

# ANNUAL GENERAL MEETING 2026

April 19, 2026 5pm

Multipurpose Room #1, QEPCCC, 2302 Bridge Road, Oakville

## Agenda

1. **Welcome**
2. **Agenda Approval of 2026**
3. **Approval of Minutes from 2025 AGM Approval (attachment)**
4. **Directors of the Board**
  - The board would like to recognize and thank Catherine Henry and Natasha Bromfield for their time and support on the board.
  - Reaffirm directors for the year
    - Shann McGrail – President
    - Bob Kapur – Treasurer
    - Paul Mulheisen – VP Membership
    - Carrie Thomas, Gonzalo Vazquez – Directors
  - Election of new board members: Robin Sadavoy, Daniella Quattrociocchi, Duncan Ross (see attachment bios)
5. **Financial Report (attachment) – review for members, no vote necessary**
6. **Artistic Director’s Report (attachment)**
7. **Move to adjourn the meeting**



2302 Bridge Road, Oakville. L6L 2G6. 416-230-5967



**Oakville Improv Theatre Company**  
Annual General Meeting



Date	Time	Location	Chair
27-Apr-25	18:00 – 19:00	QEPC	Shann McGrail

**Invitees / Participants**

Attended	Name	Attended	Name
<input checked="" type="checkbox"/>	Shann McGrail (President)	<input type="checkbox"/>	Catherine Henry (Vice President)
<input checked="" type="checkbox"/>	Bob Kapur (Treasurer)	<input checked="" type="checkbox"/>	Amy McKenzie (Artistic Director)
<input checked="" type="checkbox"/>	Paul Muhleisen (Secretary)	<input checked="" type="checkbox"/>	Carrie Thomas (Board Member)
<input type="checkbox"/>	Eric Dolansky (Board Member)	<input checked="" type="checkbox"/>	Ashley Armstrong
<input checked="" type="checkbox"/>	Diana Barbosa	<input checked="" type="checkbox"/>	Lisa Butler
<input checked="" type="checkbox"/>	Bradley Ellis	<input checked="" type="checkbox"/>	Duncan McKenzie
<input checked="" type="checkbox"/>	Luisa Muhleisen	<input checked="" type="checkbox"/>	Christine Pillman
<input checked="" type="checkbox"/>	David Raitt	<input checked="" type="checkbox"/>	Terri Skov
<input checked="" type="checkbox"/>	Lea Wilkening	<input checked="" type="checkbox"/>	Rob Williams

**Minutes**

Agenda Item / Discussion
<p>1. Welcome</p> <ul style="list-style-type: none"> <li>Shann welcomed attendees to AGM, noted only OI members can officially participate</li> <li>Noted that membership continues to grow, 29 members as of AGM last year, 45 members as of today</li> </ul>
<p>2. Agenda for Meeting</p> <ul style="list-style-type: none"> <li>Agenda for meeting approved, Gonzalo moved, Duncan seconded</li> </ul>
<p>3. Approval of Previous Minutes</p> <ul style="list-style-type: none"> <li>Previous minutes approved, Terri moved, Lisa seconded</li> </ul>



4. Board of Directors Update

- Thanked board member for contribution of time & energy, noted that Eric Dolansky has completed term
- Confirmed Board Membership approved, all in favour:
  - Shann McGrail – President
  - Catherine Henry – Vice President
  - Bob Kapur – Treasurer
  - Paul Muhleisen – Secretary
  - Carrie Thomas, Natasha Bromfield – Directors
- Membership approved, Lea moved. Christine seconded
- New director Gonzalo Vazquez nominated, membership approved, role TBD at next board meeting

5. Approval of Bylaw changes for ONCA Compliance, Shann reviewed with the following discussion:

- New compliance required, some changes to existing bylaws:
  - Add more clear conflict of interest statement (i.e. – on the Board but also approver of a grant)
  - Clarification about composition of the Board
  - Additional wording RE: process and timing of budget
  - Additional working RE: how committees would be governed (members + at least on Board member)
  - Record retention, required seven years
  - Process for dissolution of the organization
  - One removal of a game definition from previous bylaws
- Membership approved, Sammy moved, Pam seconded

6. Financial Update, statements provided for review, Amy provided the following comments:

- Will be doing work to better allocate expenses to specific areas (i.e. – separate rent for classes vs. black box)
- Q: What prompted increase in rent? A: Black Box was previously free, we now pay for rent, technicians, etc.

