmen Grant	July 22 nd , 2024

Will serve until June 2028

Directors beginning second year of first term; to be affirmed:

	Term 1 began
Ian Deakin	June 2024
Alyson Kent	June 2024
Guy Chadsey	June 2024

Will serve until June 2027

Directors beginning second year of second term; to be affirmed:

	Term 1 began	Term 2 began
Leslie Jost	June 2021	June 2024

Will serve until June 2027

Current and Returning Board of Directors:

Leslie Jost

Ian Deakin

Alyson Kent

Guy Chadsey

Carmen Grant

Many thanks to previous Directors for your contributions:

Caro Coltman

Proxy Form

The undersigned member of the Professional Arts Lodge Stratford Inc., hereby appoints Ian Deakin, or failing him: Leslie Jost, or failing her: Alyson Kent, or instead of any of them: _____ (if present at the meeting) a Member of PAL Stratford, as nominee of the undersigned to attend, act, and vote for and on behalf of the undersigned, with all powers which the undersigned would possess, at the Annual Meeting of Members of PAL Stratford, to be held on Sunday June 8th, 2025, at 2 o'clock in the afternoon at 101 Brunswick Street, Stratford, Ontario.

Affirmation:

Name: _____

Address: _____

Signature: _____

Date: _____

Please return this form by midnight on Sunday June 1st, 2025:

By mail:

PAL Stratford
P.O. Box 23040
Stratford PO Main, Ontario
N5A 7V8

By email:

info@palstratford.org

By hand:

101 Brunswick Street, Stratford, Ontario

Report from Atlin & Associates

Performing Arts Lodge Stratford Inc.

Compiled Financial Information

Year Ended December 31, 2024

(Unaudited - see Compilation Engagement Report)

Performing Arts Lodge Stratford Inc.
Compiled Financial Information
For the Year Ended December 31, 2024
(Unaudited - see Compilation Engagement Report)



ATLIN & ASSOCIATES
CHARTERED PROFESSIONAL ACCOUNTANTS

COMPILATION ENGAGEMENT REPORT

To the Members of Performing Arts Lodge Stratford Inc.

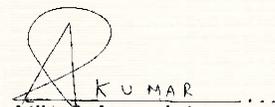
On the basis of information provided by management, we have compiled the statement of financial position of Performing Arts Lodge Stratford Inc. as at December 31, 2024, and the statements of operations and changes in fund balances for the year then ended, and , which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.



Atlin & Associates
Chartered Professional Accountants
Licensed Public Accountants

St Marys, Ontario
May 5, 2025

Performing Arts Lodge Stratford Inc.

Statement of Financial Position

As at December 31, 2024

(Unaudited - see Compilation Engagement Report)

	2024	2023
	\$	\$
ASSETS		
CURRENT		
Cash	132,689	122,155
Short term investments	225,639	215,200
Harmonized sales tax recoverable	2,029	7,138
Prepaid expenses	713	707
TOTAL CURRENT ASSETS	361,070	345,200
PROPERTY, PLANT AND EQUIPMENT <i>(Note 3)</i>	842,045	849,528
TOTAL ASSETS	1,203,115	1,194,728
LIABILITIES AND FUND BALANCES		
CURRENT		
Accounts payable	2,848	3,698
Deposits received	1,312	1,269
TOTAL LIABILITIES	4,160	4,967
FUND BALANCES	1,198,955	1,189,761
TOTAL LIABILITIES AND FUND BALANCES	1,203,115	1,194,728

Performing Arts Lodge Stratford Inc.
Statement of Operations
For the Year Ended December 31, 2024
(Unaudited - see Compilation Engagement Report)

	General Fund \$	Capital Fund \$	2024 \$	2023 \$
INCOME				
Expect the Extraordinary <i>(Schedule 1)</i>	-	-	-	66,693
Capital Fundraising <i>(Schedule 3)</i>	-	-	-	350
Lodge Operations <i>(Schedule 4)</i>	37,416	-	37,416	36,402
General Administration <i>(Schedule 6)</i>	42,557	-	42,557	21,149
	79,973	-	79,973	124,594
EXPENSES				
Expect the Extraordinary <i>(Schedule 1)</i>	-	-	-	15,084
Community Programs <i>(Schedule 2)</i>	-	-	-	71
Capital Fundraising <i>(Schedule 3)</i>	-	-	-	147
Lodge Operations <i>(Schedule 4)</i>	36,195	17,050	53,245	51,969
Community Outreach <i>(Schedule 5)</i>	250	-	250	1,653
General Administration <i>(Schedule 6)</i>	17,284	-	17,284	21,561
	53,729	17,050	70,779	90,485
EXCESS (DEFICIENCY) OF INCOME OVER EXPENSES	26,244	(17,050)	9,194	34,109

