



**OTTAWA JAZZ FESTIVAL
Annual General Meeting 2024**

DATE: Wednesday, December 11, 2024

TIME: 6 PM

PLACE: Google Chat



AGENDA

1. Welcome & Introduction – Ian Burgess – President
2. Announcement of Quorum
3. Approval of the Agenda
4. Approval of Minutes from previous AGM on Nov. 23, 2023
5. President's Report – Ian Burgess
6. Executive & Programming Director's Report – Petr Cancura
7. Treasurer's Report – Catherine Robidas
9. Nominating Committee Report – Ian Burgess
10. Election of Directors
11. Other Business
12. Adjournment



MINUTES 2023 - OTTAWA JAZZ FESTIVAL

Minutes of the Annual General Meeting November 30, 2023
Zoom Teleconference

Board members attending:

Adam Douglas, Yves Menard, Ben Laserson, Jaspreet Harla, Jacquie Dixon, Mark Fried, Tim Wong, Richard Goldstein, Keith Gallop, Ian Burgess

Catherine O'Grady recording secretary

Meeting called to order at 6:10PM over ZOOM

1. Welcome and Introduction

Adam Douglas welcomed the gathering and introduced the Board of Directors present

2. Announcement of Quorum

Call for quorum – yes we have quorum – 23 present, 45 proxies, total 68

3. Approval of the Agenda

Motion to adopt the agenda

Moved by Keith Gallop

Seconded by Jacquie Dixon

All in Favour

4. Approval of Minutes from previous AGM on Nov 2022

Motion to approve the minutes from the 2022 AGM

Moved by Riek van den Berg

Amendment: the AGM minutes are for 2022

Seconded with the amendment by Tom McLay

All in Favour

5. Treasurer's Report

Tim Wong, Treasurer

Guest: Nadia Daskalova, File Manager from McCay Duff

Treasurer's Report

Tim Wong, Treasurer, introduced Ms. Daskalova, the McCay Duff senior manager in charge of the Festival's audit. Ms Daskalova responded to any questions about the financial statements. Tim went through the financial highlights.

Motion to accept the Treasurer's Report

Moved by Tim Wong

Seconded by Jacquie Dixon

All in favour



6. President's Report – Adam Douglas

Adam Douglas spoke to his written report
Motion to accept the President's report
Moved by Tom McLay
Seconded by Keith Gallop
All in favour

7. Executive Producer's Report – Catherine O'Grady

Catherine O'Grady spoke to her written report
Motion to accept the Executive Producer's report
Moved by Yves Menard
Seconded by Mark Fried
All in favour

8. Nominating Committee Report – presented the slate of directors for 2023/24

The slate consists of:
Adam Douglas - final term (first elected 2019)
Yves Menard – commencing final term (first elected in 2019)
Jaspreet Harla – commencing second year of first 2 year term
Richard Goldstein – commencing second year of first 2 year term
Ian Burgess - commencing second year of first 2 year term
Keith Gallop – commencing first year of second term
Jacquie Dixon – commencing final term
Tim Wong – commencing first year of second term
Mark Fried - commencing second year of second term
Ben Laserson - commencing second year of second term

Motion to approve the slate
Moved by Yves Menard
Seconded by Richard Goldstein
All in favour

9. Other Business – None

10. Adjournment

Motion to adjourn

Moved by Brian Wollenschlager
Seconded by Tom McLay

Meeting was adjourned at 7:15PM and minutes recorded by Catherine O'Grady,
Executive Producer



2024 President's Report – Ottawa Jazz Festival Board

Hello and welcome!

This year's festival was the 44th edition of the Ottawa Jazz Festival and it was a record breaking year.

We were proud to present a truly stellar line-up: Norah Jones, Laufey, Trombone Shorty & Orleans Avenue, Al Di Meola, Kathleen Edwards, Veronica Swift and The Yussef Dayes Experience to name just a few.

