



OFFERING our members opportunities for developing skills in the art and business of theatre
 SUPPORT FOR a broad range of performers and artists who use the Roxy Theatre
 LOCAL partnership-building with community groups to support our mission
 THEATRE performances, repertory and original, regularly produced by members

Minutes of Board of Directors Meeting Via Zoom DECEMBER 8, 2020

Board Members Present	Cathie Locke, President Jack Goad, Vice President Rick Twining, Treasurer	Yvonne Korince, Secretary Dale Albrecht, Director Kathleen Cassidy, Director	Sandy Lemaitre, Director Bill Murphy, Director Jed Phillips, Director
Not Present	Corry Lapointe, Past President		
Others Present	Marcia Cunningham, Office Manager		

1) <i>Call to order</i>	The meeting commenced at 5:42 pm
2) <i>Approval of agenda</i>	Motion 2020/12/08:1 BIRT the Board approve the agenda, with any amendments. Bill Murphy; seconded Jed Phillips; CARRIED.
3) <i>Approval of the minutes of the previous meetings</i>	<p>Motion 2020/12/08:2 BIRT the Board approve the November 10, 2020 minutes, with any amendments. Rick Twining; seconded Kathleen Cassidy; CARRIED.</p> <p>Motion 2020/12/08:3 BIRT the Board approve the November 17, 2020 special meeting minutes, with any amendments. Bill Murphy; seconded Sandy Lemaitre; CARRIED.</p> <p>Motion 2020/12/08:4 BIRT the Board approve the November 29, 2020 special meeting minutes, with any amendments. Jack Goad; seconded Kathleen Cassidy; CARRIED.</p>
4) <i>Administrative Items</i>	<p>a) Protection / Policy for Volunteers & Employees Agreed we need a Policy to set up protocols to ensure adult staff and volunteers are never left alone when working with children at the Roxy. In the short term, the Roxy Youth Program does have plans in place to ensure minimum of 2 adults are always together with the children.</p> <p>ACTION: Cathie to draft a policy for review before the next Board meeting</p>
5) <i>Business Arising</i>	<p>a) Action Items from last Board meeting</p> <ul style="list-style-type: none"> • Website training was completed, and the site has been updated • Business Plan meeting has been set for Dec. 15th with Cathie, Jack, Rick ^ Yvonne • Membership data comparison has been completed by Marcia and Emma.

	<ul style="list-style-type: none"> • Policy & Procedure questionnaire: Yvonne reported receiving responses from 6 teams. ACTION: Remaining team leaders/board liaison were encouraged to complete and submit their questionnaires to Yvonne by next Board meeting. • Job Descriptions for Board positions ACTION: All Board members asked to review the job description package they received at October board meeting and advise Yvonne of any errors or omissions before the next board meeting. Special request for input from previous board members (Corry, Cathie, Jack & Bill) <p>b) Shakespeare in the Park (timed item at 6:00 pm)</p> <ul style="list-style-type: none"> • We welcomed Mike Tettenborn and Kathleen Murphy to the meeting at 6:00 pm. They presented a draft budget and Timeline/Stage Requirements proposal. Fiona McConachie-Anderson will be the liaison between this production and the Marketing Team. Use of the Roxy may require a cleaning cost budget item. Proposed ticket price should be consistent with similar style productions. Mike & Kathleen will bring a final budget and timeline to the February 9, 2021 board meeting. Returned to regular agenda at 6:22 pm.
6) <i>Office Manager Report</i>	Report was submitted prior to the meeting.
7) <i>Roxy Youth Program</i>	<p>Two reports from Dan Herrick and Announcement from Bill Murphy submitted prior to the meeting.</p> <p>Cathie sought clarification re: Trillium Grant application and start date of portion of program included in request for funding.</p> <p>Plan to have 4 adults at all times with 20 kids using only 2 areas of the theatre.</p> <p>ACTION: Cathie to complete the Trillium Grant application ACTION: Sandy will take Questions re: Membership rates to the RYP team meeting and report back to the board. ACTION: Marcia to eblast the Announcement to OSLT Membership ACTION: Bill to speak to the program at the Virtual Social on Dec. 15. ACTION: Yvonne to forward the announcement to Judy Beth Armstrong for publication in the Winter Newsletter.</p>
8) <i>Treasurer's Report</i>	TREASURER'S REPORT was submitted prior to the meeting along with Balance Sheet and Comparative Income Statement November 20, 2020 attached.

