

**ACTRA TORONTO
COUNCIL MEETING – VIA ZOOM
FRIDAY, OCTOBER 7, 2022**

PRESENT

David Gale, President, in the Chair
Theresa Tova, Past President
Gugun Deep Singh, Treasurer
Lisa Michelle Cornelius, Vice-President
Debra McGrath, Vice-President
Joy Tanner, Vice-President
Louisa Zhu, Vice-President
Jocelyne Zucco, Vice-President
Dalmar Abuzeid
Heather Allin
Sandra Beckles
Martha Chaves
Thalia Gonzalez Kane, alternate for Nicola Correia-Damude
Linda Kash
John McGrath, alternate for Anand Rajaram
Janet-Rose Nguyen
Samy Osman, alternate for Thom Allison
Tavia Pereira, alternate for George Alevizos
Tonjha Richardson, alternate for Wendy Crewson
Anett Rumanoczky, alternate for Tony Nappo
Samora Smallwood
Alicia Turner

REGRETS

Fuad Ahmed
Ruby Joy – stepped down

COMMITTEE & MEMBER CAUCUS CHAIRS, OMBUDSPERSON

Victoria Brooks, Chair, Apprentice Caucus
Rick Parker, Stunt Committee

ALSO PRESENT

Alistair Hepburn, Executive Director, ACTRA Toronto.
Judy Barefoot, Director, Commercial Production, ACTRA Toronto
Gail Hauptert, Director, Film, Television and Digital Media, ACTRA Toronto
August Lew, Director, Finance and Administration, ACTRA Toronto
Nicole Valentin, Director, Member Services, ACTRA Toronto
Luisa Alvarez Restrepo, Manager, Diversity, Equity, Inclusion and Belonging, ACTRA Toronto
Maxine Bower, Special Advisor, ACTRA Toronto
Tania Cardwell, Stunt Liaison, ACTRA Toronto
Taisa Dekker, Manager, Industry Initiatives and Outreach, ACTRA Toronto
Cass Enright, Media Relations, ACTRA Toronto
Jennifer McGibbon, Public Relations Officer, ACTRA Toronto
Freda Merritt-Gambrill, Recording Secretary, ACTRA Toronto

The meeting was called to order at 10:05 a.m. with President, David Gale, in the Chair. Mr. Gale welcomed and thanked everyone for their attendance.

The reading of the Land Acknowledgement by Samora Smallwood was followed by the reading of the Equality Statement by Janet-Rose Nguyen, Samy Osman, Martha Chaves, Linda Kash, Tavia Pereira and Sandra Beckles.

Mr. Gale said that September was a busy month and the Cayle Chernin Awards evening that is usually held in May was moved to September, a week before the Fall Conference, and ended with attending the FIA Conference in London, UK.

Council, alternates, and staff introduced themselves.

APPROVAL OF THE AGENDA

The following changes were made to the Agenda:

Item 5 – Budget Restatement was moved to Item 4

Item 10 – Conference Debrief was moved to after the break.

MOTION #1

Moved by Louisa Zhu, seconded by Theresa Tova:

“That the Agenda for the ACTRA Toronto Council Meeting of September 7, 2022, as amended, be accepted.”

CARRIED UNANIMOUSLY

APPROVAL OF MINUTES

Page 3: President’s Report – last bullet point should read: “Mr. Gale reported on the Rules and Regulations Committee meeting of the ~~Academy~~ **Canadian Screen Awards**. They are”

Page 5: Voice Committee Liaisons: Vice-President, Louisa Zhu **and** Jocelyne Zucco – ~~delete~~ **“and Lisa Michelle Cornelius”**.

MOTION #2

Moved by Deb McGrath, seconded by Tonjha Richardson:

“That the Minutes of the ACTRA Toronto Council Meeting of September 7, 2022, as amended, be accepted.”

CARRIED UNANIMOUSLY

TABLING OF OTHER BUSINESS TO BE INCLUDED PER #11

Councillors were reminded that, as notified at the last meeting, going forward only items raised here will be discussed under Other Business. Below are the items that will be discussed.

1. Information for performers going to set for the first time.
2. Discussion about the Award of Excellence winner timing.
3. Disability alliance.
4. Move forward with pay calculator.
5. Creating Stunt and Diversity and Inclusion database.
6. Late payments.
7. Per diems by pay cheque instead of cash.
8. Animal wrangler – best practices.

