

# Grande Prairie Live Theatre Society

## Board of Directors

### Membership Meeting Follow-Up

Responses to Submitted Questions

Meeting Date: February 9, 2026

Document Issued: March 6, 2026

## Introduction

Thank you to all members who attended the February 9, 2026 Membership Meeting and who took the time to submit questions. We value open dialogue and are committed to transparency, collaboration, and the continued growth of the Grande Prairie Live Theatre Society.

Below are the submitted questions followed by responses from the Board of Directors.

## GENERAL MANAGEMENT

- 1. With David Banks having left the theatre, how will GPLT overcome the fallout of losing his presence?**

After learning of David Banks resignation, the Board worked to find an equally qualified individual to step into the position of Technical Director. Our new Technical Director, John Rowe, is an accomplished technician, who has ample experience in the theatre community here in Grande Prairie. He spent 15 years managing the technical aspects of the Douglas J. Cardinal theatre, where he brought a bright and vibrant experience to audiences for a variety of shows. Not to mention the time he spent at Mount Elizabeth Theatre, where he served 10 years as Technical Director. We believe he will be equally as capable of carrying out the position's duties, and will bring a positive, vibrant energy to our theatre!

- 2. How does GPLT plan to enhance revenue? I notice there are no longer sponsor ads in the programs or mentioned at the start of each show. What prompted this change?**

Fundraising initiatives including grants, sponsorships, and donors are operational in nature, and therefore, the responsibility of the General Manager. The previous General Manager reported to the Board on several occasions that these initiatives were in the works. However, after the previous General Manager had resigned, the Board learned that not only were previous sponsors not contacted, but annual grant applications were not completed. The Board will work with the current General Manager to rebuild relationships with previous sponsors, build relationships with new sponsors, and complete grant applications which will significantly increase the theatre's revenue. We are exploring new ways of creating fundraising initiatives.

**3. Are all of the current staff going to have a conversation about the new policy? Are they going to meet any of the new staff that will get hired? Is this going to affect workplace relationships?**

It's unclear what "new policy" this question is referring to. Yes, current staff will meet new staff. Everyone has unique traits, experiences, and benefits they bring with them. We're confident in our General Manager's ability to successfully onboard any new staff team in a constructive, positive manner.

**4. There is a rumour that the contract with the KMSC theatre has been canceled. Can you confirm whether this is true and if so, what will the impact be to the theatre's operations?**

Yes, the Grande Prairie Catholic School District requested to terminate their agreement with GPLT without cause and manage their facility with their own resources. GPSCD expressed a desire to focus on utilizing their space more efficiently and emphasize faith-based content. GPLT accepted GPSCD's decision and the new management will focus on managing our main facility and use our technical staff to provide educational opportunities for our membership, support productions and events, and enhance the overall experiences we provide at all venues utilized by the GPLT.

**5. Regarding the Wyvern- if the building is already condemned how long do we have to actually remove everything?**

The Wyvern storage building has not been condemned. However, the City of Grande Prairie has advised that the building will be evaluated in the spring and may be determined to be no longer suitable for occupancy. At that time, the lease agreement allows the City to terminate the lease with thirty (30) days' notice to vacate. The Board's intention is to secure and transition to an alternate facility prior to this occurring. The Board is continuing

to work collaboratively with the City of Grande Prairie to identify appropriate alternative solutions and ensure a smooth transition if required.

**6. Is there any collaboration or contact with other community theatres in the province for some guidance around both operations and governance? (placed in both governance and general management)**

The Board of Directors is not actively collaborating with other community theatres in the province at this time, but we do look at other community organizations to help guide new policies and practices.

## GOVERNANCE

**1. Have any GPLT boards taken part in the province's board training? If not, why is this not standard for every new person coming into a GPLT board related position.**

Currently, GPLT does not require board members to complete the province's board training. However, several GPLT Board members have recently enrolled in training covering key areas of non-profit board governance. Some of these opportunities are being offered through a partnership between the City of Grande Prairie and the City of Edmonton, while others are provided by the Government of Alberta.

**2. Now that the board is working more consistently with an HR Firm, will this include the board having more appropriate governance training and training on the role of the responsibilities of a board, governance, etc, especially for new members?**

The Policy and Governance Committee is developing a comprehensive training package for incoming Board members. This will support a consistent understanding of board roles, responsibilities, and governance practices, and we see strong value in providing this foundation for all new members.

As part of our ongoing work with the HR firm, we are identifying additional training opportunities that can further strengthen the board governance and alignment with best practices.

**3. Will the board be calling a general meeting for all members?**

Yes. There will be a General Meeting on Sunday March 29, 2026 at 11:00 am.

**4. Why did Alyssa not step into the vacant president role, why was one appointed from the membership?**

President Elect, Amy, due to personal reasons, was unable to take on the role of President this year, and Vice-President Alyssa was new to the Board and felt she needed more experience with the GPLT Board before stepping into the role.

