

SHAPE ANNUAL REPORT 2009



ABOUT

SHAPE was established in 1998 at the request of industry representatives and WorkSafeBC in recognition of the unique nature of the arts and entertainment industries. SHAPE is dedicated to working with employers and workers for the promotion of workplace health and safety in the motion picture and performing arts industries in British Columbia. Our mandate includes providing health and safety information, education, and training for the performing arts and motion picture industries in our province. We have publications, posters, videos and access to professionals at WorkSafeBC.

When the industry perceives a need, SHAPE responds.

In March of 2010, SHAPE changed its name to Actsafe. Because this report covers 2009, we will use the name SHAPE within this document. More information about the name change can be found on Page 10 of this report.

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MESSAGE FROM THE CHAIR

SHAPE celebrated its 11th anniversary in 2009, and so far this new decade has brought new successes and continuing challenges. At the request of WorkSafe-BC, we participated in a Value for Money audit. We were told that SHAPE was chosen as the first safety association to complete such an audit through Work-Safe because of our good reputation. So far the audit has led to guidance for improving the organization, including the preparation of a strategic plan. SHAPE also supported VANOC in preparation for the many entertainment events that were to occur during the 2010 Olympic Winter Games.

Entering its second decade, SHAPE took stock of its identity — the face we present to industry and the public. This process of re-evaluation led to a decision to

change our name to Actsafe and to revise the visual identity we use to promote our activities (see page 10).

One of our senior directors, Don Cott, retired from the Board of Directors at the end of the year, when he completed his term as the representative of the Association of Motion Picture and Television Producers, Canadian Affiliates. During his tenure, Don combined knowledge of the film industry, government, and labour relations with wisdom and a firm commitment to SHAPE's goals.

In the fall of 2009, I informed the Board of Directors that I wished to resign as Chair. Having served for over 10 years, I believe that turning this position over to someone else at this point will benefit the organization. I am confident that I am leaving the

organization in sound condition, with an able Board that can build on the successes of our first decade.

During the years since its formation in 1998, SHAPE has demonstrated that producers, unions, guilds, and associations in the arts and entertainment industries can work collaboratively to advance health and safety in their industries. Initially, there were concerns that the large American film studios would have little in common with the smaller Canadian producers. Similarly, some doubted that locally based performing arts organizations would collaborate with larger and more affluent companies in the film sector. SHAPE was fortunate that our early directors put their specialized interests aside to establish an organizational culture that stresses performance and cooperation. SHAPE's current staff and standing committees continue to build on this tradition of teamwork.

Early in 2010, the Board selected a new Chair, Catherine Roome, an experienced safety professional. I am confident that she will bring a fresh viewpoint to the organization and enjoy the support of an excellent board of directors and an experienced, dedicated staff. My time as Chair has been fascinating and deeply satisfying. Most of all I will remember the remarkable men and women who introduced me to a world about which I initially knew little. The guidance and support that SHAPE directors have provided has made my position pleasant and rewarding.

Mark Thompson
Chair, SHAPE Board of Directors

TRAINING



Industry training sessions continued to be well attended in 2009. SHAPE sponsored a total of 110 courses, which were attended by 908 participants. Apart from these in-person sessions, another 213 participants took an online course in either WHMIS or Transportation of Dangerous Goods (TDG). SHAPE also rolled out a beta version of its online course registration system.

A request by the lighting department of IATSE 891 led to a new course: Aerial Platforms Over 80 Ft. This course is designed for operators who have a valid aerial platform certificate and at least 40 hours experience on an aerial platform. Eleven participants attended two sessions in 2009.

OUTREACH

SHAPE's health and safety consultant remains the backbone of our industry outreach efforts. Consultant activities in 2009 included 295 visits to film sets, theatres, and schools. Twenty-five of those visits focused on respirator fit tests, with 347 workers being fit tested. There were also 793 consultations with industry stakeholders, which included phone calls, e-mails, meetings, and research requests. In addition, SHAPE's mobile testing provider conducted 410 hearing tests at worksites.



TWITTER

SHAPE joined the growing legions of Twitterers, using the social networking tool to announce new resources, course schedules, and other news.