	<p>ACTION: Rick to get a breakdown from Liz of the Membership Revenue. Amount is too high to reflect the actual current year membership enrollment.</p> <p>Discussion on need for orientation session for the full board on the Balance Sheet & Comparative Income Statement. ACTION: Rick to contact Liz and discuss our request.</p> <p>Motion 2020/12/08:5 BIRT the Treasurer apply for the additional \$20,000 CEBA loan from the federal government through the Royal Bank. Yvonne Korince; seconded Sandy Lemaitre. CARRIED.</p> <p>ACTION: Rick to apply for CEBA loan asap.</p>
<p>9) <i>Team Reports</i></p>	<p>The following Teams submitted reports:</p> <hr/> <p>FUNDRAISING TEAM – Laura Wood 2 reports attached. Congratulations for excellent work to date.</p> <hr/> <p>MARKETING TEAM – Dan Herrick Report attached.</p> <p>MOTION: 2020/12/08:6 BIRT the Board approve the purchase of a Mail Chimp subscription for 3 months to manage up to 5,000 contacts and up to 10,000 contacts if needed. Jed Phillips; seconded Sandy Lemaitre. CARRIED.</p> <p>ACTION: Marcia to arrange the approved purchase asap.</p> <hr/> <p>MEMBERSHIP TEAM – Dale Albrecht Report attached.</p> <hr/> <p>VIRTUAL PROGRAMMING – Corry Lapointe Report attached.</p> <hr/> <p>VIRTUAL PROGRAMMING – MARKETING – Jed Phillips This is a subgroup of the main Marketing Team. Report Attached.</p>
<p>10) <i>New Business</i></p>	<p>a) COVID-19 Protocols – Kathleen Cassidy Report attached. We will attempt to meet again in person wearing masks particularly when speaking and improve ventilation during meeting times. Otherwise, meet via Zoom until we feel it is safe to meet in person.</p> <p>b) Theatre Manager Software Training – Yvonne Korince</p> <p>MOTION: 2020/12/18:7 BIRT the Board approve the cost of maximum \$2,450 for Theatre Manager software training in early 2021 for a maximum of 5 people including the Roxy Office Manager. Yvonne Korince; seconded Sandy Lemaitre. CARRIED.</p>

	<p>ACTION: Marcia will investigate possible training support from a user in Vancouver and record this training for future training delivery if/when we need it. Marcia and Emma constantly updating an inhouse T.M. operational manual.</p> <p>c) Computer Hardware Upgrade: Marcia advised we may need to upgrade a file server in the near future.</p> <p>ACTION: Marcia to get quote on cost of new file server and report back to board before the next meeting.</p> <p>d) Establishing Sponsorship Team – Jed Agreed we need a cohesive sponsorship team and sponsorship offerings to address financial support for our upcoming projects. Agreed that Marcia would be the best to lead the team with reps from RYP and Virtual Programming teams. ACTION: Marcia to produce a draft of how a proposed Sponsorship Team might operate and present to board at next meeting.</p> <p>e) Review of Emma McConachie’s contract A full discussion on staffing duties and responsibilities and how things are changing in response to virtual programming and RYP as well as in house technical issues.</p> <p>MOTION: 2020/12/08:8 BIRT the Board extend Emma McConachie’s existing contract to February 28, 2021. Jack Goad; seconded Jed Phillips. CARRIED.</p> <p>ACTION: Jack, Cathie and Marcia will work together to update Marcia’s Job Description before next board meeting. ACTION: Marcia will work with Emma to update the Administrative Assistant Job Description by next board meeting.</p> <p>f) Cleaning Bee for Beckett’s Concert filming. Dale received a request from Corry to survey membership for volunteers to clean theatre before and after Beckett’s Concert filming. Extensive discussion re: using members vs professional cleaners and need for a COVID-19 cleaning protocol.</p> <p>ACTION: Dale & Yvonne to draft a protocol for cleaning and disinfecting and forward to Board asap.</p>
11) Correspondence	None
12) Future Meetings	Board Meeting – Tuesday, January 12, 2021, 5:30 p.m. Board Meeting – Tuesday, February 9, 2021, 5:30 p.m.
13) Adjournment	Motion 2020/12/08:9 BIRT the meeting is adjourned. Yvonne Korince; seconded Rick Twining; CARRIED.

	Adjourned at 8:12 pm
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Attachments: These were sent out prior to this meeting or made available at the meeting. They are available upon request. **(Listed in order presented)**

- Agenda
- Office Manager Report December 8, 2020
- Shakespeare in the Park – Timelines and Budget
- Roxy Youth Program Reports (2) & Announcement
- Balance Sheet as of November 20, 2020
- Comparative Income Statement, November 20, 2020
- Treasurer’s Report
- Fundraising Reports (2)
- Marketing Report
- Membership Report
- Virtual Programming & VP Marketing Reports (2)
- COVID-19 Protocols

Approved: January 12, 2021 (**pending**)

President
Cathie Locke

Secretary
Yvonne Korince