

Meeting Minutes
 Sunday July 25, 2021 @ 7:00 p.m
 Via Zoom meetings

I. Call to Order

Heather called to order the regular meeting of the OMT Board of Directors at 7:03 pm. on Sunday July 25, 2021 in Orangeville, ON.

II. Roll Call

Elaine conducted a roll call. Those in attendance and constituting a quorum were:

OMT Executive Members	OMT Directors at Large	Guest Member
Heather Holmes - President	Paige Whitehead	
Jamie Connelly - Vice President	Amanda Dempsey-Laughlin	
	Bailey Mills	
Cathy Broom - Treasurer	Keith O'Connell	
Elaine Whitehead - Secretary	Barbara White	

Regrets:, Tesha Mazur

III. Agenda posted in Slack

Motion put forth by Elaine to approve agenda for OMT Board of Directors meeting, dated July 25, 2021 - Seconded by Barb, All in favour - motion carried.

IV. Approval of minutes from previous meeting

Motion put forth by Elaine to approve minutes from July 4, 2021 OMT Board of Directors meeting , Seconded by Amanda. All in favour - motion carried.

V. Reports of Officers

i. Presidents Report -

(i) Theatre Orangeville - No new updates regarding Stage 3. Waiting to see what they will allow

(ii) Island Lake - Heather spoke with Julia from Island Lake - now that we are Stage 3 - capacity is up to 150 people. Paige, Elaine and Heather went to location- Elaine posted notes and pictures on Slack. For now, Island Lake would want everything confined to stage only (not to use grass area). This would mean we would likely be doing singing only, not a full show. Dates available would be late August or mid-September. Executive discussed if it is feasible to pull this together given the time limitations. Elaine mentioned the difficulties we face; no time to post, audition, rehearse and put quality production out by mid- September. Elaine proposed that we do not go forward for this year but set dates for something for next year and do

a full production and do it well. Barb and Keith both agreed. **Motion** put forth by Keith that we post-pone Island Lake to Summer 2022. Seconded by Heather. All in favour - motion carried. Heather will email Julia and let her know and see what could be available for 2022.

- ii. **Treasurer Report** - One new request from Legally Blonde cast for refund - cheque issued. Cathy confirmed that she has reapplied for Highschool use with UGDSB - community use.
- iii. **VP Reports** -
 - i. Jamie- No new updates at this time.
- iv. **Secretary Report** - Discussion from last meeting was to send out survey to membership regarding comfort level of cast to return to rehearsal/production in the Fall 2021(if able to do so). Elaine shared draft of survey. Keith asked if we finalized a plan regarding testing/vaccination status. Elaine updated, we did not motion a plan as at the time of discussion we were still in Stage 2. With Stage 3, restrictions (social distancing and masks) still required. Discussion is that we should develop pre-screening protocols prior to every rehearsal. Elaine will draft up. There would not be any questions regarding vaccine status of our membership. All public health guidelines would be followed. Keith raised concerned about how to handle 'kissing' or close scene and cast being comfortable. Bailey suggested we add a question on JOT form ex. "are you comfortable in scene work with unvaccinated individuals?" Elaine asked Amanda how other groups in ACTCO are handling this issue? Amanda is unsure but will bring forward at next ACTCO board meeting. Elaine had noted that one group has posted on their audition site, Theatre Aurora would ask that all members of the Production Team and Actors be fully vaccinated against COVID-19. Cathy mentioned the option of Rapid Testing. Heather proposed that we hold off on making decisions on this until we know what Stage we will be in in September. Amanda asked if any insurances covers should a cast member become sick with Covid. Elaine advised she did not believe so. Before allowing gather, we would need to ensure we have a safety plan in place that would include pre-screening, safety measure as per public health guidelines (social distancing, sanitizing protocols etc). Possible utilizing app that could facilitate pre-screening questions. Discussion was to add to disclaimer on code of conduct form - 'at own risk'.
- v. **SURVEY** -Elaine reviewed draft survey form. Barb confused by question #2 as possible multiply answers. Decision was to remove 2d -reference to audience and 2b - reference to small cast shows (also in question #3). Question #1 and #3 approved. Proposed: #4 - need to drive question - *are you comfortable being around those that are not comfortable with unvaccinated members*. Cathy added that people are making these types of decision already - if not comfortable being around unvaccinated individuals then they likely won't audition. Those that are comfortable being in group settings will likely be the ones that audition for shows. Keith suggested that we have an area for comments and if someone was concerned about vaccinated/unvaccinated status- they would ask in this section. Elaine will draft a question and post on Slack

