

Orangeville Music Theatre Board of Directors
Meeting Minutes -
August 15, 2021
Via Zoom meetings

I. Call to Order

Heather called to order the regular meeting of the OMT Board of Directors at 10:06 a.m. on Sunday August 15, 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	
Cathy Broom - Treasurer	Amanda Dempsey-Laughlin	
Tesha Mazur - Vice President	Bailey Mills	
Elaine Whitehead - Secretary	Keith O'Connell	
Jamie Connelly - Vice President		

Regrets: Barbara White

III. Agenda posted in Slack

Motion put forth by Elaine to approve agenda for OMT Board of Directors meeting, dated August 15, 2021 - Seconded by Amanda. All in favour - motion carried.

IV. Approval of minutes from previous meeting

Motion put forth by Elaine to approve minutes from July 25, 2021 OMT Board of Directors meeting , Seconded by Heather All in favour - motion carried.

V. Reports of Officers

- i. **Presidents Report** -Heather received a response from Theatre Orangeville(TOV). TOV is working with the town on a policy. Recommendation for all on-site performers (Cast and Crew) complete on-site rapid antigen test before being able to unmask prior to each performance. Theatre Orangeville said they would oversee the tests. Additional cleaning will be done in change rooms. New air filters will be put into place. Covid compliance office will be onsite. It is believed this will be an additional cost for our rental fee. At this time, dressing room capacity will no more than 5 people. Not recommending that shows not exceed 10 people. It is recognized that this is fluid and policy/process may change . Heather will reconnect with TOV on regular basis and provide updates as they become available. Dates are confirmed for January 2022. Jaime raised question about cancellation policy. Elaine asked about getting a breakdown on additional costs. Amanda asked if the installation or delay in installation of HVAC system will have an impact on our dates. Tesha asked if we could get the number of allowed patrons in house. Jamie asked about pricing for rights - if lower

numbers. Heather said the pricing is based on how many tickets we would sell. We can increase this numbers more easily than lower. Amanda mentioned that we may not be able to use vouchers at this time as the theatre will have to regulate seating. Amanda suggested we also ask TOV if vouchers could be traded in at box office for assigned seating. Heather will ask.

- ii. **Treasurer Report** - Cathy has submitted request to UGDSB community use for our rehearsal space. We have not received a response as yet. We should begin to also consider other rehearsal venues - ie town space/ AOPA etc.. Hope with smaller case, will be easier to accommodate, however, this will be an additional expense for OMT. Financially we are in a good space to incur some expense for this season. Paige asked if membership requested funds returned would be able to manage. Cathy said we would be able to manage if this was the case - sufficient funds in the bank at this time. Options would be membership could request refund for voucher, hold onto voucher for future show use or donate voucher amount to OMT. Jamie suggested that we may want to consider increasing membership fees. Those that have already paid will be grandfathered in. Amanda mentioned that OMT is one of the highest membership fee. On average \$30-35 with other theatre groups. If we look at increasing price, we should consider what they get and what OMT would get for membership fee - sign-up volunteer time.
OMT has \$55,000 in the bank. One additional family requested membership refund.
- iii. **VP Reports** -
 - i. Jamie- No new updates at this time.
 - ii. Tesha - No new updates at this time.
- iv. **Secretary Report** - Membership survey has not been sent out as there is still some further discussion around question #4 - *"Knowing that some cast (especially those under 12 years old) may not be fully vaccinated, would you participate in a show?"* Discussion is to remove the question from survey. **Motion** put forth by Elaine to remove question #4 from survey. Seconded by Keith. All in favour. Carried.

VI. New Business

- I. **MTI update** - Heather did reach out to MTI. We can use our refund to apply to next show. Decision was to hold off on applying for show until we have a bit more information from Theatre Orangeville.
- II. **ACTCO meeting updates** - Amanda advised the ACTCO board has not met - no new update.
- III. **Update on computer/accounting software purchases.** Heather reported new lap top has been purchased. Holding off on software at this time - reconsider for Sept/October.
- IV. **Show Selection** - Heather will post again options for show with less than 10 cast on Slack once she has further updates from Theatre Orangeville. Elaine suggested that we need to move forward with definitive show selection with smaller cast (10 or

less). Need to consider if we are thinking of double casting for junior show, then we need to also consider additional costume costs.

- V. **Artistic Team Hiring Process** - Elaine reminded board, prior to pandemic we were looking at developing a hiring committee/artistic team hiring process. Keith advised prior company he was with would have first right of refusal for incumbent artistic team members. If none interested, then they would throw out for applicants. Keith will draft a process.

- VI. Return to Rehearsal - Deferred

VII. Other Business

- VII. **Advertising** - Bailey posted on Slack the suggested recording for MyFm 101.5 advertisement - Well received - all agreed good to use.

- VIII. **All Together Now** - Amanda provided an overview of a global event posted by MTI. Intent is as a fund raiser for schools and theatre groups. No licensing fee required. To be held in November. Idea is to select 15 songs, cabaret style. Amanda will post link on Slack.

VIII. Meeting Adjourned by President at 11:36 a.m

IX. Next meeting date - September 1, 2021 7:00 pm.

Minutes approved by: Heather Holmes (President)

Minutes recorded by: Elaine Whitehead (Secretary)