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PERFORMING ARTS
**SAFETY
PRIMER**

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PRIMER



PUBLICATIONS

Our publishing program continues to expand with a variety of media, including videos, bulletins, booklets, and our first health and safety comic. Highlights in 2009 included the following:

How to Conduct a Field Flame Test:

An online video that demonstrates the field test for flame-retarded soft goods and provides guidance on tracking and maintenance of soft goods such as theatrical curtains.

Pain is Optional for Office Workers:

A 16-page comic with information on identifying and preventing musculoskeletal injuries (MSIs) for anyone who works at a computer.

Motion Picture Fact Sheets: Nine documents that include welding and cutting, first aid, construction/woodworking, and hair and makeup.

Performing Arts Safety Bulletins: Ten documents that include smokes and fogs, edged and pierced props, extreme hot temperatures, and safety with firearms.

Infosheets: Three documents published: 14-passenger vans, H1N1 and exposure control plans, and start-up responsibilities for producers.

The Team Approach to Safety: A booklet that provides an overview of responsibilities for motion picture employers and supervisors.

MARK THOMPSON & THE SHAPE ERA

In 2010, SHAPE co-founder Mark Thompson will step down as Chair of the Board of Directors. Mark has been Chair since SHAPE's inception in 1998.

Mark helped steer SHAPE through its first decade, during which the organization shaped its identity and built relationships with industry stakeholders. There have been many challenges, not the least of which has been finding innovative ways to reach

out to industry and serve their best interests. As Mark himself has said, "One of our challenges is to stay fresh. You have to have something new to say. You run the risk that you get into a rut doing things the same old ways."

Mark will always be associated with SHAPE, and the hard work he's put in over the years will continue to bear fruit as we move forward in the years to come. Thanks for all your work, Mark.



REBRANDING TO BETTER SERVE OUR COMMUNITY

After 12 years of leadership in health and safety educational programs for BC's performing arts and motion picture communities, SHAPE has a new look and new name.

Our new name and look makes our mandate and outreach more clear and effective, and that's teamwork to us. Our name is an important aspect of how we create and support a culture that values safety and health. SHAPE was running up against a problem of confusion related to its name.

As Actsafe, we will continue to develop resources and respond to the needs of its community.