7. Artistic Director's Report, Amy reviewed with the following items noted:

- Will continue to reach out to other organizations
- Monday night drop-ins have exploded, over 40 people at the last two sessions, wide demographic of attendees
- Have received grant for this year

8. New Business

- Call for assistance of sponsorship, requesting membership assistance to strike a new committee

9. Adjournment

- Emily moved, Paul seconded, meeting adjourned



**Oakville Improv Theatre Company**  
Annual General Meeting



**Action Item Log**

Action Item #	Description	Owner	Date Assigned	Completion Date	Status
001	None captured in meeting				

**Next Meeting**

March 2025, TBD

## **BIOS FOR BOARD OF DIRECTORS NOMINEES:**

**Robin Sadvoy** has been with Oakville Improv since at least 2010, taking classes, doing podcasts, dreaming dreams. She's been on stage in The Bronte Sisters of Bronte Creek, Oakville's Own Superhero, A Scrooge-ball Comedy, online in OI Radio and The Bigger Bang, and backstage/costuming for Dame Detectives. She also acts and produces shows with The Oakville Players (TOP), lately directing and editing the 10-episode drama, Dracula. As a graphic designer, she's created programmes, sponsorship proposals and marketing materials like posters, photography, and video spots (some you can see on OI's FB/IG pages). As a writer, she's written scripts and adapted media for radio plays like Dracula, Home Alone, Clue, and His Girl Friday for TOP.

**Daniella Quattroccocchi (Quattro):** Daniella has been a member of Oakville Improv since bringing her kids to play at the Monday night drop-in in 2023. Her connection with improv/sketch/and stand up through the comedy program at Humber was happily re-ignited, and we're all grateful she's made Oakville Improv Theatre Company her new performance home. As well, Daniella has post grad schooling in real estate and works with Sotheby's International Realty, Canada (she's really good at it). At the end of 2025, Daniella created a sponsorship package for OITC as a member of our sponsorship and fundraising committee and we're looking forward to playing those strategies out.

**Duncan Ross:** A well known figure in the Canadian tourism industry for over 35 years, Ross has been driven by a passionate commitment to developing new tourism products and events, and creatively marketing and selling destinations and experiences.

As Managing Director of Red Canoe Inc. Duncan Ross has secured over \$ 14 million from Government financial assistance programs for tourism, entertainment and culture sector clients from 2011-2025. His clients refer to him as a "Grant-whisperer."

Clients include: Canada's Walk of Fame, Ink Entertainment, Toronto Downtown West Business Improvement Association Live Nation, Republic Live, Alibi Entertainment, StarVox Entertainment, Wilderness Tours, SDI Marketing - Rogers Hometown Hockey and Just For Laughs Comedy Festivals. Most recently, Duncan Ross provided program management and business advisory consulting services to tourism organizations applying to the FEDDEV Canada Tourism Relief Program administered by Destination Toronto. 142 clients. \$11 million in funding to not-for-profit and for-profit organizations with total project investment of \$47 million.

From 2014 to 2018, he was the Director of Marketing, Sales and Visitor Experience at Ontario's Royal Botanical Gardens in Hamilton where he increased visitation by 52% and revenue by 49% in three years. Ross was the Toronto Executive Producer for ABC TV's Jimmy Kimmel Live in Toronto in September 2011 and was the Toronto Field Producer for a Comedy Central TV episode shot in Toronto. He assisted the Just For Laughs Comedy Organization establish the new comedy festival JFL42 in Toronto in September 2012.

Duncan Ross was the first-ever Executive Director of Tourism of the City of Toronto, and was in charge of bringing Major International Events to Toronto.

A graduate of Toronto Metropolitan University's Hospitality and Tourism School, Ross was responsible for the international tourism marketing programs for Travel Alberta and held a variety of marketing and industry development positions with the Ontario Ministry of Tourism.