Proposed: #5 - Elaine suggested having a question that if not comfortable returning as cast, would they consider returning to support/volunteer in other ways.. ie painting, backstage, community events etc. Elaine will draft a question and post on Slack

Decision is to have survey go out via Survey Monkey to all OMT email list - early August. 2 weeks for response, reminder will be sent out at 7 day mark

VI. New Business

- I. **ACTCO meeting updates** - Amanda advised newly elected ACTCO Board met. The question was raised - "Would OMT consider being apart of Festival in 2022?". ACTCO will be developing a template/format for adjudicators to follow which may include, points system, peer review etc. Heather suggested we can't confirm either way at this moment - always a financial concern. Amanda will report we are undecided at this time. Keep discussion alive.

Heather advised email was received regarding ACTCO membership fees - there is a payment plan option. \$75.00 early fee (paid by July 31st) \$100 if after August 1st.

Motion put forth by Heather that OMT continue to remain a member of ACTCO, seconded by Elaine. All in favour-motion carried. Cathy will issue payment to ensure we take advantage of early-bird fee.

- II. **Computer** - New MacBook was purchased. Heather will look after QuickBooks on-line installation. Decision was made to wait until September to begin using software application.
- III. **Hiring Directories-** Keith asked if we had process guidelines around the hiring of artist team. Elaine advised hiring committee process was formalized but discussions were had about having a more formal process be developed. Will bring forward next meeting. Heather added the roles and responsibilities of the directors are outlined in our contracts.
- IV. **Show Selection Options** - Keith did look into options for shows, however, difficult without specifically knowing cast size. Keith looked at CONCORD Musicals (which is where most show go thru). Titles for most smaller shows are not very well known. Concern is that unknown shows may not drive audience numbers. Heather did mention that we currently have a credit with MTI, so we may wish to use that credit first before. Decision was to wait on moving forward with Show selection until we have clear direction from Theatre Orangeville and Public Health on what will be allowed. Keith suggested we anticipate 50% capacity and then adjust once we have more information. Other possible show selections: ***Nonsense, Rent*** (June Show - coincide with Pride Month). Bring this discussion forward next meeting. Heather will post updates from Theatre Orangeville on Slack so we can move forward. Elaine reminded we may be out of Stage 3 sometime in August - so this will also change guidelines. Board is asked to look at the shows selection document Heather had posted on Slack and try to develop a show list. Heather will also reach out to MTI and ask how long we will have our credit applied to account as this may drive our show selection decisions.
- V. **AGM** - Elaine asked that we decide on date so we can plan out what needs to be done. **Motion** put forth by Elaine to hold AGM on October 24, 2021. Seconded by Jamie. All in favour - motion carried.

Other Business

- I. **Cast of Matilda/Legally Blonde** - Cathy suggested that we email both casts to let them know we won't be moving forward with these shows. Heather will draft an email and send to cast for both shows. Cathy suggested we add that all membership fees will be held and honoured for any future show.

V. Meeting Adjourned by President at 9:02 pm

VI. Next meeting date - August 15, 2021 @ 10:00 a.m.

Minutes approved by: Heather Holmes (President)

Minutes recorded by: Elaine Whitehead (Secretary)