SHAPE

SAFETY & HEALTH IN ARTS

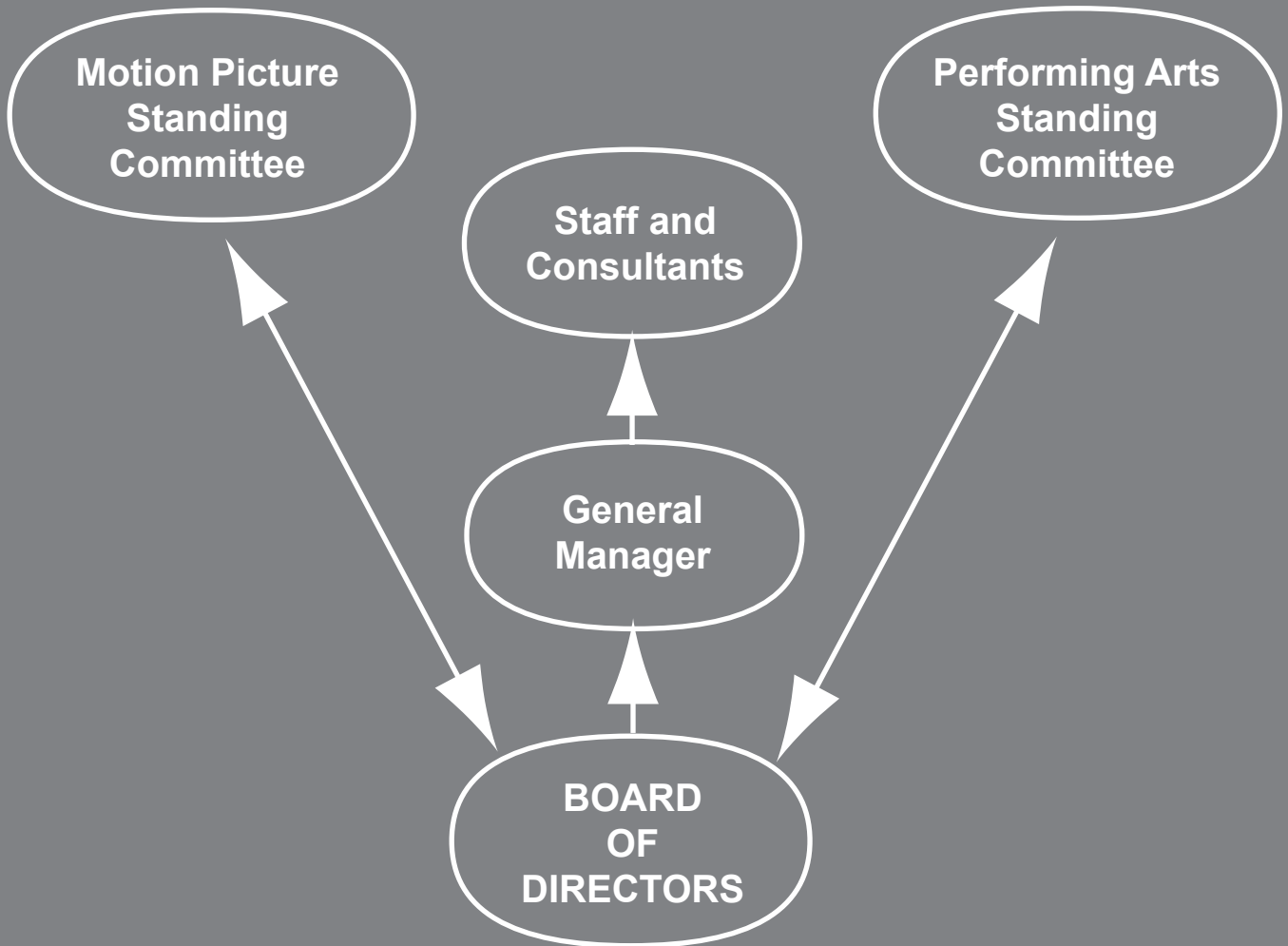
PRODUCTION & ENTERTAINMENT

actsafe



APPENDIX A: WHO WE ARE

ORGANIZATION CHART



STAFF

Dawn Brennan
General Manager

Marty Clausen
Health & Safety Consultant
(Film and Television)

Dave Winstanley
Health & Safety Consultant
(Performing Arts)

Ed Brisson
Production Coordinator

Maureen Kaake
Program Administrator

BOARD OF DIRECTORS

Mark Thompson
Chair

Miles Muir
Performing Arts Employer
Representative

Don Parman
Performing Arts Worker Representative

Dusty Kelly
Motion Picture Worker Representative

Don Cott
Motion Picture Employer Representative

Ed Dowling
Manager, WorkSafeBC Representative
(non-voting)

Dawn Brennan
Actsafes Representative
(non-voting)

STANDING COMMITTEES

SHAPE has two standing committees: one for the motion picture industry, and one for the performing arts industry. Each committee includes industry representatives from employer associations and unions. The committees each select an employer representative and a worker representative for SHAPE's board of directors. Together, the two committees and WorkSafeBC choose a neutral chairperson for the board.

Turn the page for a complete listing of standing committee members.

MOTION PICTURE STANDING COMMITTEE

Mark Thompson
Chair

Don Cott
VP Canadian Affiliates, Alliance of
Motion Picture and Television Producers

Dusty Kelly
International Alliance of Theatrical Stage
Employees (IATSE) 891

Daryl Litke
Chief Steward, ACFC West

Jason Cameron
Directors Guild of Canada — BC

Lori Stewart
Union of British Columbia Performers

Liz Shorten
Canadian Film and Television
Production Association (CFTPA)

Louise Baker-Griffiths
International Alliance of Theatrical
Stage Employees (IATSE) 669

Marcus Handman
International Alliance of Theatrical
Stage Employees (IATSE) 669

Ron Hrynuik
The Bridge Studios

Garin Josey
Commercial Production Association
of Western Canada (CPAWC)

Ed Dowling
Manager, General Industries,
WorkSafeBC

PERFORMING ARTS STANDING COMMITTEE

Mark Thompson
Chair

Andrea Gunnlaugson
Dance Transition Resource Centre
(DTRC)

Caroline Farquhar
Canadian Alliance of Dance Artists
(CADA-BC)

Don Parman
Canadian Institute for Theatre
Technology (CITT-BC)