Ross has sat on the Board of Directors of the Hamilton Halton Brant Tourist Association (RTO3) , Toronto Convention and Visitors Association (Destination Toronto), the Toronto Entertainment District Association and served on Advisory Committees for Visit Oakville and the Oakville Hornets Girls Hockey Association.

**Oakville Improv Theatre Company Inc.**  
**Balance Sheet**  
**as at December 31, 2025**

	<u>2025</u>	<u>2024</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<u>Current Assets</u>			
Bank Account	12,364.68	14,708.78	-2,344.10
Cash	100.00	100.00	0.00
Merchandise Inventory	681.39	681.39	0.00
Prepaid Expense	950.60	974.47	-23.87
Key Deposit	<u>100.00</u>	<u>100.00</u>	<u>0.00</u>
<b>TOTAL ASSETS</b>	<u><u>14,196.67</u></u>	<u><u>16,564.64</u></u>	<u><u>-2,367.97</u></u>
<b>LIABILITIES</b>			
<u>Current Liabilities</u>			
Accounts Payable	12,591.12	15,091.12	-2,500.00
HST Charged	8,169.21	12,183.46	
HST Paid	<u>-6,392.03</u>	<u>-9,820.98</u>	
HST Owing	1,777.18	2,362.48	-585.30
Deferred Revenue	<u>10,670.19</u>	<u>10,181.34</u>	<u>488.85</u>
<b>TOTAL LIABILITIES</b>	<u><u>25,038.49</u></u>	<u><u>27,634.94</u></u>	<u><u>-2,596.45</u></u>
<b>EQUITY</b>			
Retained Earnings	-11,070.30	-7,839.23	-3,231.07
Current Earnings	<u>228.48</u>	<u>-3,231.07</u>	<u>3,459.55</u>
<b>TOTAL EQUITY</b>	<u><u>-10,841.82</u></u>	<u><u>-11,070.30</u></u>	<u><u>228.48</u></u>
<b>LIABILITIES AND EQUITY</b>	<u><u>14,196.67</u></u>	<u><u>16,564.64</u></u>	<u><u>-2,367.97</u></u>

**Oakville Improv Theatre Company Inc.**  
**Income Statement**  
**for the Year Ending December 31, 2025**

	2025 <u>Actual</u>	2025 <u>Budget</u>	2024 <u>Actual</u>	% Change <u>Actual</u>
<b>REVENUE</b>				
<u>Classes</u>				
Adult	33,539.69	30,000.00	30,491.77	10.0%
Teen	11,141.51	10,000.00	4,360.18	155.5%
Youth	12,159.28	10,000.00	8,667.31	40.3%
Total Classes	<u>56,840.48</u>	<u>50,000.00</u>	<u>43,519.26</u>	30.6%
Theatresports	3,329.19	3,000.00	3,061.75	8.7%
Moonshine Café	1,226.54	4,000.00	4,082.38	-70.0%
Other Shows	1,010.63	3,000.00	2,397.98	-57.9%
Grants	9,000.00	9,000.00	9,047.61	-0.5%
Sponsorship	2,814.66	10,000.00	4,227.68	-33.4%
Membership Revenue	980.00	1,000.00	745.00	31.5%
Miscellaneous Income	82.12		198.70	-58.7%
<b>TOTAL REVENUE</b>	<u><u>75,283.62</u></u>	<u><u>80,000.00</u></u>	<u><u>67,280.36</u></u>	11.9%
<b>EXPENSE</b>				
General Manager	10,000.00	10,000.00	10,000.00	0.0%
Teacher Fees	32,975.00	30,000.00	28,375.49	16.2%
Performer Honoraria	2,655.00	4,000.00	3,875.00	-31.5%
Musician Honoraria	600.00	4,000.00	900.00	-33.3%
Legal Fees	275.00		0.00	
Program Supplies	396.17	1,700.00	3.60	10904.7%
Administration Supplies	305.13	1,000.00	0.00	
Industry Memberships	150.00	500.00	300.00	-50.0%
ITI Licence	300.00	300.00	300.00	0.0%
Insurance	3,297.47	3,500.00	3,306.53	-0.3%
Professional Development	120.00		0.00	
Office Rent/Marketing	3,376.50	3,000.00	3,242.82	4.1%
Program Rent	18,447.35	20,000.00	18,142.64	1.7%
Bank Charges/Interest	66.00		41.00	61.0%
On-Line Fees	1,736.52	2,000.00	1,599.35	8.6%
Miscellaneous Expense	355.00		425.00	-16.5%
<b>TOTAL EXPENSE</b>	<u><u>75,055.14</u></u>	<u><u>80,000.00</u></u>	<u><u>70,511.43</u></u>	6.4%
<b>NET INCOME (LOSS)</b>	<u><u>228.48</u></u>	<u><u>0.00</u></u>	<u><u>-3,231.07</u></u>	-107.1%