From Confederation Park, the NAC, the Marian Dewar Plaza, and our late night jam sessions; no matter where you were or who was playing, the energy was palpable, and the joy was contagious.

I have to say a special thanks to my colleagues on the board. The year was not without it's challenges, including the retirement of Catherine O'Grady after 28 years at the helm, our search for her successor, and an almost 30% reduction in public funding.

The Board of Directors work hard throughout the year, and despite these challenges, we stayed focused on the festival's vision, providing advice, strategy and support to Petr and his team throughout the year.

I cannot thank Petr and his amazing team enough for their skill and dedication.

The work that goes into the planning, programming, marketing, fund-raising & production for a festival like ours is immense, with so many moving parts.

This year we had record breaking crowds, record breaking ticket sales, all while bringing our production costs in under budget. It is no coincidence we have become an internationally renowned music festival.

I would also like to thank our loyal and hardworking volunteers. They are the face of the festival, and without them the festival would simply not be possible. Their tireless energy and generosity is inspiring.

No matter what your role with the festival, you should be extremely proud of what we achieved together this year.

Next up is our Winter Jazz Festival from Jan 30th to Feb 1st, with planning for 2025 already well underway.

I could not be prouder of everyone who contributes to the ongoing work of the festival, thanks to all for your dedicated support.

Ian Burgess, President, December 11, 2024



2024 Interim Executive & Artistic Director Report

The 2023 - 2024 season of the Ottawa Jazz Festival was a transitional year of change with many challenges, but also a year that produced one of the most successful summer festivals this organization has seen.

Catherine O'Grady, who over twenty-eight years elevated this festival to the major international cultural event it is today, retired at the end of 2023 from the Executive Producer role. In January, Petr Cancura took on the role as Interim Executive & Artistic Director after serving the festival as Program Manager for thirteen years. With the help of the Board of Directors, a strong and dedicated staff, and Catherine O'Grady, the festival successfully transitioned and produced a fantastic event.

Another big change was to fill the role of Volunteer Coordinator, not an easy position that Tom McLay took on after John Cvetan retired from the role after twenty eight years. With the help of John Cvetan and the incredible leadership within our volunteer network, this transition was as smooth as could be hoped for and a huge thank you goes out to Tom McLay for taking this on!

We finished the year in a manageable deficit. Our record ticket revenues that were the result of strong attendance numbers, is what made the deficit workable. The biggest challenge is that of replacing TD, our title sponsor, as well as balancing the continually rising costs due to inflation with insufficient funding increases. As of May 2024, we brought on Cosmos Sports & Entertainment to help bridge this gap in sponsorship. In April we had a successful fundraiser that included a silent auction accompanied by the legendary Ladysmith Black Mambazo. A special thank you to the Board of Directors who have been working relentlessly to help fill our financial gap through fundraising initiatives as well making connections at the corporate sponsorship level.

Our artistic vision—and what has defined our festival—is a commitment to showcasing authentic and diverse jazz and jazz-adjacent artists, curated with a wide demographic in mind. By thoughtfully pairing the right artists with the right venues, we strive to deliver an exceptional experience for our audiences. Highlights from the main stage included Laufey, the Icelandic jazz singer who captivated a young audience in 2023 at the NAC Azrieli Studio and returned in 2024 to perform to a sold-out main stage crowd. A vibrant New Orleans influence was felt with Trombone Shorty and the Preservation Hall Jazz Band, complemented by iconic acts like Parliament Funkadelic, Norah Jones, Al Di Meola, Elisapie, and Kathleen Edwards, creating a stellar lineup that truly stood out.

The NAC was full of highlights with exclusive Canadian presentations of Darcy James Argue's Secret Society and Steven Bernstein's Millennial Territory Orchestra as well as several outstanding European artists such as Sakina Abdou, Mats Gustafsson and Kjetil Mulelid. Our OLG Late Night Stage continues to grow as a "Club" style venue with impressive performances by artists such as Yusseff Dayes, Butcher Brown and Begonia.

