

**ACTRA TORONTO  
COUNCIL MEETING VIA ZOOM  
TUESDAY, JUNE 7, 2022**

**PRESENT**

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

**REGRETS**

Fuad Ahmed

**COMMITTEE & MEMBER CAUCUS CHAIRS, OMBUDSPERSON**

Victoria Brooks, Chair, Apprentice Caucus

**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  
Karl Pruner, Director, Communications, ACTRA Toronto  
Nicole Valentin, Director, Member Services, ACTRA Toronto  
Luisa Alvarez Restrepo, Manager, Diversity, Equity, Inclusion and Belonging, ACTRA Toronto  
Marie Kelly, National Executive Director, ACTRA  
Jenn Paul, Director, Diversity, Equity, Inclusion and Belonging, ACTRA  
Maxine Bower, Special Advisor  
Taisa Dekker, Industry Relations, ACTRA Toronto  
Tania Cardwell, Stunt Liaison, ACTRA Toronto  
Cass Enright, Media Relations, ACTRA Toronto  
Karen Woolridge, Public Relations Officer, ACTRA Toronto  
Freda Merritt-Gambrill, Recording Secretary, ACTRA Toronto

The meeting was called to order over Zoom at 10:04 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 Gugun Deep Singh was followed by reading of the Equality Statement by Paul Constable, Tova, Sandra Beckles, Samy Osman, Heather Allin, Dalmar Abuzeid and Oscar Moreno.

Mr. Gale introduced the alternates, observers and staff.

## **APPROVAL OF THE AGENDA**

### **MOTION #1**

**Moved by Theresa Tova, seconded by Joy Tanner:**

**“That the Agenda for the ACTRA Toronto Council Meeting of June 7, 2022, be accepted.”**

**CARRIED UNANIMOUSLY**

## **APPROVAL OF MINUTES**

Following are the corrections to the Minutes:

**Page 1:** Typo – Jane-Rose Nguyen should read “**Janet**-Rose Nguyen”.

**Page 3:** Under President’s Report: Thalia Kane’s name should read, “Thalia **Gonzalez** Kane”.

### **MOTION #2**

**Moved by Heather Allin, seconded by Sandra Beckles:**

**“That the Minutes of the ACTRA Toronto Council Meeting of May 3, 2022, as amended, be accepted.”**

**CARRIED UNANIMOUSLY**

## **PRESIDENT’S REPORT**

David Gale reported.

- Attended the Emergency National Council meeting.
- Attended TAWC meeting.
- Content Creation Workshop a two-day event by Dana Abraham and Red Hill Entertainment. It was very well attended. It is a great workshop for our members who are interested in wearing other hats and being creators. He said that he cannot underestimate the work that Taisa Dekker put into organizing this event. He thanked her for all the work that she is doing on the files that she is handling.
- Attended the Green Committee meeting which is chaired by Avaah Blackwell.
- Debrief with Gail Hauptert re the Mayor’s trip to LA. It was a very successful trip.
- NCA Update: Marie Kelly reported that they have been flying back and forth to Montreal to get a deal with A2C – the Association des Agences de Communication Créative, the Quebec association of advertising

agencies. The ACA did a lot of the initial work in bringing them to the table. Ms Kelly reminded Councillors that David Sparrow has said, "What we have is not a gift. It's the result of your predecessors' work in the trenches."

The solidarity of our members has been very important. High profile members like Paul Constable, Jayne Eastwood, David Sparrow and Dalmar Abuzeid, have volunteered to speak to members in advocacy videos. Discussion ensued regarding our next steps and strategy going forward.

#### **TREASURER'S REPORT: AUDITED FINANCIAL STATEMENTS**

Gugun Deep Singh and August Lew presented the Financial Statements. Mr. Singh said that overall it has been a good year. Theresa Tova thanked him and said that she was impressed with his reporting.

#### **MOTION #3**

**Moved by Joy Tanner, seconded by Louisa Zhu:**

**"That Council approve the ACTRA Toronto Audited Financial Statement for the fiscal year ending February 28, 2022, as presented."**

**CARRIED UNANIMOUSLY**

#### **MOTION #4**

**Moved by Sandra Beckles, seconded by Heather Allin:**

**"That Council reappoint Grant Thornton as ACTRA Toronto's auditors for the fiscal year 2022/23."**

**CARRIED UNANIMOUSLY**

#### **WORD FROM SET**

It was reported that on one live audition nobody was masked – it was business as usual! Ms Hauptert said that right now only guidelines are in place. We are trying to get studios and casting places to note this on their breakdowns.

