



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 Special Meeting Via ZOOM December 18, 2020

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

1) *Call to order* The meeting commenced at 2:34 pm via ZOOM

2) *Approval of agenda* **MOTION 2020/12/18:1 BIRT the Board approve the agenda, with any amendments.
 Jack Goad; seconded Yvonne Korince; CARRIED.**

3) <i>New Business</i>	<p>a) Confidential Offer of Financial Support</p> <p>MOTION 2020/12/18:2 BIRT the Board accept the offer of financial support from Gil & Brandon Vanderschot of \$150,000 open mortgage at a 6% interest rate effective March 1, 2021 Yvonne Korince; seconded Jack Goad. CARRIED</p> <p>ACTION: Cathie to contact Gil & Brandon Vanderschot asap to confirm Board approval, the term and amortization information and whether or not a lender fee will be charged.</p> <p>ACTION: Cathie to secure lawyer (hopefully on pro bono basis) to give independent legal advice on the mortgage documents.</p> <p>b) Theatre Manager Software update to support Roxy Youth Group registrations. See report attached from Marcia Cunningham</p> <p>MOTION 2020/12/18:3 BIRT the Board approve the acquisition of two plug-ins built for us by Theatre Manager database at a cost not to exceed \$1,000 paid 50% from the Roxy Youth Group Program expense line and 50% from the general Computer expense line. Jack Goad; seconded Sandy Lemaitre. CARRIED.</p>
------------------------	--

	<p>ACTION: Sandy will advise RYP team asap that all marketing plans require approval of full Marketing team to maintain priority sequence for all OSLT projects and manage staff resources accordingly.</p> <p>ACTION: Marcia to contract with Theatre Manager to implement the build of the 2 plug-ins asap</p>
4) <i>Future Meetings</i>	<p>Board Meeting – Tuesday, January 12, 2021, 5:30 p.m. Board Meeting – Tuesday, February 9, 2021, 5:30 p.m.</p>

5) *Adjournment*

**MOTION 2020/12/18:4 BIRT the meeting is adjourned.
Rick Twining: seconded Sandy Lemaitre CARRIED.**

Adjourned at 3:34 p.m.

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 17, 2020
- Confidential Offer of Financial Support

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

President
Cathie Locke

Secretary
Yvonne Korince