BUDGET RESTATEMENT

Gugun Deep Singh and August Lew reported. Referring to the statement that was shared on screen, Mr. Singh said that essentially this is a report card of sorts. We are half way through our fiscal year which ends on February 28, 2023. It reflects where we stand and indicates whether we need to make adjustments to our budget. Ms Lew said that our estimates are based on last year. This year it is important because we are working in unprecedented times.

There was discussion about the sharing of the financial statements. It was pointed out that circulating copies of budgets that are not finalized is dangerous. Mr. Singh said that this is something that ACTRA Toronto will look into.

The Motion for approval of the budget restatement was deferred to later in the meeting due to the lack of quorum of sitting Councillors to vote on a financial Motion.

WORD ON THE SET

The meeting was in-camera as talent agent issues were being discussed. The following links were shared:

<https://www.actratoronto.com/talent-agent-client-trouble/>
<https://www.ontario.ca/page/modelling-and-talent-agencies-your-rights>
<https://www.ontario.ca/page/filing-consumer-complaint>

CONFERENCE MINI-DEBRIEF

Mr. Gale said that on September 24th, ACTRA Toronto held the first in-person conference and AGM since February 2020. Jocelyne Zucco said that it was a success with 551 attendees registering and 264 attending. Mr. Gale mentioned that COVID was a factor for those who did not attend. John McGrath said that health and COVID concerns was the reason some members of the AYA community did not attend.

BUDGET RESTATEMENT (Continued)

Since a quorum was reached, the following Motion was moved:

MOTION #3

Moved by Gugun Deep Singh, seconded by Samora Smallwood:

“That ACTRA Toronto Council support the 2022-2023 Budget Restatement as presented to Council.”

CARRIED UNANIMOUSLY

CONFERENCE MINI-DEBRIEF (Continued)

Tonjha Richardson said that, for her, this was the first time moderating. Everything was handled with kid gloves and all she had to do was show up. It made her so glad to be part of this community and union.

Samy Osman said that since joining the union he has gained a lot of value from these conferences. Now that he sees that there is a huge cost involved, he can see the hesitancy to continue with them. He wanted to go to for all three sessions but could only go to one. He would like the committee to look into this but he realizes that there will be extra costs involved. He said that it would be a shame to lose it completely.

Alistair Hepburn said that when the conference was held online, one of the sessions had 494 views. Having it online opens it up to a wide variety of people but, again, it comes down to cost. How do we help those who do not have good quality equipment? Mr. Hepburn said that the reason for the conference is to get members to attend the AGM. Mr. Gale said that people showed up to have their say. They were looking for a place to let the union know how they felt. August Lew said that “networking and accessibility” is what she hears. Is having an in-person conference the right way to do it or perhaps the Committee should look at holding smaller events. This is the time to be creative and try something new. Mr. Gale replied that it is networking and that ACTRA Toronto definitely has a history of doing this with smaller events.

Jocelyne Zucco said that because of the cost the Committee is looking at a different model. The Committee needs to start planning earlier to figure out if it is doable or not.

Ms Zucco said that Victoria Brooks and Pierre Simpson are superstars. She was grateful for their assistance. She asked that Councillors bring their ideas forward.

Mr. Gale said that the Conference Committee will be going through a debrief next week.

Lisa Michelle Cornelius suggested a different venue seeing that we have a lower audience. Joy Tanner suggested having an ASL interpreter at the plenary.

Karl Pruner gave Council a history of how the Conferences started. It was a way to get the members to attend the AGM. Heather Allin pointed out that the AGM attendance went from 20 to 300 members. She suggested that the next two conferences be held online and then move to a hybrid, i.e. one on one off). Samora Smallwood suggested holding them outdoors when the weather is good.

Sandra Beckles said she wasn't aware when a survey of our union members was done and perhaps one be taken to flush out the issues members have and incorporate them in the conference. Mr. Gale responded that an evaluation sheet is provided after every conference. Ms Beckles said that she was talking about a general survey.

PRESIDENT'S REPORT

Mr. Gale reported:

- Attended the FIA global conference after the Members Conference. FIA is the International Federation of Actors/Federation Internationale Des Acteurs. The ACTRA commercial negotiations was one of the items that was discussed at this meeting. UK lost their jurisdiction in 1997 due to Scott Knox.