Regarding 48 hours' notice for auditions over weekends – Ms Hauptert said that business day rules do not apply.

Re 3D scanning of body, Mr. Hepburn said that the performer owns the rights to the image and it must be used in the same scene for which they were booked.

Questions were raised regarding travel time, time off for voting and the "disconnect law". It was noted that the disconnect law does not apply to performers as they are independent contractors.

## EXECUTIVE COMMITTEE REPORTS – HIGHLIGHTS & NEW ITEMS

### ***Liaisons: Vice-President, Joy Tanner and Treasurer, Gugun Deep Singh***

*Editorial – Chair, Joy Tanner*

Articles are continuing to stream in. Current highlights include:

- Check out ACTRA Toronto's Facebook page re Catherine Joell MacKinnon's interview on CBC News about Troy Kotsur's Oscar win in Coda.
- Bryn McAuley's article *Minors' Trust Explained* to be uploaded presently.
- David Gale's ACTRA Spotlight Interview with Bruce McCulloch from *Kids in The Hall* and 2 of the TallBoyz from the archives" recorded shortly before the COVID pandemic now online.
- ACTRA Toronto Performers in the #ACTRASpotlight includes a list of all the shows and actors you need to check out.  
<https://www.actratorontoperformers.com/actra-toronto-performers-in-the-actraspotlight/>
- Lots more articles coming down the pipe including interviews with Sheila Boyd and Art Hindle. Keep your eyes peeled and check out: <https://www.actratorontoperformers.com/>

### ***AACE – Theresa Tova, Past President***

Theresa Tova reported that the AACE – Association of Acting Coaches & Educators – website went live on June 1<sup>st</sup>. They will be reaching out to the BC Coaches on June 16<sup>th</sup>. Manitoba is taking it to their Board as well. TAMAC and EIC are on board. Tova thanked the Communications Department for their website and also Mr. Hepburn and Jenn Paul.

### ***Liaison: Treasurer, Gugun Deep Singh***

*Apprentice Caucus – Chair, Victoria Brooks*

The Caucus met on May 18 for 90 minutes on Zoom.

Two notable items that came out of this meeting were:

1. Questions about the EIC and TAMAC. Many of the Caucus members are unaware of these organizations, and they did their best to educate them on how they operate, and how it relates to ACTRA members. Guided members to the ACTRA Toronto Agents directory as signatories to the EIC are listed, as well as those that have the TAMAC designation.
2. Overall education and questions regarding the strike mandate, and the NCA negotiations. Members were advised to read all the materials in their inboxes from ACTRA National, and watch social media channels from all levels, as most, if not all, information needed is included in these communications.

Their next meeting is scheduled for Wednesday, June 15 at 11am on Zoom.

***Liaisons: Vice-Presidents, Jocelyne Zucco and Debra McGrath***

*Act Your Age (AYA) – Chair, John McGrath*

- Working with ACTRA, AYA identified members who have reached the age of 80 or more to be potentially celebrated at an AYA Four-Score High Tea. This is something that had been done in the past (prior to COVID). They narrowed down the list, cross-referencing ACTRA master list with AYA members, and formed a short list to invite to a future tea. Planning under way for that.
- They held a Zoom meeting on May 20<sup>th</sup> with AYA members to go over a number of initiatives and ACTRA happenings.
  - David Gale and Jocelyne Zucco briefed members on the latest on the NCA.
  - They also gave members a heads up about the Fall Conference.
  - Secured record date for the *This Is What (age) Sounds Like* project with Tracey Hoyt and the studio. They will record the spots on Sunday, September 25, 2022 – day after the conference.