While there is always room for improvement, there are a number of changes we made to help the flow of our audience and to make the festival more enjoyable in general. These include lowering the capacity on single tickets at the Fourth Stage and Azrieli Studio, creating more room for pass holders, and changing the layout and positioning of the Gold Tent to increase the number of front row seats for gold pass holders, at the same time increasing room in the park for general admission.

We are successfully working with the NCC and the City of Ottawa to ensure that Confederation Park remains our home. Lastly, I would like to thank the whole board of directors and our staff. We are extremely thankful to the volunteers without whom this festival would not happen, and for the support



of our funders like the City of Ottawa, Ontario Arts Council, Department of Heritage, Leacross Foundation as well as all the other sponsors and funders that help make this organization successful.

See you at the festival!
Petr Cancura



TREASURER'S REPORT 2024

The Ottawa Jazz Festival has continued with normal operations after the pandemic. We saw improved financial performance in some areas but are continuing to see declines in others, including government grants.

Financial results for 2024 and the previous four years are detailed in Appendix A.

Key highlights:

2024 vs 2023	Change %	Change \$
Ticket and concession sales	47.5%	573,410
Grants and Sponsorships	(30.1%)	(444,960)

Ticket and concession sales were up by an impressive 48% in 2024. Attendance was up significantly, including record sales on youth tickets. This boosted ticket and concession revenue to new highs.

Unfortunately, government grants continue to decline. Grants were down 35% over the previous year, which put increased pressure on tickets sales to make up for the lost revenue. Corporate sponsorships remained relatively flat year over year.

Excluding donated services, costs were up by 8.4% over the previous year, mainly due to higher wages and promotion costs. Considering the inflationary pressures during the last couple of years, management has done a good job keeping costs contained.

Overall, total revenue increased by 7.2% while expenses increased 10.5%. This led to a total net loss of \$182,681 for the year.

The festival continues to maintain cash-on-hand, however after three years of operating at a loss, cash reserves have been declining. The board and management are actively looking for strategies to build cash reserves back up.

I would like to commend the festival's staff for diligently managing/deploying resources to deliver another successful jazz festival to Ottawa in a continually difficult environment.

The Finance Committee for 2023/2024 comprised of four board members: Tim Wong, Jaspreet Harit, Ian Burgess, and Catherine Robidas. Special thanks to Tim Wong, ex-Treasurer of the festival for his help and guidance.

Please feel free to contact me or anyone on the Finance Committee should you have any questions.

Catherine Robidas, Treasurer



Appendix A - Statement of Operations for the year ended August 31, 2024

	2024	2023	2022	2021	2020
Revenues					
Box Office					
Winter Season/Benefit Concert	82,929	48,755	3,985	48,730	74,094
Festival	1,500,061	1,020,293	752,675	0	0
Total Box Office	1,582,990	1,069,048	756,660	48,730	74,094
Grants	846,902	1,295,194	1,518,619	807,109	533,605
Emergency Wage & Rent Subsidy	0	0	83,630	422,007	174,499
Corporate Sponsorship	187,350	184,018	361,695	326,268	301,201
Concessions	197,245	137,777	122,610	2,841	1,588
Donations	52,118	40,689	32,413	30,858	24,163
Other	15,565	51,760	45,838	5,020	3,085
Fundraising	6,075	44,715	0	0	0
Souvenirs	101,591	41,120	0	0	0
Other Revenue subtotal	1,406,846	1,795,273	2,164,805	1,594,103	1,038,141
Sponsor Donated Services	646,206	528,021	529,045	110,561	190,480
Total Revenues	3,636,042	3,392,342	3,450,510	1,753,394	1,302,715
Expenses					
Beer, Wine & Concessions	67,478	81,192	20,848	0	0
Souvenirs	96,148	47,041	31,748	6,588	0
Facilities & Equipment (Prod.)	746,059	751,417	860,827	156,421	98,893
Programming	963,030	943,228	1,147,937	209,122	101,502
Promotion	173,454	85,985	193,948	84,018	34,872
Office, Occupancy & Prof. Fees	281,975	255,882	171,996	102,055	119,522
Wages & Contract Services	703,842	619,717	843,425	736,870	560,851
Bad Debt	6,215	4,097	0	750	0
Fundraising	38,213	17,118	0	0	0
Miscellaneous	96,103	121,962	79,461	36,444	55,727
Expenses subtotal	3,172,517	2,927,639	3,879,235	1,332,268	971,367
Sponsor Donated Services	646,206	528,021	529,045	110,561	190,480
Total Expenses	3,818,723	3,455,660	3,879,235	1,442,829	1,161,847
Net Income/(Loss)	-182,681	-63,318	-428,725	310,565	140,868