Mr. Hepburn said that SAG-AFTRA negotiated their commercial agreement this year. Referring to SAG's Global Rule One, he said that ACTRA must be in attendance at the FIA meetings.

Tova said that as much as we have issues on our plate, when you attend the FIA conferences you realize that we are one of the lucky jurisdictions, however, we cannot afford to lose the gains we have. She reported on the Future Now Committee. Mr. Hepburn noted that ACTRA is not represented on this committee.

Ms Tova said that the Artificial Intelligence report was frightening.

- Heather Allin said that the Cossette Rally was extremely well organized by Taisa Dekker and Luca De Franco. 10 to 25 members spent four days picketing at the Cossette offices. Most members of the public were supportive.

Ms Dekker thanked the members for showing up and making it a success.

Mr. Gale said that there were rallies in the other provinces as well.

Tavia Pereira wanted to know who was allowed to attend these rallies and how were members notified of it. Ms Dekker said that only Council, Committee Chairs and staff were invited to the July rally. The information pickets are small and we only need 5 to 10 picketers.

- Canadian Stunt Hall of Fame launched on October 13th. Rick Parker said that he is happy that this has materialized. It is like a feather in the cap and he is happy for the whole industry.

Tania Cardwell said that this was four years in the making. She said that this is a big deal and gave a shout out to the staff across Canada.

- Council By-Election. Mr. Gale reported that ACTRA Toronto Councillor, Ruby Joy, has stepped down from Council as she has accepted a position at ACTRA National. She will be working with Marie Kelly as her new adviser effective November 1st. Members wishing to run in the Council By-Election have until 5:00 p.m. on October 18th to submit their nomination form which is online. Only Councillors can vote in the By-Election. Mr. Hepburn explained the election process.
- Canadian Screen Awards. Mr. Gale said that there are some issues with the CSA. In order to accommodate the new gender-neutral awards they have taken away five awards from ACTRA performers. Mr. Gale was told that it is too late now but they will look into adding awards in the future. Ms Allin wanted to know if the Academy was made aware of how ACTRA Toronto phrases our Awards and said that women will be the big losers in this case. Mr. Gale said that they do not want any controversy but want to go the way the world is going – “gender non-specific”.
- FYI - Luisa Alvarez Restrepo informed Councillors that she had 19 Reelworld Festival passes for October 12 to 18. Anyone wishing to receive passes should email her directly.

EXECUTIVE DIRECTOR'S REPORT

Mr. Hepburn reported:

- ACTRA Toronto are sponsors of the Dora Awards – we are in support of theatre being back. They are the longest award in the industry at 35 years. There needs to be a discussion in the future about how to bring the unions together.
- Municipal elections are on October 24th. We are hoping that if there is new Mayor, they will be film industry friendly. We need the support of the provincial and municipal governments. Further to a query, Mr. Gale said that we vote for policies and not for parties.
- Ubisoft negotiations will be led by Gail Hauptert. Mr. Gail will be part of this team.
- ACTRA National released a letter to Prime Minister Trudeau regarding migrant workers and the equalities they face on a daily basis. Jenn Paul is working on this file.

- FIA delegate is back. Mr. Hepburn shared the following links:
<https://www.gender-equality-onandoffstage.eu/en>
<https://www.creativeskillseurope.eu/>
<https://www.unrealengine.com/en-US/blog/new-release-brings-mesh-to-metahuman-to-unreal-engine-and-much-more>
<https://www.actra.ca/work-notice/off-shore-productions/> (Reciprocal agreements link).

The following are the reports under the Executive Director’s portfolio:

Diversity, Equity, Inclusion & Belonging

Luisa Alvarez Restrepo, Manager, Diversity, Equity, Inclusion & Belonging

- Attended the Labour Day Parade. In attendance was also Kadon Douglas, ED of BIPOC TV & FILM and we connected about ways in which she can support our work at ACTRA. Conversations continue.
- Attended the Appendix 33 meeting with the CMPA, which is led by Jenn Paul.
- Attended the POV Panel on the state of inclusivity in the Canadian screen sector. Connected with Biju Pappachan, ED of POV Film, about ways in which we can support their film program participants while supporting our performers as well.
- Attended TIFF as well as several industry and cocktail events. At these events she was able to connect with new contacts from TIFF, Telefilm, imagineNATIVE, Regent Park Film Festival, CFC, Racial Equity Media Collective, the Academy, and the Disability Screen Office. She will be setting up follow-up chats to talk about how we can work together and advocating for support in our DEIB efforts. She also connected with producers to talk about working with ACTRA as well as with performers to talk about our efforts in supporting different communities within our membership. She had several performers reach out wanting to get more involved with ACTRA from those chats.
- Attended ArtworksTO’s Workforce Development in Arts and Culture Roundtable,
- Supported performers looking to tackle accent discrimination in casting. The first step was a table at the ACTRA conference to start a conversation about this issue. We will be setting up a follow-up chat with the support of the D&I committee.
- Along with Taisa Dekker, met with the Regent Park Film Festival team to talk about a potential partnership
- Met with Krystal from the voice committee to start planning for the next Diversity in Voice Animation workshops.
- Prepped for call for readers for Working the Scene in colour including updating forms and creating assets. The call will go out later this week, please share on your socials.

Ontario Green Screen

Taisa Dekker, Manager – Industry Initiatives & Outreach

- In September, the City of Toronto [announced](#) it will install two power drops at Ashbridge’s Bay/Woodbine Beach and Sir Casimir Gzowski Park, both popular filming locations. By accessing the electrical grid, productions will have less reliance on diesel generators, thereby reducing greenhouse gas emissions. CBC article [here](#).
- Ontario Green Screen sponsored the **Sustainable Production Forum** on October 6th in Toronto. This hybrid event featured digital and in-person sessions, with events in Vancouver, Toronto, and New York. For more information, please visit the event [website](#) and follow the hashtag #SPF22.
- The next **Ontario Green Screen Community Meeting** is on Wednesday October 12th at 7 pm via Zoom - registration is [here](#). Meeting details: *“In celebration of Canada’s first [Circular Economy Month](#) campaign, at this meeting we’ll be promoting how productions and filming communities are taking action to support the circular economy and sustainability, as well as sharing updates on OGS initiatives. Join us for the launch of our newest case study featuring how a Toronto production saved more than 2,000 take-out containers from landfill in four months through a partnership between Supply and Hunger Hub.”*

- The next [Carbon Calculator](#) training session is Sunday October 16th at 1 pm. This course is free, and you can register [here](#).
- Telefilm released its Eco-Responsibility Action Plan & Eco Awareness Survey Report. You can find the information [here](#).

Special Advisor

Maxine Bower, Special Advisor

- Membership Support
 - Ongoing support for members with mental health and/or workplace challenges.
 - Attended outACTRAto committee meetings as a staff liaison/support.
 - Supported colleagues through consultation on possible next steps for harassment and interpersonal conflict complaints from members.
 - Developing course material on power dynamics and consent in educational settings for AACE members.
 - Coaching members through interpersonal conflicts with members from other unions.
 - Assisted the conference committee with preparations for a mental health panel.
- Addressing Harassment and Discrimination
 - Coaching members with open harassment complaints on the reporting process and educating members on the threshold for harassment.
- Membership Education
 - Completed updates for the revised Respect on Set Manual.
 - Completed and shared the unconscious bias online course for beta testing.
 - Attended and supported facilitators and members during Respect on Set sessions.
- HAVEN Helpline
 - Attended meeting with LifeWorks to review a live demonstration of the updates made to intake calls and reporting, as a measure to mitigate reporting errors and misfiling.
 - Detailed and ongoing discussion about warm transfers from HAVEN to ACTRA for filing reports during business hours. These discussions will explore issues regarding (non-anonymous) calls and reports failing to warm transferred, and members encountering challenges when calling, such as session issues with scheduling and the clinicians’ lack of understanding of the industry.

EXECUTIVE & COMMITTEE REPORTS – HIGHLIGHTS & NEW ITEMS

Liaison: Treasurer, Gugun Deep Singh

Apprentice Caucus – Chair, Victoria Brooks Vice-Chair, Larry Robertson

The Apprentice Caucus met on September 14th for 90 minutes on Zoom.

They have officially named their new Vice-Chair Larry Robertson and new Secretary Wendy Chow.

A suggestion brought forward by an executive caucus member was that OSLOs or other union representatives speak to non-members, or “future members” on large sets to let them know about the benefits of joining ACTRA. Sort of a passive recruitment, especially for BG.

Apprentice Caucus felt for the majority of its members that they are looking forward to a return to in-person for future meetings, with a suggested hybrid model of having Chair Victoria on her personal laptop with a Zoom window open for some members who can’t join at the office.