***Liaison: Not assigned***

*Background Advocate – Shereen Airth*

- Assisted staff with member identification.
- Attended the ACTRA Toronto's Solidarity Brainstorm meeting.
- Attended National NCA Town Hall.
- Responded to NCA negotiation and ratification enquiries.
- Liaised with Carol Taverner and submitted a farewell tribute for members Jay Joniec and Catherine Marshall.
- Liaising with staff regarding Background Agents, Casting, work opportunities, late payments, upgrades.
- Ongoing confusion that ACTRA is not imposing workplace restrictions with regards to COVID particularly given current provincial changes. A lot of discussion online. Still providing links to ACTRA FAQs and encouraging members to ensure they read their ACTRA emails.
- Responding to emails, texts, messages, posts, and calls.
- Provided links to Working Background page and Forms, particularly Request for Upgrade, the Agent Complaint Forms and Zone Map, as well ACTRA YouTube page.
- Assisted performers with direction to staff (primarily Business Representatives and Membership), as well as to various information platforms including ACTRA Toronto, ACTRA National, AFBS, Canada.ca, Haven, EP Canada, CRA.
- Members are generally experiencing email fatigue.
- Provided wellness calls to members.

***Liaison: Not assigned***

*Child Advocate – Christina Collins*

Ms Collins reported that she has had many inquiries as to What is ACTRA? How do I join? Do we have a baby register? (That was a new one). She keeps sharing what ACTRA does, who we are and why we do what we do. Also getting the word out to the parents on scams and what a respectable agent does, emphasizing that TAMAC and EIC agents are the ones they should be looking at for representation.

She looks forward to passing the hat to the new Child Advocate and mentoring them in any way possible to continue to educate parents and minors of their rights.

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

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

- The Diversity & Inclusion Committee was fairly quiet this month, which may be the case for most of the summer.
- The co-chairs got to know Luisa Alvarez Restrepo a bit better.
- They confirmed the date for their next meeting (June 23<sup>rd</sup>).
- The next edition of Working the Scene in Rainbow will be June 15<sup>th</sup>.
- The next edition of Working the Scene in Colour will be Thursday, October 27<sup>th</sup>, 2022, at 7pm.
- Their Picture Day initiative is in the works.

**Liaison: Vice-President, Debra McGrath**

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

“Save the Date”—the Queer Your Stories

- Contest winner will have its premiere at the InsideOut Festival on June 2<sup>nd</sup>.

Working the Scene in Rainbow

- Selected the scripts and casts for the event.
- Event will take place virtually on Wednesday, June 15<sup>th</sup>

The POP (Passing, Outing, Power)

- Committee will now be a joint effort between outACTRAto and the Diversity, Inclusion and Belonging committee.
- Inaugural combined meeting TBD.

The Mixer committee

- Currently planning a social mixer event for committee members in late August/early September.

Social Media

- Currently focusing on promoting Working the Scene in Rainbow.
- The committee is developing more strategies to have better outreach and interaction with the community.

**Liaisons: President, David Gale and Vice-President, Louisa Zhu**

*Stunt Community- Submitted by Alicia Turner*

- Things are ramping up so they are all busy and so this is good.
- They are happy to see that their community’s request to have more conversations regarding vaccine mandates and regulations has been honoured. There is a membership-wide meeting June 8<sup>th</sup>.
- Sadly, they have had two catastrophic accidents on set in our community—both resulted in broken bones and ligament damage of varying degrees. The Committee has concerns about their insurance coverage as one of the performers was brand new so they have no work history on which to base their weekly indemnity. They think that this is something that needs to be addressed as people CAN get injured on their first day of work.
- Also regarding insurance — they are concerned that their stunt performers are working for productions that don’t use AOS as their provider. Tania Cardwell is consistently asking for these policies to ensure they are equivalent or superior to WSIB. Sadly, this is not always the case.
- They have a lot of performers who are concerned about the ICA issues. Ms Turner hears tidbits about stunt people hoping to attach themselves to a SPFX company and work non-union this way. It’s a bit frustrating.

- They have a scheduled Stunt Women's Committee meeting coming up to discuss many, many things including how to care for new performers who get badly hurt on set.
- The Committee is hoping to schedule a stunt community-wide meeting shortly after the Women's Committee meeting to discuss issues, concerns and follow up from the COVID mandate meeting.