Jim Rhodes
NASCO

Kevin Dale McKeown
Alliance for Arts and Culture

Louis-Marie Bournival
Canadian Actors' Equity Association

Mary-Ann Moir
Large Orchestral Ensembles

Mike Phelan
International Alliance of Theatrical Stage
Employees (IATSE) 669

Miles Muir
Vancouver Civic Theatres

Mirna Zager
The Dance Centre

Patrick McMullen
Greater Vancouver Professional
Theatre Alliance (GVPTA)

Rick Smith
Riggitt

Gene Ramsbottom
Vancouver Musicians Association –
Local 145

Jay Dodge
Professional Association of Canadian
Theatres (PACT)

Ed Dowling
Manager, General Industries, WorkSafeBC

APPENDIX B: FINANCIAL REPORTS

Financial Statements

**SHAPE, Safety and Health in Arts Production
and Entertainment Association**

December 31, 2009

AUDITORS' REPORT

To the Members of
**SHAPE, Safety and Health in Arts Production
and Entertainment Association**

We have audited the balance sheet of **SHAPE, Safety and Health in Arts Production and Entertainment Association** as at December 31, 2009 and the statements of operations and changes in net assets and cash flows for the year then ended. These financial statements are the responsibility of the Association's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Association as at December 31, 2009 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles. As required by the Society Act of the Province of British Columbia, we report that, in our opinion, these principles have been applied on a basis consistent with that of the previous year.

Ernst + Young LLP

Vancouver, Canada,
March 5, 2010.

Chartered Accountants

SHAPE, Safety and Health in Arts Production and Entertainment Association

BALANCE SHEET

As at December 31

	2009	2008
	\$	\$
ASSETS		
Current		
Cash and cash equivalents <i>[note 4]</i>	806,952	309,852
Accounts receivable	9,514	7,287
GST receivable	7,545	12,915
Prepaid expenses	2,323	2,324
	<u>826,334</u>	<u>332,378</u>
Equipment, net <i>[note 5]</i>	7,443	9,938
	<u>833,777</u>	<u>342,316</u>
LIABILITIES AND NET ASSETS		
Current		
Accounts payable and accrued liabilities	39,760	13,212
Deferred revenue <i>[note 6]</i>	422,093	—
	<u>461,853</u>	<u>13,212</u>
Commitments <i>[note 7]</i>		
Net assets		
Internally restricted	350,000	303,248
Unrestricted	21,924	25,856
	<u>371,924</u>	<u>329,104</u>
	<u>833,777</u>	<u>342,316</u>

See accompanying notes

On behalf of the Board:

Director

Director

SHAPE, Safety and Health in Arts Production and Entertainment Association

**STATEMENT OF OPERATIONS AND
CHANGES IN NET ASSETS**

Year ended December 31

	2009	2008
	\$	\$
REVENUE		
Workers' Compensation Board funding	653,286	606,496
Course fees	91,910	61,045
Investment and other income	13,156	9,958
	<u>758,352</u>	<u>677,499</u>
EXPENDITURES		
Program expenditures		
Stakeholders	12,402	11,281
Promotion and Outreach	44,082	34,222
Research and development	38,175	49,343
Industry and work site services	15,550	7,140
Industry training	130,250	83,626
Programs	200,450	143,243
Insurance	2,669	2,669
	<u>443,578</u>	<u>331,524</u>
Administrative expenditures		
Amortization	2,496	3,416
Bank charges and merchant fees	6,340	6,244
Board of directors	11,888	10,193
Office and miscellaneous	21,768	39,276
Office rental	64,413	60,355
Professional fees	11,845	12,446
Repairs and maintenance	—	2,684
Salaries and benefits	153,204	194,124
Travel	—	3,513
	<u>271,954</u>	<u>332,251</u>
Total expenditures	<u>715,532</u>	<u>663,775</u>
Excess of revenue over expenditures	42,820	13,724
Net assets, beginning of year	329,104	315,380
Net assets, end of year	<u>371,924</u>	<u>329,104</u>