The Apprentice Caucus will meet next on Wednesday, October 12th at 11am on Zoom, and continue on Zoom until they can secure a regular monthly slot to meet at the ACTRA office.

Liaisons: Vice-Presidents, Jocelyne Zucco and Debra McGrath

Act Your Age (AYA) – Chair, John McGrath

- Due to unforeseen circumstances, they had to postpone the recording of audio commercials for their special AYA “This Is What (age) Sounds Like” project.
- They have rescheduled the record session for Saturday, November 26, 2022, at Toast & Jam studio.
- They had previously cast all spots and are now in the process of checking availability of talent for the new date.
- John McGrath met via Zoom with Deb McGrath and Jocelyne Zucco re: the delay in the project and next steps.
- AYA hosted an information table at the ACTRA Toronto conference. They signed up some additional members to AYA and will add them to their mailing list for future events.

Liaison: Not assigned

Background Advocate – Shereen Airth

- Members are generally pleased with the return to in person events.
- Responding to inquiries and online posts regarding COVID protocols and recent changes. Many performers still confused that these protocols are ACTRA required not production specific.
- Continue to direct performers to staff (mostly Business Reps and Membership), as well as online platforms such as ACTRA Toronto, ACTRA National, AFBS, Haven, CRA, and others.
- Members are generally experiencing email fatigue.
- Wellness checks.

Liaison: Not assigned

Child Advocate – Christina Collins

The conference last Saturday was spectacular! They had a good turnout and between Clare Johnston, Angelica Alejandro, Jackie Warden, and officer Meghan McGarry, the parents and minors were well informed and asked great questions. She is so proud of all everyone, and the feedback was fantastic.

She has had the usual email queries regarding minors’ nighttime shoots, quarantine issues and general clarification of the IPA.

There are questions regarding getting started in the business, photos, agents, etc. She is so proud that there is great information online at ACTRA Toronto to send these parents for support.

She soldiers on getting information out to parents and minors.

Liaisons: Vice-Presidents Jocelyne Zucco, Louisa Zhu and Deb McGrath

Conference Committee – Jocelyne Zucco, Chair Vice-Chairs: Pierre Simpson and Victoria Brooks

- And that’s a wrap on the 2022 fall conference. Unfortunately, COVID denied her the pleasure of being there in person but from all accounts it was successful.
- Numbers were a little down. 551 people registered but only 264 showed up. There was great participation and energy from those who did show up.

- Once again, the sessions that included casting directors were the most popular.
- The buzz for the panels and panelists was all very positive.
- It takes a village to make a conference happen. Thank you to all committee members and staff. Especially to Pierre Simpson and Victoria Brooks, all the point people, August Lew, Michelle Nagel and Karen Ritson.
- The Executive committee meeting is on October 11th, and they will have their full committee meeting to debrief on either October 12th or 13th.

Liaisons: Lisa Michelle Cornelius, Gugun Deep Singh and Louisa Zhu

Diversity and Inclusion – Co-Chairs, Chattrisse Dolabaille and Janet-Rose Nguyen

- Sent out newsletter encouraging engagement and reminding members of several upcoming events.
- Enjoyed various TIFF events.
- Staffed a table for the Committee at the Fall Conference; gained new members and new interest.
 - Held a very successful Committee meeting on September 28th (one of their highest turnouts!) meeting highlights included new members, guests attending to jumpstart the committee's discussion of accent discrimination (as the co-chairs are at capacity, this may require follow-up discussions and/or a sub-committee).
- “Picture Day” initiative planning is ongoing, planned for November 12th.
- 2022 Sandi Ross Awards winners have been chosen and approved, scheduling the awards programming is ongoing.
- Announced a planned social event on November 13th, for interested Committee Members and friends/family to watch *Wakanda Forever* during its opening weekend.
- Considering future semi-regular social events such as a Raptors game.
- Plans for a mindfulness session (or two) are ongoing.
- Continued regular catch-up calls/meetings

Liaison: Vice-President, Debra McGrath

outACTRAto – Co-Chairs, Thalia Gonzalez Kane and Matt Lemche

- Had a good committee meeting on the 12th. Sub-committees for IPA negotiations, workshops and new PSA will all be meeting in early October.
- Had a table at the ACTRA Toronto Fall Conference. Fostered a few connections with ACTRA members and had some new folks sign up for the mailing list.
- Soft launch email for *Queer Your Stories 4* was sent out to outACTRAto committee, inviting them to prepare works to submit and seeking sponsors.
- *Queer Your Stories 4* is underway – seeking sponsors for cash or in-kind donations.
- Mixer committee is in the process of planning a November/December mixer.
- Social Media committee has put together some graphics with info from the ‘Working with Queer Performers’ document. Have shared a first set of images - second post is in the pipeline.