***Liaisons: Past President, Theresa Tova and Vice-Presidents –and Debra McGrath***

*TAWC – Co-Chairs, Joanna Swan and Dominique Brownes*

- Their latest meeting took place via Zoom on May 5, 2022, from 12:00 pm to 2:00 pm. The Zoom session opened 15 minutes earlier to allow for members to catch up before they started the meeting. There were 18 attendees including ACTRA staff Judy Barefoot (Director of Commercial Production) and Luisa Alvarez Restrepo (Manager of Diversity, Equity, Inclusion & Belonging), ACTRA Toronto President David Gale and ACTRA National Women's Committee Chair Jen Viens, TAWC Co-Chairs Joanna Swan and Dominique Brownes as well as other committee members. Activities and initiatives to be scheduled in the near future are the Nell Shipman Award, a virtual workshop/panel with intimacy coordinators, the next Film Lab and other content development sessions.
- Their next meeting will take place via Zoom in June. The Zoom session will open 15 minutes earlier to allow for members to catch up before they start the meeting.
- The TAWC Childcare Initiative spearheaded by the TAWC Childcare Initiative sub-committee has been doing amazing and serving its members while receiving great feedback. In April, 167.75 ACTRA subsidized Summerhill hours were used by ACTRA members. They are excited to report that they are one step closer to this becoming a permanent ACTRA benefit. Staff are discussing a slightly different model of subsidizing this initiative, with a monthly flat rate which will provide revenue stability for Allie (small business owner) and a consistent budget item for ACTRA Toronto, that would remove limits to the number of childcare hours used per ACTRA member, and further reduce the hourly rate. Register here: <https://www.actratoronto.com/flexible-child-care-program/>
- *Rainbow Baby* (TAWC's 2019/20 Short Film Creation Lab film; *Director/Co-Producer* - Monica Mustelier, *Writer/Co-Producer* - Kate Fenton, *Producer* - Lisa Michelle Cornelius) is still hitting the festival circuit in full force, and the team is on to amazing new ventures! Here are some highlights:

**Kate** is Production managing two television series with Cream Productions. Monica came out to shadow a couple of directors! She is headed to Banff on a WIFT scholarship for the world media festival, gained funding for a new digital series she's producing, and has a teaser circulating for another new digital series and two short films in post - one had TAWC members featured!

**Monica** is developing *Filmores* with Kate as a writer and director which is being pitched as a TV series and received development funding. She is also in pre-production for a fully funded calling card for her first feature shooting in September! Her last short film project is in the festival circuit and winning many awards!

**Lisa Michelle** is now an ACTRA Toronto VP, and co-executive producer on an independent feature film called "Pattern" starring Al St. Louis, Nicole Power, Mpho Koaho and Ms Swan. The film has just begun submissions on the film festival circuit.

- The Self-Tape group (formerly known as the TAWC WhatsApp Self-Tape Group) is busier than ever as it continues to connect TAWC members with one another when they need assistance with rehearsing lines and finding readers for self-tape auditions. Cait Alexander is administering the group, TAWC members can email Ms Brownes and Ms Swan at [tawc@actratoronto.com](mailto:tawc@actratoronto.com) to be added to the group. Please note that this group is only for TAWC members.
- The Masterclass Pass is still going on with two accounts and access is available to TAWC members on a first-come first-serve basis. Login credentials are being securely provided to members who also have the opportunity to sign up for approximately two-week to one-month periods (based on availability and demand) multiple times throughout the year. TAWC members simply have to email Ms Brownes at [dominiquebrownes@gmail.com](mailto:dominiquebrownes@gmail.com) and include the subject line: "add me to masterclass.com" to be added to the list.

**Liaisons: Vice-Presidents, Louisa Zhu, Jocelyne Zucco and Lisa Michelle Cornelius**

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

There was nothing major to report for the Voice Committee this month.

- They had a great committee meeting on May 2<sup>nd</sup> and David Gale and Scott Farley filled them in on the NCA negotiations and the challenges around it. A very fruitful discussion was had around this for an hour.
- The wheels are still in motion to have another round of Virtual VO training in Animation VO for BIPOC performers in July. It's been challenging to set a date.
- They plan to meet next in the fall.

**Liaisons: President, David Gale and Vice-President, Joy Tanner**

*YEAA: Chair, Joy Tanner*

Although they are looking forward to their inaugural YEAA meeting, correspondence has been flying between Oscar Moreno, David Gale, Karl Pruner, Alistair Hepburn and Joy Tanner. Updates include:

- A fulsome Google Document was created by Oscar Moreno to ask potential YEAA members what they would like to explore. Focus by Mr. Moreno is on Content Creation.
- Discussion with Mr. Gale, Mr. Pruner, Mr. Hepburn and Ms Tanner regarding the problematics of Content Creation within the Union committees. Conclusion being that ACTRA Toronto is not in the business to make reels, short films and the like, nor is it a film school.
- Result is to refocus Mr. Moreno and the rebooted committee on activism including:
- education on how to engage with political bodies
- Potential engagement at Pride and the Labour Day events
- Developing strategies for professional development (including “effective communication with agents, producers, managers, social media, audiences and other performers”)

The Committee will keep Council posted on their progress.