See accompanying notes

SHAPE, Safety and Health in Arts Production and Entertainment Association

STATEMENT OF CASH FLOWS

Year ended December 31

	2009	2008
	\$	\$
OPERATING ACTIVITIES		
Excess of revenue over expenditures	42,820	13,724
Add item not involving cash		
Amortization	2,496	3,416
	<u>45,316</u>	<u>17,140</u>
Changes in non-cash working capital		
Increase in accounts receivable	(2,227)	(6,281)
Decrease (increase) in GST receivable	5,370	(6,551)
Increase in prepaid expenses	—	(1,637)
Increase (decrease) in accounts payable and accrued liabilities	26,548	(18,676)
Increase (decrease) in deferred revenue	422,093	(4,000)
Cash provided by (used in) operating activities	<u>497,100</u>	<u>(20,005)</u>
Net increase (decrease) in cash during the year	497,100	(20,005)
Cash and cash equivalents, beginning of year	<u>309,852</u>	<u>329,857</u>
Cash and cash equivalents, end of year	<u>806,952</u>	<u>309,852</u>
Cash and cash equivalents comprise		
Cash	119,009	11,333
Term deposit	687,943	298,519
	<u>806,952</u>	<u>309,852</u>

See accompanying notes

NOTES TO FINANCIAL STATEMENTS

December 31, 2009

1. NATURE OF OPERATIONS

SHAPE, Safety and Health in Arts Production and Entertainment Association [the “Association”] was incorporated under the Society Act of British Columbia on March 23, 1998. The Association’s mandate is to promote health and safety in the motion picture, theatre, music and other performing arts industries.

As a non-profit organization, the Association is not subject to income tax.

2. SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents

Cash and cash equivalents consist of cash and investments with a maturity of three months or less from acquisition.

Revenue recognition

Funding received under terms of agreements is recognized as revenue in the year in which the related expenses are incurred.

Revenue from the Workers Compensation Board of British Columbia [“WCB”] is recognized when invoiced by the Association in accordance with the funding agreement with the WCB. Payments from the WCB received in advance of the fiscal year to which they relate are recorded as deferred revenue.

Revenue from course fees is recognized on the delivery of the courses to attendees.

Investment and other revenue is recorded as earned by the Association.

Equipment

Assets comprising equipment are recorded at cost and amortized over their estimated useful lives using the following methods and rates:

Computer equipment [pre - March 22, 2004]	30% declining balance
Computer equipment [post - March 22, 2004]	45% declining balance
Office equipment	20% declining balance
Furniture and fixtures	20% declining balance

NOTES TO FINANCIAL STATEMENTS

December 31, 2009

Use of estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenues and expenses during the period. Actual results may differ from those estimates.

3. FINANCIAL INSTRUMENTS

The Association's financial instruments consist of cash and cash equivalents, accounts receivable, GST receivable, and accounts payable and accrued liabilities. It is management's opinion that the Association is not exposed to significant interest, currency or credit risks arising from these financial instruments. The fair values of the financial instruments approximate their carrying values unless otherwise noted.

4. CASH AND CASH EQUIVALENTS

Cash and cash equivalents include a cash balance of \$119,010 and deposits of \$687,943 [2008 - \$11,336 and \$298,519].

5. EQUIPMENT

	Cost	Accumulated	Net book
	\$	amortization	value
	\$	\$	\$
2009			
Computer equipment	33,044	29,705	3,339
Office equipment	12,861	11,398	1,463
Furniture and fixtures	20,506	17,865	2,641
	66,411	58,968	7,443
	Cost	Accumulated	Net book
	\$	amortization	value
	\$	\$	\$
2008			
Computer equipment	33,044	28,236	4,808
Office equipment	12,860	11,032	1,828
Furniture and fixtures	20,505	17,203	3,302
	66,409	56,471	9,938

NOTES TO FINANCIAL STATEMENTS

December 31, 2009

6. DEFERRED REVENUE

Deferred revenue represents pre-payment of course fee and funding received from WCB relating to the next fiscal year.

7. COMMITMENTS

The Association is party to operating lease commitments for premises and office equipment. Minimum annual payments under the leases are as follows:

	<u>\$</u>
2010	36,249
2011	36,249
2012	4,188
2013	<u>1,047</u>

8. ECONOMIC DEPENDENCE

The Association has significant economic dependence on the WCB. As a result, the Association's viability is highly dependent on WCB's funding. As at December 31, 2009, the Association has recognized \$653,286 of revenue from WCB as part of the agreement per the Five Year Operating Funding Application. As a result, a change in WCB's funding could have a significant impact on the Association's future operations.

9. COMPARATIVE FIGURES

Certain comparative figures have been reclassified to conform to the current year's financial statement presentation.

10. SUBSEQUENT EVENT

The Association began operations as Actsafe on March 8, 2010. This change will be ratified at the Association's general meeting on May 12, 2010.