

Orangeville Music Theatre
Annual General Meeting
Sunday February 23, 2025, 11:00 a.m
Via ZOOM

Board Members		Membership	Membership
Heather Holmes(President)	Amanda Dempsey-Laughlin		Kate Macdonald
Tesha Mazur (Vice-President)	Bailey Mills		
Jamie Connelly (Treasurer)	Jeff Bursey		
Elaine Whitehead (Secretary)	Tara Dean		
	Natasha Sousa		

Absent: Paige Whitehead

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 the land acknowledgment

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 -

Motion to approve agenda - February 23, 2025. Motion moved by Elaine and seconded by Tesha. No discussion tabled. All in favour. Motion carried.

6. Approval of Minutes of AGM - November 29, 2023

Motion to approve minutes of AGM - November 29, 2023, Motion moved by Elaine and seconded by Bailey. 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 acted as sound technician form multiple shows. In addition, Heather has mentored new Music Directors (Greg Dickison) to be sound technician for the main stage production - Oliver. 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 assisted with design of OMIES awards in partnership with K&G Trophies. Heather organized all cast parties with Kelsey's which provides OMT with a 10% kick back. Heather worked with Deja Vu concession donation. Organizes all the video purchases with cast post production

- ii. **Tesha - Vice-President** - Thanked OMT Membership for the 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 o the 2025 OMIES. Tesha is a co-account holder with Long & McQuade for all of our mic rentals. Tesha also supported productions as ASM.
- iii. **Jamie - Treasurer** - Jamie is responsible for all financials for the OMT. Ensures payments are made and financial balance sheet is kept up to date. Jamie is also co-credit card holder and contacts with our financial institution. Jamie established new ticketing process with Front Door. Manages all the ticketing. Jamie creates the show programs. Jamie manages OMT Website.
- iv. **Elaine - Secretary** - Elaine maintains all the records for OMT, which includes but not limited too, minutes for all executive, director and AGM meetings, membership lists, agendas, contracts. Over the past year, OMT held 5 Director meetings and 3 execute meeting which accounted for 16 hours of OMT business. Elaine crafted the Costume and Set/Prop rental agreements which helps with sharing resources with other Community Theatre groups. Elaine organized the 2023 Christmas in the Park Display. Maintains all the VSC records and Volunteer agreements. Elaine is primary contact with UGDSB for our permit use for schools and leases with Church of the Latter Day Saints and Center Cafe for use of rehearsal space as required. Assisted with organization of OMIES. Acted as lead for Hiring committee 2024. Stage Managed MainStage production - WWRY. Production Manager for Main Stage - SOM. Organized and participated in Storage Unit clean out. Elaine has been responsible for Concession purchases for all shows in the past year

8. Director Reports

- i. **Bailey - Director of Advertising**-Bailey manages all Advertising opportunities on behalf of OMT. Bailey partnered with TownTees to create a website for cast t-shirt purchases and show related merchandise. Assisted with storage clean out. Organizes radio and print promotions for OMT productions
- ii. **Amanda - Promotional Events Director** - Amanda attended ACTCO meetings and coordinated ACTCO adjudications for our shows. Management posting with ACTCO on their call board. Shares social media posts on various community groups for artistic team search and audition notices. Volunteered with Auditions and Ticketing with shows. Amanda Director MainStage production - Sound of Music
- iii. **Paige - Sponsorship Director** - (update read by Secretary)- Paige manages all the relationship with our season sponsors ensure they full under the sponsorship packages.

This includes ensuring they have show tickets made available based on their sponsorship level. Paige arranged all of the auditions for all shows throughout the year. Paige responds to all queries related to auditions. Paige prepares schedule for auditions and ensure any video auditions are provided to artistic teams. Paige was also the Choreographer for Main Stage Production - We Will Rock You. Paige supports creatively with programs. Volunteers with auditions and storage clean out.

- iv. **Natasha Sousa - Director of Social Media** - Natasha supports social media posts are done. Organized media reels and clips with casts.
- v. **Tara Dean - Director** - Tara joined OMT Board this year. Tara assisted with hiring committees for both spring and fall shows. Tara organizes volunteers for both shows and show concession. Tara also supports posting advertising on social media platforms
- vi. **Jeff Bursey - Director** - Jeff joined OMT Board this year. Jeff assisted with OMIES for this year. Jeff has also Directed two OMT jr productions in the past year. Jeff volunteered with concessions.

9. Financial Report

- i. **Jamie - Treasurer** - provided financial report as posted in Pumble. Currently have \$90,000 in bank. Goal is to ensure we have funds equivalent to one year's worth of shows in bank. This year two (2) new MacBook laptops were purchased. Jamie identified that new sound system will need to be purchased. Financially we are doing well and in the black. Given the increased cost of materials and other show related costs, it is recommended by the Treasurer that we increase show budgets for the following show seasons.

Motion moved by Bailey to approve financial report for 2023/2024. Seconded by Tesha. All in favour. Motion carried

10. Election of Executive Officers

- i. For 2025 we have re-elections for our President and Treasurer. Vice-President and Secretary will remain in office until 2026 AGM. Executive officers have put forth their names unchallenged as follows:

President - Heather Holmes

Treasurer - Jamie Connelly

Motion put forth by Bailey to re-elect Heather Holmes as President. Seconded by Tara. All in favour. Motion Carried

Motion put forth by Jeff to re-elect Jamie Connelly as Treasurer Seconded by Elaine. All in favour. Motion Carried.

11. 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.
Social Media - Natasha Sousa
Director at Large - Tara Dean
Director at Large - Jeff Bursey

All appointments have been approved and accepted

OMT Member - Kate MacDonald expressed interest in joining the OMT Board of Directors.

Motion put forth by Elaine to accept Kate as OMT Board member. Seconded by Bailey. All in favour. Motion carried.

12. New Business

No new business tabled.

14. Motion to Adjourn meeting

Motion put forth by Elaine to adjourn the 2024/2025 OMT Annual General Meeting.

Seconded by Heather. All in favour. Motion carried.

Meeting adjourned at 11:36 am.

Minutes approved by: Heather Holmes (President)

Minutes recorded by: Elaine Whitehead (Secretary)