**MODERNIZING EI BLUE SKY IN GROUPS**

Council broke into groups to discuss the federal government’s inquiry into modernizing EI. ACTRA Toronto will submit to the government based on these conversations.

**EXECUTIVE DIRECTOR’S REPORT**

Alistair Hepburn reported.

- Back into negotiations with Bell Media.
- We have a government in power that understands our industry. Doug Ford wants to grow the industry from \$3 to \$5 billion.
- New studio is opening in North Bay this summer. This is good news.
- The trip to LA was successful. The studios love filming in Ontario, however, the belief is they cannot get American accents from Canadian performers. They get a better American accent from British performers.

Discussion: There was a fulsome discussion on diversity and actra.online. Thalia Gonzalez Kane said that she found actra.online difficult to use. Mr. Hepburn encouraged all members to register themselves on actra.online. Members control the amount of information that they put out. It was felt that limited public access should be available to everyone. A suggestion was made that once a producer became signatory that



they automatically be sent a password. Mr. Hepburn pointed out that casting is almost completed by the time a production becomes signatory. Taisa Dekker said that when she is organizing a production, she requests a 72-hour password from IS.

- ACTRA National is holding a Town Hall information session on June 8<sup>th</sup> regarding vaccine mandates. So far over 500 members have registered. Councillors were encouraged to attend.

#### **Industry Relations – Taisa Dekker**

- Attended multiple internal meetings regarding strategy to protect the commercial jurisdiction. The Industry Relations staff (UBCP and Toronto) are working closely on initiatives to promote the National Commercial Agreement and encourage union solidarity.
- Throughout May, Ms Dekker connected with five producers interested in working with ACTRA Toronto members. The projects included: three short films, one feature film, and one web series.
- Presented to the [Reelworld Black Entrepreneurship Program](#) about the union and how to work with ACTRA performers. There were two sessions – one for the Producer cohort on May 11<sup>th</sup> and one to the Casting Director, Talent Agents, and Managers cohort on May 12<sup>th</sup>.
- On May 9<sup>th</sup> and 10<sup>th</sup>, ACTRA Toronto hosted the two-day Content Creation Workshop, taught by ACTRA Toronto member and Red Hill Entertainment Co-Founder & CEO Dana Abraham. Many thanks to Mr. Abraham for teaching both the introductory session with 135 attendees and the advanced session with 35 attendees. ACTRA Toronto received a great deal of positive feedback from the membership about this event.
- Met with the DGC regarding their digital production training initiative, which is interested in engaging ACTRA performers on short films created for the program.
- The Green Committee met on May 30<sup>th</sup> to discuss objectives and promoting the committee to the membership for the next meeting on Tuesday, June 28<sup>th</sup> at 3 pm.
- Spoke on a panel at the Hamilton Black Film Festival. ACTRA Toronto sponsored the festival, which is in its second year.
- Attended the Voice Committee meeting on May 2<sup>nd</sup> to provide an update on outreach work.
- ACTRA Toronto is sponsoring VO North 2022, taking place September 16<sup>th</sup> – 18<sup>th</sup>.
- Finalized [video game](#) promotional materials for Ontario Creates, which they will provide to recipients of the Interactive Digital Media fund to encourage game developers to engage union performers.

#### **Green Committee - Chair – Avaah Blackwell**

- The next Ontario Green Screen Community Meeting is Monday, June 20<sup>th</sup> from 7 pm to 8 pm via Zoom and ACTRA Toronto members are encouraged to attend. Please register [here](#).
- Attended the OGS Advisory Committee meeting on May 18<sup>th</sup>, 2022.
- Ms Dekker sits on the Strategic Planning and Communications & Community Building working groups and met with both in May.
- The next Carbon Calculator training takes place Thursday, June 9<sup>th</sup> at 7 pm. To register, please click [here](#).
- The next OGS Climate & Sustainable Production Training is on Sunday, June 12<sup>th</sup> at 1 pm. To register, please click [here](#).
- ACTRA members interested in becoming an Ontario Green Screen Ambassador are encouraged to contact [OGSInfo@ontariocreates.ca](mailto:OGSInfo@ontariocreates.ca).
- There will be an Ontario Green Screen presentation at the ACTRA Toronto Green Committee meeting on Tuesday, June 28<sup>th</sup> at 3 pm.