REPORT OF THE NOMINATING COMMITTEE 2024

The Ottawa Jazz Festival Board of Directors is made up of thirteen voting Directors. The change from eleven voting Directors to thirteen is the result of an amendment to the Festival's bylaws in 2023.

Directors are elected for two-year terms and may serve up to three consecutive terms. They may return to stand for election after one or more years off the Board.

The Board currently stands at ten and is actively recruiting to fill the three open positions. We are prioritizing certain skill sets, including fundraising & governance experience in the not for profit sector.

Two Directors resigned this year, Richard Goldstein and Evan Clark; we thank them for their contributions to the festival, and wish them well in future endeavours.

The Board nominated three new Board members this year: Catherine Robidas, Margaret Dalziel and Alex McMahon. Bios follow.

Three Directors are standing for re-election to the board: Mark Fried and Ben Laserson are standing for re-election for a third consecutive two-year term, while Ian Burgess is standing for re-election for a second consecutive year. Jaspreet Harit is not standing for re-election for a second consecutive two-year term and we thank Jaspreet for her significant contributions during her time on the Board.

Four Directors are entering the second year of their respective terms: Jacquie Dixon and Yves Menard are entering the second year of their third term, and Tim Wong and Keith Gallop are entering the second year of their second term.

These four are proposed for acclamation to the Board of Directors and along with the four continuing Directors and the three nominated Directors will give the Board a compliment of ten, until such time as the three additional Directors are identified and nominated.

Nominating Committee November 23, 2024



Appendix to the Report of the Nominating Committee 2024

SHORT BIOGRAPHIES

Catherine Robidas - Bio

Born and raised in the Ottawa area, Catherine studied Finance and Accounting at the University of Ottawa before pursuing a Certified Management Accountant designation. Catherine has spent most of her career working in the tech sector starting with Nortel. She now works in the real estate industry for KRP Properties in the Kanata tech park. In addition to her role as Treasurer for the Jazz Festival, she is also president of the board for the Kanata Family Centre. She has a 10-year-old son, and you can often find her in running shoes along the Ottawa River or exploring the region on her paddleboard.

Margaret Dalziel Bio

Margaret brings a strategic problem-solving orientation, honed by decades of international technical and business experience, to her work. Now Associate Professor Emerita with the University of Waterloo, Margaret taught and conducted research on innovation and entrepreneurship policy at the Conrad School of Business and Entrepreneurship in the Faculty of Engineering at the University of Waterloo, and previously at the Telfer School of Business at the University of Ottawa. She is a co-founder of The Evidence Network, an evaluation consultancy with an international clientele, and has worked in technology development and research management in the private sector, with the Canadian Space Agency, and with the Centre for Intelligent Machines at McGill University. Margaret has served on expert panels for the Treasury Board of Canada, the Government of Ontario, the Council of Canadian Academies, and others. Governance experience includes serving on the Governing Council of the Social Sciences and Humanities Research Council of Canada and the boards of JazzWorks Canada and The Evidence Network. She holds degrees in business (PhD, UQAM; MBA, McGill), computer science (BSc, McGill), and music (ARCT, Royal Conservatory of Music of Toronto), and aspires to competency as a jazz pianist.