

**Orangeville Music Theatre**  
**Annual General Meeting**  
**Sunday November 19, 2023, 11:00 a.m**  
**Via ZOOM**

Board Members		Membership	Membership
Heather Holmes(President)	Amanda Dempsey-Laughlin	Nick Rose	
Tesha Mazur (Vice-President)	Bailey Mills	Carrie-Ann Decaprio	
Jamie Connelly (Vice-President & Interim Tresurer	Paige Whitehead		
Elaine Whitehead (Secretary)	Keith O'Connell		
	Natasha Sousa		

1. Call to Order:  
 Heather welcomed Members and Guest to this years Annual General Meeting. The meeting was called to order at 11:00 am Quorum in attendance confirmed by Secretary - Elaine. AGM called to commence
2. Reading of Land Acknowledgement - Heather read.
3. Confirmation of recording the AGM meeting - Elaine advised all participants the meeting would be recorded. No objections voiced. Meeting recording initiated.
4. Review of Electronic Voting protocols via Zoom - Elaine reviewed the protocol for voting and how to table with motion. Participants were instructed to use 'chat' feature on Zoom call should they have questions or wish to challenge a Motion. Participants were asked to ensure camera setting were 'ON' when voting.
5. Approval of Agenda - November 19, 2023  
**Motion to approve agenda - November 21, 2020.** Motion moved by Elaine and seconded by Jamie. No discussion tabled. All in favour. Motion carried.
6. Approval of Minutes of AGM - November 27, 2022  
**Motion to approve minutes of AGM - November 27, 2022** Motion moved by Paige and seconded by Tesha. No discussion tabled. All in favour. Motion carried.
7. **Executive Officer Reports**
  - i. Heather - President - Thanked OMT Membership for support over the past year Heather's reviewed her duties she supported over the year; Primary contact for Theatre Orangeville which includes, meetings, building contracts, and show riders. Heather is the contact for show rights holders which include MTI, Concord Theatrical, TRW - She handles all communication with the representatives and works to build our contracts. Communication with Town of Orangeville including meeting with the Mayor of Orangeville and inquire into assistance for

space and financial aid. Heather has also been the contact with Drayton Theatre for the rental of Audrey II plants for the production of Little Shop of Horrors. Heather is also co-credit card holder and contacts with our financial institution. Heather is the new contact for storage units - Stor N Go. Heather continues to Music Director for 3 OMT Productions and is the primary person to run the sound boards at the theatre. Heather has been managing all Social Media content this past year.

- ii. Tesha - Vice-President - Thanked OMT Membership for support over the past year. Tesha has been responsible for liaison with and scheduling of school shows for our junior productions. Tesha manages all of the ticket vouchers for cast. Tesha is helping with the planning of the 2024 OMIES. Tesha is a co-account holder with Long & McQuade for all of our mic rentals. Tesha has taken the lead for the Cathy Broom Youth Academy Workshop. Tesha has helped as Assistant Stage Manager for several productions
- iii. Jamie - Treasurer- Jamie assumed the role of interim Treasurer this year. Jamie lead the Christmas in the Park Event, including design, set up and tear down. Jamie Directed some shows and also help Assistant Stage Manager for some shows. Built sets. Handled program design and head-shots. Helped with storage clean-up which allowed us to go from 3 units to 2. This provided OMT with a cost savings.
- iv. Elaine - Secretary - The past year has been challenging. Scheduled and maintained all the minutes for both the Board of Director meetings and the Executive Official meetings. 12 meeting have been held this calendar year which represents 27 hours of board time. Stage manager for 2 productions this past year. Set Designer & set builder for Little Shop of Horrors. Managed props for 2 productions this year. Managed Concession for all 4 shows over the year. Production manager for Sound of Music.

## **7. Director Reports**

- i. Bailey - Advertising- (read by Heather) Advertising has gone well, especially with junior show selling out. Radio advertising going forward will focus mainly on MainStage productions. Combination of digital and print programs did not go well. Going forward will move to digital platform only. Previous sign contract has ended as owner retired, however, a new contract with new company was secured. The cost will be slightly higher but comparable. Looking forward to new year and open to new opportunities to advertise.
- ii. Amanda - Promotional Events - Have been with OMT for 16 years and a board member in various capacities. Organized and supported the Cathy Broom Youth Workshop. Designed and crafted the front of house tribute display for Cathy Broom. Organized Cast photo boards for all shows. Posted advertising to community Facebook pages. Participated in ACTCO town halls and completed ACTCO survey. Organized OMT participation in the Orangeville Santa Clause parade. Directed Sound of Music.
- iii. Keith O'Connell - Director of Hiring. This year Keith was Choreographer for Annie Jr. and Director and Choreographer for Little Shop of Horrors. Helped secure the plants and set piece for Little Shop.
- iv. Paige - Sponsorship - Agreed it's been another difficult year. Handled all of the bookings for all shows. For last couple of shows there were a large number of cast who auditioned for both Jr. and MainStage shows. Choreographer for Little Mermaid. Developing a sponsorship package to expand our offerings to sponsors
- v. Director at Large Reports -

- i. Natasha - First year as a Board member. Supporting media capturing and videos to be posted for social media. Taken on Director of Social Media portfolio

## **8. Financial Report**

- i. Treasure provided financial report as posted. Overview- for 2022/2023 Financial season. Financially we have been fairly stable over the past year - staying within budget for most shows. Trimmed some financial costs. Stable for next set of shows. Goals is for OMT to be one-year ahead. Suggest boosting sponsorship and fundraising is suggested. Financial report will be posted on Slack and is available by request.

**Motion moved by Paige to approve financial report for 2022/2023. Seconded by Tesha. All in favour Motion carried**

## **11. Election of Executive Officers**

- i. For 2023/2024 we have re-elections for our Vice-President and Secretary positions. President and Treasure will remain in office until next AGM. Executive officers have put forth their names unchallenged as follows:  
Vice-President - Tesha Mazur  
Secretary - Elaine Whitehead

**Motion put forth by Heather to re-elect Tesha Mazur as Vice President. Seconded by Jaime. All in favour. Motion Carried**

**Motion put forth by Heather to re-elect Elaine Whitehead as Secretary. Seconded by Keith. All in favour. Motion Carried.**

## **12. Appointment of Directors**

- i. Current Directors have been nominated to remain in their current positions unchallenged.  
Advertising - Bailey Mills  
Promotional Events - Amanda Dempsey-Laughlin  
Sponsorship - Paige Whitehead.

**All appointments have been approved and accepted**

Natasha has been expressed desire to take on Director of Social Media portfolio

Keith O'Connell regrettably is stepping down from Board of Directors. OMT wishes to thank Keith for all of his support and contribution to our organization over the past year.

## **13. New Business**

- i. New Board Members.  
OMT wishes to welcome new board members Nick Rose and Carrie-Ann Decaprio.

## **14. Motion to Adjourn meeting**

**Motion put forth by Bailey to adjourn the 2023 OMT Annual General Meeting. Seconded by Paige. All in favour. Motion carried.**  
Meeting adjourned at 10:29 am.

Minutes approved by: Heather Holmes (President)  
Minutes recorded by: Elaine Whitehead (Secretary)