Liaisons: Vice-Presidents, Louisa Zhu and Jocelyne Zucco

Voice Committee: Chair, Cory Doran; Vice-Chairs, Krystal Meadows and Scott Farley.

- The committee had roughly 40 people at their VO panel at the Fall Conference. The audience seemed really engaged from the Q & A and lots of laughter peppered throughout from the panelists and audience. Very fun session!

- Their next committee meeting is set for Monday, October 17th.

Green Committee

Avaah Blackwell, Chair

Due to the co-chair (acting Chair's) work schedule it was difficult to plan a meeting this month and one unfortunately did not happen.

The Green Committee is still seeking a co-chair.

OTHER BUSINESS

- Ms Gonzalez Kane said that permittees on set do not get information about their protection on set. She suggested that ACTRA give them a few basic pointers on how to get ready for their first day on set - a "We're here for you" pack. Nicole Valentin said that we send out standard eligibility information but we can certainly do this. A "How ACTRA membership can benefit you" as opposed to "How you can join".
Joy Tanner suggested doing something similar for students coming out of acting institutes. Mr. Hepburn said that these individuals get a visit by Taisa Dekker.
Tova pointed out that our membership information must be updated with the new joining procedures. Karl Pruner made a note to update the Members Handbook.
- Award of Excellence – Heather Allin said that about this time Council discusses who the next recipient of this award should be. Mr. Gale said that we have a list of criteria for Councillors. Mr. Hepburn said that this will be sent out to Councillors ahead of the discussion.
- Tavia Pereira said that George Alevizos wanted to raise the question about diversity and bringing up a disability alliance. He talked to Gugun Deep Singh about this. Janet-Rose Nguyen said that the Diversity Committee would be happy to have this part of their committee and that she is glad that Mr. Singh is helping with this. Mr. Gale said that the next step is an information gathering session.
- Tania Cardwell raised the question about the pay calculator. She said that the Stunt community are suggesting that a National Stunt Committee meeting be held virtually and they would like to direct some monies towards this. Ms Cardwell said that currently there is something online on how performers can read their pay cheques but not how to calculate their pay. Thanks to Hugh Mackenzie and Sue Milling part of this work has already been done.
- Creating a Stunt and Diversity & Inclusion database. It was suggested that we first delve into the ACTRA membership to see why members are here before we go outside. Invite ACTRA members to upload their information in a way that Stunt Coordinators can read it. Mr. Hepburn said that it will be part of the new membership system but time has become an issue.
- Regarding the make-up world, Mr. Hepburn and Ms Alvarez Restrepo have a meeting with NABET.
- Late payments – this year 95% of the pay cheques have been between a week to a month late. It was suggested that performers be paid by direct deposit but Mr. Hepburn said that the agents are standing in the way of this. It was pointed out that performers are not considered employees and are, therefore, not part of the regular payroll system. This is not just affecting Background Performers but most performers are seeing late payments. It was suggested that a list payroll email addresses be made available. Council was informed that productions have concerns about sharing this information as there have been instances where performers have made personal attacks to the accountants. The first line of defense is the agent who has a direct contact with production.

- A Councillor said that per diems are being sent to the agents and the performers are not given “cash in hand”. Mr. Hepburn said that per A1705 in the IPA, it cannot be part of the payroll. Per diems are not commissionable. It does not have to be cash in hand but can be issued in the form of cheques.
- Stunt Performer, Rick Parker, has been an ACTRA Member for 37 years and an animal wrangler for 43 years. He is working with Gail Hauptert to include a section on the ACTRA Toronto website of best practices when it comes to working with animals. This is not included in the IPA yet. He said that animals are living, breathing creatures and someone has to safeguard not only them but also the members. He is thrilled that ACTRA is embracing this.

ADJOURNMENT

Theresa Tova moved to adjourn the meeting.

The meeting adjourned at 3:54 p.m.