Performing Arts Lodge Stratford Inc.
Statement of Changes in Fund Balances
For the Year Ended December 31, 2024

(Unaudited - see Compilation Engagement Report)

	General Fund \$	Capital Fund \$	2024 \$	2023 \$
FUND BALANCES - BEGINNING OF YEAR	412,400	777,361	1,189,761	1,155,652
Excess of income over expenses	26,244	(17,050)	9,194	34,109
FUND BALANCES - END OF YEAR	438,644	760,311	1,198,955	1,189,761

Performing Arts Lodge Stratford Inc.
Notes to Compiled Financial Information
For the Year Ended December 31, 2024

(Unaudited - see Compilation Engagement Report)

1. BASIS OF PREPARATION

Performing Arts Lodge Stratford Inc. (PAL) (the organization) was incorporated and commenced operations on June 21, 2002 under the Ontario Business Corporations Act. The organization is a volunteer based, not for profit organization with charitable status.

PAL is dedicated to the provision of affordable housing, social assistance and other services to local members and associates of Canada's professional and performing arts community who are in need of assistance by reason of low income, age or disability (clients served are age 55 plus or 50 plus if living with a disability).

The financial statements of Performing Arts Lodge Stratford Inc. are prepared on a modified accrual basis consistent with the prior year. Significant accounting policies are listed below in Note 2.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Property, plant and equipment

Property, plant and equipment is stated at cost or deemed cost less accumulated amortization and is amortized over its estimated useful life on a straight-line basis at the following rates and methods:

Land	N/A	non-depreciable
Buildings	60 years	straight-line method
Roof	20 years	straight-line method
Piano	5 years	straight-line method
Furniture and fixtures	8 years	straight-line method
Artwork and collections	N/A	non-depreciable

3. PROPERTY, PLANT AND EQUIPMENT

	Cost	Accumulated amortization	2024 Net book value	2023 Net book value
	\$	\$	\$	\$
Land	110,000	-	110,000	110,000
Buildings and roof	904,729	178,400	726,329	734,084
Piano	3,118	3,118	-	623
Furniture and fixtures	58,848	55,385	3,463	2,568
Artwork and collections	2,253	-	2,253	2,253
	1,078,948	236,903	842,045	849,528

4. COMMITMENTS

The organization has entered into a number of agreements with the City of Stratford to provide 5 units of affordable housing for a period of twenty years, ending 2033, in exchange for a contribution of \$ 750,000 from the city. As security for these agreements, the city has registered a claim on the property and future rents subordinate to the first mortgage with Libro Credit Union. As long as the organization complies with the terms of the agreements, the contribution will be interest-free and non-repayable.

Performing Arts Lodge Stratford Inc.
Notes to Compiled Financial Information
For the Year Ended December 31, 2024

(Unaudited - see Compilation Engagement Report)

5. LONG-TERM DEBT

Since February 14, 2012, Libro Credit Union has registered a first mortgage secured by the property at 101 Brunswick Street, for a maximum amount of \$ 400,000. Following maturity of the original mortgage in 2018, the outstanding balance remains at \$ 0. Should the organization contemplate any future credit arrangements, new terms and interest rates would be negotiated using the existing security registration.

6. DONATIONS

	2024	2023
	\$	\$
Unreceipted for general fund	1,428	1,593
Receipted for general fund	28,586	14,493
Receipted for capital fund	-	350
Total donations	30,014	16,436

Performing Arts Lodge Stratford Inc.

Expect the Extraordinary

(Schedule 1)

Year Ended December 31, 2024

(Unaudited - see Compilation Engagement Report)

	2024	2023
	\$	\$
INCOME		
Donations	-	6,143
Ticket sales	-	56,195
Auction Income	-	4,355
	-	66,693
EXPENSES		
Advertising	-	898
Auction expenses	-	1,837
Equity performance insurance	-	108
Food	-	2,896
Labour	-	5,265
Misc expenses	-	2,859
Printing expenses	-	708
Script related	-	513
	-	15,084
INCOME FROM OPERATIONS	-	51,609

Performing Arts Lodge Stratford Inc.