## **Industry Relations - Anti-Black Racism, Diversity, Equity & Inclusion – Luisa Alvarez Restropo, Manager, Diversity, Equity, Inclusion & Belonging**

- This is Ms Alvarez Restropo's first Council report and thanked everyone for the warm welcome and patience as she settles into the role.
- Attended various NCA/emergency meetings.
- Met with D&I committee co-chairs and set cadence for check-ins.
- Attended meeting with AACE led by Jenn Paul to provide Voice Coach feedback from a member.
- Attended D&I, outACTRAto, Voice, and TAWC committee meetings.
- Attended National Culture Summit: The Future of Arts, Culture and Heritage in Canada.
- Attended Appendix 33 meeting.
- Attended meet & greets with the Membership, Finance, Comms, and FTDM team.
- Attended ACTRA Toronto Content Creation Workshop.
- Provided feedback on Auditions Standards doc.
- Attended Being Seen: Black Community Report Panel.
- Met with Andrew Morris, Interim Director, Disability Screen Office to talk about ways to collaborate.
- Met with the Ottawa Animation Festival. They work closely with Toronto schools and partners and wanted to talk about ways for us to collaborate.
- Along with David, Alistair, and Jenn met with Telefilm to discuss how they can ensure protections and work opportunities for under-represented performers.
- Working on updating the protocols surrounding Film Festival/Outreach Partnerships with Taisa and Jenn
- Met with Black Women Film! Canada to talk about working with our performers for their upcoming DOP program and how we can hold sessions with their members to learn about working with us.
- Connected with Cory Doran to talk Diversity in Voice Workshop. Right now looking at early August dates as previous dates were too tight a turnaround and conflicted with Pride. This session will be open to outACTRAto members so we want to ensure that the timing works.
- Met with Gugun Deep Singh to talk about the Picture Day initiative from the D&I committee as he is leading the sub-committee. The aim is to help diverse members access headshots at a discounted rate.
- Met with the Calgary Film Festival for knowledge gathering. They work closely with their local branch and shared which activations have been popular.
- Met with Emerging Lens Film Festival, a Halifax festival that focuses on serving their historically black community and other underrepresented groups. Many of their local creatives move to Toronto for work so they are interested in possible ways to collaborate.

## **Special Advisor – Maxine Bower**

- Membership Support
- Ongoing emotional support for members with mental health and workplace challenges.
- Continued staff support for outACTRAto committee.
- Continued staff support for TAWC committee.
- Staff support for Association of Acting Coaches and Educators.
- Supporting members feeling stressed by union dues deadlines and other matters regarding money.
- Addressing Harassment and Discrimination
- Answering questions and offering support and guidance to members with historical sexual misconduct claims.
- Offering clarification about harassment claims and processes to concerned member.
- Meeting and consulting with colleagues to help determine appropriate processes for various sexual harassment complaints.
- Membership Education
- Completed the self-study on unconscious bias (prepped for beta testing).
- Completed the first draft of an updated Respect on Set manual.
- Attended and supported both facilitators and members during Respect on Set sessions.

- HAVEN Helpline
- Attended meeting with LifeWorks to discuss updates on some of the issues with the HAVEN service (a mis-filed report, and continued work on the improvements to call triaging).
- Detailed review of May's HAVEN Helpline reports.

#### **OTHER BUSINESS**

- Mr. Singh said that the members of the Apprentice Caucus are interested in the Coop Collab. It was suggested that an introductory course could be added to the online member education portal.
- One of the short films that won an award at the Hollywood North Film Awards was an ACTRA production.
- Jennifer Podemski, the Founder and CEO of The Shine Network Institute, and The National Screen Institute have partnered to build PACT (Pledge – Activate – Cultivate – Thrive). This is an online learning course designed to provide non-Indigenous people in the film and television sector with cultural humility and competency training to prepare them for working with Indigenous production and content.

#### **ADJOURNMENT**

**The meeting adjourned at 3:13 p.m.**