The Board discussed the benefit of serving as Vice-President, Chair of the Policy and Governance Committee, to understand the founding documents of the organization; then serving as President Elect to build relationships with the people they're going to be supporting in the following year; and finally as President to support the Society with the information they've learned in the years previous. Since 2020, there has been an annual recurring pattern of resignations/vacancies within the presidential line, creating uncertainty and a lack of solid leadership. By appointing a President, the Board aimed to put an end to this trend. The Board can only act within the framework of the Bylaws, which we trust in the membership to maintain. Bylaw 5.5.1 states, "The vacant position of President would NORMALLY be filled by the current President Elect." The membership granted the Board the authority to address vacancies through alternative means, which the Board determined was best under these specific circumstances.

**5. MEMBERSHIP- the definition of which has been unclear. With the upgrades to policies and their availability, will this be made more clear (and enforced at future meetings- including the AGM-especially for the voting of board members)**

The definition of membership can be found in the Bylaws:

- *Paid Memberships* shall be valid for the fiscal year in which the membership fee is paid excepting that those paid during the final six weeks of a fiscal year shall be valid for the duration of that year and the ensuing fiscal year.
- *Participating Memberships* earned through volunteer commitment during one fiscal year shall be valid for purposes of participation in the AGM that year, and for the ensuing fiscal year.
- *Subscriber Memberships* shall be valid during the fiscal year in which the subscription is held.
- *Sponsor Memberships* shall be valid during the fiscal year in which the sponsorship is paid.
- *Lifetime Memberships* shall be without term.

# HR

## **1. What are the recommendations from Elevation HR?**

The Board of Directors is unable to disclose personal information as per the Access to Information Act Part 1, Division 2, Section 20 (the personal information consists of personal recommendations or evaluations, character references or personnel evaluations). Questions may be directed to the General Manager by contacting [manager@gplt.ca](mailto:manager@gplt.ca) or calling (780) 538-1616. This decision may be reviewed by the Commissioner or an independent adjudicator, as the case may be.

For general recommendations from Elevation HR, please see the Moderator's report.

## **2. What is the scope of the governance work that Elevation HR has been asked to do?**

Elevation HR has been engaged to support the Society with an internal HR investigation and dispute resolution and conduct a comprehensive policy review.

## **3. Will the policies and procedures be provided to our HR/hiring committee upon interview, so the new GM can be clear in their role when coming into the role?**

The Society's Bylaws, Policies, and Procedures are now easily accessible on our website, allowing members of the Finance and HR Committee and incoming management to have clear and convenient access to our governing documents. As part of our governance plan, the Board will provide the new manager with a document delineating what the GPLT Board and GPLT Staff do and are responsible for.

# FINANCE

## CONFLICT/DISPUTE RESOLUTION

### **1. For everyone here can we get the central issue paraphrased for everyone's understanding and disputing rumours. With the emotional load that was put on some people, what is the address to those who were hurt in this issue?**

The Board is aware of rumours being spread in bad faith to undermine the members' trust in the Board and in the Theatre. The Board cannot take actions on vague or unsupported

claims. We believe that a combination of misinformation and a misrepresentation of Board actions have contributed to the issues. If any member is aware of any inappropriate, unsafe, unethical behaviours, or needs emotional support to deal with a difficult situation, we encourage you to reach out to the General Manager so the matter can be resolved promptly and brought to the Board's attention if required.

**2. From the conversation tonight, it sounds like the board is putting the blame for these issues on the former General Manager and staff. Does the board believe that they did nothing wrong that contributed to the resignation of all full time staff?**

The Board should have addressed the General Manager's actions through a structured management plan that includes clear expectations, support, accountability, and boundaries. The Board also acknowledges that the General Manager should not be the only line of communication with staff members. For this reason, with the new management, the Board addressed these issues and invited staff members to participate in Board meetings, collaborate, contribute, and bring new ideas. The Board plans to adhere to a regular schedule of management reviews and provide feedback to the General Manager to support their growth, success, and satisfaction in the role.

**3. Aside from management, what role does the board feel its members have played in the staff changeover, and what lessons have each member learned?**

The Board has learned that staff should have greater access to the board so that speculation about how the board operates can be clarified rather than interpreted through the lens of one person. The Board has also learned that operational procedures need to be written down and so that if someone is unable to fulfill their duties, another person can step in without so much guesswork. Moving forward, the Board is focused on:

- Strengthening internal procedures
- Clarifying roles
- Reinforcing confidentiality and respectful workplace standards
- Ensuring consistent and transparent governance practices
- Rebuilding relationships

**4. Where were the policies held and who held the access for them? Why would the policies and regulations of an establishment be withheld from a general manager? Or any staff? Or the board? Why wasn't this handled before a breach of policy happened?**

The former Board of Directors assigned onboarding tasks to the retiring General Manager. This included transitioning of all documents including bylaws and policies. The Board does not feel these documents were withheld from the former General Manager. Following the Annual General Meeting, the General Manager did not attend any Policy and Governance Committee meetings, although invited to every one. Although requested by the committee, the General Manager did not provide the policies. The policies were retyped from hard copies in the current President-Elect's possession from the previous year. Any missing documents were obtained from former Board members.