## Board Finance Report – 2025 Financial Statements

- Overall, 2025 was a positive year and a good turnaround for OIC, as we earned a profit after a series of years in the red.
- Sponsorship revenue was lower than in the prior year. This is something that should be looked at strategically by the Board (and membership). How can we attract new sponsors, or get back lapsed sponsors? This is perhaps our best opportunity
- Moonshine Café revenues were down in 2025 compared to 2024, attributable to the closure of the venue. It is encouraging to see that in the first quarter of 2026, Moonshine revenue has totaled \$500; projected at this rate, income could be appx \$2,000 in 2026.
- Musician’s Honorarium expense decrease was due to musical improvisers not accepting funds (not depositing cheques). If these expenses were fully-paid out, this would have led to a net loss overall. We should discuss with the improvisers in question their expectations moving forward, and potentially consider alternative ways of determining payment (e.g. percentage of gate revenues up to a maximum, so that the costs can be controlled).
- On a related note, this year, we are looking for more “activity-based” tracking of revenues and costs to more easily identify profitable activities. For example, tracking revenues and costs for each class, each show. That will allow the Board to make more strategic decisions with respect to where we can increase focus to maximize profits. Balanced, of course, with our other mandates (increasing community awareness, promote education, inclusion/diversity, etc.) For example, it may be acceptable to put on less-profitable classes if it helps increase the size of the population eligible for more profitable advanced classes (like a “loss leader”).

Respectfully,

Bob Kapur  
Treasurer

## Managing and Artistic Director's Report – AGM 2026

### OITC News and Updates:

The bright news from the **Oakville Arts Council**, this March, was to let us know that we received another operating grant of \$9500 this year, to continue our community work and performances moving forward. That's a big endorsement of what we've reported on in the previous year, and what we've promised to the Town for this one.

OITC will continue our **Monday Night Drop Ins** (around 25 folks or more per week), and free online Tuesday classes to expand access to folks that cannot come out in person. We've delivered over \$10,000 of bursaries to thirty-four adults and youth over 2025 and will be continuing that program over 2026. We produced forty-six Monday Night Shows, workshops and shows for Family Day, Culture Days, six Black Box (dry) shows, eight Moonshine shows as soon as we were able in October 2025, and we participated in yet another GNATA Festival in Ottawa, sending five folks from Oakville. Thanks to Cassie To for assistance with important logistics, and thanks to all the folks that came along for the ride.

OITC has been working on strengthening its infrastructure while classes continue to bring in more folks. Researching venues, times, and other performance groups to collaborate is ongoing. We want to elevate performance, and provide more shows for people we are training to perform in. In three years, we've doubled the classes we provide and now could double the shows. Could, because the best performers bring in repeat paying audiences, but we must be mindful of practice and upskilling for new performers. We look forward to more specialized guest teachers (Including **Jordan Armstrong** – both with adults and our teens), and we're about to have **Lloydie Lloyd** from the U.K. teaching two different workshops for the membership. More advanced and intermediate guests are coming!

OITC received a marketing and sponsorship package created for us by students at Sheridan which included a critical assessment of OITC's brand, a market analysis, a detailed sponsorship package, and a detailed sponsor list. They made excellent recommendations that we can use right away. **Daniella Quattro** had also completed an initial package for us, including specific performance connected pitches, and those suggestions can be rolled out incrementally for Fall. If you want to help with the work, let us know.

OITC has had more teams and groups using the office space and rooms for practice in 2025 than we have previously. I'm happy to hear that some folks have started self-organizing team practices at home as well. Participating in Maestro, Foundry, and other shows in development on Monday, are incredibly useful for skill building for the flagship (paying audience) shows. We're working on expanding our presenter/host/commentator roster, too, so if that's something you want to try, let us know and we'll insert you in the queue or introduce you to some training clinics we offer for free to members.