Community Programs

(Schedule 2)

Year Ended December 31, 2024

(Unaudited - see Compilation Engagement Report)

	2024	2023
	\$	\$
EXPENSES		
Christmas lunch	-	71

Capital Fundraising

(Schedule 3)

Year Ended December 31, 2024

(Unaudited - see Compilation Engagement Report)

	2024	2023
	\$	\$
INCOME		
Donations	-	350
EXPENSES		
Printing and stationary	-	147
INCOME FROM OPERATIONS	-	203

Performing Arts Lodge Stratford Inc.**Lodge Operations****(Schedule 4)****Year Ended December 31, 2024***(Unaudited - see Compilation Engagement Report)*

	General Fund \$	Capital Fund \$	2024 \$	2023 \$
INCOME				
Lodge Operations:Lodge rental income: Parking spots	1,320	-	1,320	1,110
Residential units	36,096	-	36,096	35,292
	37,416	-	37,416	36,402
EXPENSES				
Amortization	-	17,050	17,050	16,914
Insurance	3,331	-	3,331	3,306
Lodge Operations:Lodge expenses: Management fees	2,814	-	2,814	2,811
Property taxes	8,983	-	8,983	8,356
Repairs and maintenance	17,516	-	17,516	13,873
Utilities	3,551	-	3,551	6,656
Professional fees	-	-	-	53
	36,195	17,050	53,245	51,969
INCOME (LOSS) FROM OPERATIONS	1,221	(17,050)	(15,829)	(15,567)

Community Outreach**(Schedule 5)****Year Ended December 31, 2024***(Unaudited - see Compilation Engagement Report)*

	2024 \$	2023 \$
EXPENSES		
Client support	250	448
Miscellaneous expense	-	1,205
	250	1,653

Performing Arts Lodge Stratford Inc.**General Administration****(Schedule 6)****Year Ended December 31, 2024***(Unaudited - see Compilation Engagement Report)*

	2024	2023
	\$	\$
INCOME		
Donations	29,050	8,667
Interest income	12,542	11,207
Memberships	965	1,275
	42,557	21,149
EXPENSES		
Accounting fees	2,237	2,078
Delivery, freight and express	-	143
Equity, diversity, inclusion	-	500
Insurance	2,375	2,410
Interest and bank charges	60	121
Legal fees	546	556
Miscellaneous	-	1,259
Printing and stationary	2,540	1,711
Professional fees	8,386	11,367
Utilities	1,140	1,416
	17,284	21,561
INCOME (LOSS) FROM OPERATIONS	25,273	(412)



ATLIN & ASSOCIATES
CHARTERED PROFESSIONAL ACCOUNTANTS

May 5, 2025
Ian Deakin, Chair
Performing Arts Lodge Stratford Inc.
101 Brunswick Street Stratford, ON N5A 3L9

Dear Ian:

Enclosed please find two copies of your 2024 financial statements. Please note we e-mailed you PDF copies of the financial statements and your charitable return for you to print, sign and mail to the CRA. We have provided a printed copy as well.

Overview

Your organization had a surplus of \$ 9,194 in 2024 compared to a surplus of \$ 34,110 in 2023. Your revenues decreased by \$ 43,353 from 2023 while your expenses decreased by \$ 19,706. The decrease in revenue and expenses are because Expect the Extraordinary was unable to take place in 2024. You capitalized \$ 9,565 of building renos and appliances to end with \$ 1,078,949 of assets cost in the organization.

The note disclosure again this year is an important part of the financial statements as it outlines for the board and your membership, the obligations relating to the purchase of property in Stratford.

Jamie Hamilton spent 12.78 hours working on your file, an increase from last year as a result of the change to QuickBooks Online causing a lot of work to be done in the background on our end to ensure future years go smoothly. I worked 3 hours reviewing your file. Despite the additional work in preparing the file, the overall fees decreased in 2024 as it was easier to review with you using Quickbooks Online.

Therefore, our fee to you is:

Standard rate fee-	\$ 2,141.25
15% not for profit discount	<u>(321.19)</u>
Our invoice to you plus HST	\$ 1,820.06

Please ensure the year end entries we have provided get entered.

If you have any questions concerning the statements or my letter, please contact me.

Yours truly,



K U M A R

Akshay Kumar, CPA, CA

I have reviewed the financial statements for Performing Arts Lodge Stratford Inc. for the year ended December 31, 2024 and the related closing trial balance and adjusting entries and confirm these reports accurately represent the financial position of the organization.

Ian Deakin, Chair