**5. Has the initial dispute that the previous GM attempted to resolve without the board's input been resolved since her resignation? Or is the dispute still ongoing?**

As previously communicated, the Board engaged an independent external HR consultant to review concerns that arose over the past several months. That review has concluded. It did identify process gaps that contributed to escalation and the Board is implementing structural improvements to strengthen governance, clarify roles and responsibilities, and improve how sensitive matters are managed in the future.

**6. You spoke about 3 separate people trying to understand financials. Does that mean there was financial mishandling that has caused this conflict with staff?**

It is true that the Treasurer with the Finance & HR Committee suspected the financial mishandling by the former General Manager. The indications included:

- the committee meetings cancelled by the former GM on multiple occasions without providing alternative dates,
- not providing the financial reports in advance for the committee and Treasurer to properly review them before the board meetings,
- inaccuracies and growing deficit in the presented financial reports,
- operating without the amended budget and hindering on the Treasurer's requests to amend the budget.

The inquiries about these issues seemed unwelcome by the former GM and could have been one of the reasons of GM's hostility toward Board members. The Treasurer expressed concerns to the Board and initiated an external financial review with the former Treasurer/CPA and also committee member.

The review, which continued to be carried after the GM resignation, revealed that the former GM not only did not provide proper financial records, but also did not submit for a major annual theatre grant as well as discontinued legacy sponsorship program without consulting the Board.

The review and clean-up of transactions for this fiscal year is now mostly completed, with our bookkeeper working diligently with the new management to handle and record all financial information properly. To date, we have not found anything that would lead us to believe there was any fraudulent activity occurring; however, we have noted negligence and mishandling of the finances by the former GM such as:

- incomplete or incorrect information shared with the Bookkeeper and her staff that led to recording transactions inaccurately,
- lack of proper and timely reporting to the Treasurer, Finance & HR Committee and Board,
- operating without the amended budget when original projections no longer reflected reality and exposing the Society to the financial risk.

The Board has addressed those issues by introducing corrective and preventive actions. The new GM has good communication with the bookkeeper, treasurer, and Finance Committee. He understands what needs to be provided for proper transaction recording and reporting, and provides this information in a timely manner. He also includes both the Treasurer and former Treasurer in discussions to make sure the previous mistakes and omissions are not repeated. In the upcoming weeks, his focus will be on amending the budget for the Board's approval and developing financial standard operating procedures to ensure compliance and consistency.

## OTHER

- 1. While I can appreciate that the board is refining their on-boarding process and hiring policies to avoid a “future disruption” I would like to know what is being done to hold CURRENT board members responsible for their role in the current disruption? How is accountability being promoted?**

Board members, like all members, are held accountable by our dispute resolution policy. If you believe that a board member has behaved in a way that harmed GPLT or one of its members, we encourage you to put that allegation in writing and present it to the board.

If you feel that the board has made any decisions that caused damage or harm to GPLT, then you should please identify that decision, the policy or value that it violates, and request reconsideration.

**2. Who is responsible for making sure the GM fully understands bylaws and governance policies? Why was this not an automatic expectation to explain to the previous GM?**

A key part of the General Manager's role is to "ensure legal, safety, and operational policy compliance", and it is therefore expected that they are educated on these matters. To support this, the General Manager is provided opportunities to understand the Society's Bylaws, policies, and governance by attending Policy and Governance Committee meetings. The General Manager's responsibilities include attending all board and committee meetings. While not all committee meetings were attended by the former General Manager, the current Board fulfilled its due diligence by providing meeting minutes, copies of the current Bylaws and policies, and committee reports at Board meetings to ensure they had the necessary information.

**3. To every single board member: THANK YOU for all your hard work in keeping the theatre afloat through the conflict. You are very much appreciated.**

Thank you for continuing to support local live theatre!

**4. Regarding policies- can we ask Wayne if he was aware of the location of the policies? Why was Dawn not given a digital copy?**

Questions can be directed to these individuals.

## Closing Statement

The Board of Directors remains committed to responsible governance, artistic excellence, and meaningful member engagement. We appreciate the passion and dedication of our members and encourage continued participation in shaping the future of the Grande Prairie Live Theatre Society.

If you have additional questions or would like further clarification, please contact the General Manager at (780) 538-1616 or [manager@gplt.ca](mailto:manager@gplt.ca).

Sincerely,

**Board of Directors**

Grande Prairie Live Theatre Society