### Special Collaborations:

**The Town** has approached us to collaborate on another recreation program for children. OITC already supplies the town with intro classes for adults, but this will be a theatre program for 9-11yr olds to replace the previous "Curtain Call". This is an age group we've had difficulty providing for, so it's a win-win.

Please don't forget to sign on to the performer expectations (safe play document) on Spond. The focus is on player physical and emotional safety. Without it, we cannot allow you to perform on stage, and the consequences of not following through on those expectations are that improvisers will be banned from performance with OITC.

We worked with **Creative Community Hive**, in the Fall, to provide writing and improv workshops for seniors (no cost to Oakville Improv). The work is intended to inspire seniors to pass on their wisdom and personal stories to family and their community for their wellbeing and the collective good. Our final presentation on March 6<sup>th</sup> was well-attended (Music Room #1 was packed) with an intergenerational aspect: younger improvisers using the stories to prompt adjacent scenes. That has inspired OITC to provide our own storytelling for seniors – providing more community connection and really reflect our community the way that only art can.

## A Big Thank You:

My thanks to all the teachers in 2025-26 for curriculum-based and volunteer-based classes and producing showcases over the past year. A big shout out for Natasha Bromfield's two sold-out sessions. We've also started to collect anonymous post-session surveys again, to get feedback and suggestions, which will help guide us as we expand our teacher training. Please do them, so we can respond to needs and suggestions.

Thanks to Duncan McKenzie for providing audio training for some of our folks with the intention of using their skills soon for recorded improv shows. We now have a good group of "audio technicians". You can check out some of their recorded interview work on the Oakville Improv website, as soon as Creative Hive's project is finished.

Thanks to director **Carrie Thomas** for opening the Nimbus HR training modules to teachers and volunteers. That should be ongoing. Thanks to **David Raitt** for helping craft the 'safe play' document which gives performers a list of the basic expectations we have for getting on OITC's stages. Thanks to David again, for all his research to get us to the "Spond" app. Spond gives us the ability to have one central place for OITC performers and members to find information, sign up for events, and even message each other. We've even got a sub-group for the Board of Directors. Ask to sign up if you're a performer but not yet on it!

Thanks to **John Smith**, and **James Jeffers**, and **Gonzalo Vázquez** for helping with the venue searches which are ongoing.

OITC's Board needs to say goodbye to two of our directors this year. **Catherine Henry**, who has served since 2020 (that "pivotal" year), but has been with us as a member since before a proper board was formed. She provided help with merchandise (the bottles, too!) and the super superhero sponsorship package ... and **Natasha Bromfield**, has served on the board since 2024, with her perspective as a professional performer, and member of the Toronto improv community for comparisons. We're grateful for their time, and appreciate their commitment, and expertise. If you see them, please thank them for their valuable service. Thanks to all the members of the Board, especially **Shann McGrail**, who have been bringing expert eyes to the table.

Thanks to **Rob Williams** and his ever-present musical genius.

Thanks to all of our great volunteers. The high school students who work tirelessly to set up the shows at The Black Box and liaise with the performers in the dressing room. Thanks to **Jan Munro** for her work on Box Office with so many folks, and **Jill McKenzie**, who will be leaving for University in the fall. Thanks to our performers and parent volunteers who also help doing things to keep the show fires burning and stepping in when I drop a plate. Or two. Or three.

## What's Next?

On that note, I'll mention that it's been a couple of complex years, not just for me, but a few members of our company, so thanks to all of you for your patience, and understanding – particularly when I've missed thanking you or engaging with you for shows. I'm in the process of separating artistic work from the general management duties so OITC can operate effectively and consistently. I'm grateful for your understanding.

Plans for this year include an improvised marathon fundraiser, another Black Box "dry" show, where the artistic work shifts from "bar energy" to theatrical experience. As well, sound recordings, one stage mounted improvised play, and one winter holiday delight. Those bigger, more involved shows have been absent and by producing them, we can deliver on the breadth of our mandate.

Yours respectfully,

Amy McKenzie