



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 JANUARY 12, 2021

Board Members Present	Corry Lapointe, Past President 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
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Not Present

Others Present Marcia Cunningham,
Office Manager

1) <i>Call to order</i>	The meeting commenced at 5:38 pm
2) <i>Approval of agenda</i>	MOTION 2021/01/12:1 BIRT the Board approve the agenda, with any amendments. Jack Goad; seconded Jed Phillips; CARRIED.
3) <i>Approval of the minutes of the previous meeting</i>	MOTION 2021/01/12:2 To approve the December 8, 2020 minutes, with any amendments. Dale Albrecht; seconded Kathleen Cassidy; CARRIED.
4) <i>Approval of the minutes of the previous Special Meeting</i>	MOTION 2021/01/12:3 To approve the December 18, 2020 minutes, with any amendments. Bill Murphy; seconded Rick Twining; CARRIED
5) <i>Administrative Items</i>	Draft Policy for Working with Youth – Cathie (see attached) MOTION 2021/01/12:4 BIRT the Board approve the Working with Children, Youth and Vulnerable Adults Policy & Procedure. Rick Twining; seconded Jed Phillips. CARRIED ACTION: Yvonne to file in new P&P Manual currently under development by the P&P team and work with Marcia to arrange electronic file in central Roxy computer for staff and member access.
6) <i>Business Arising</i>	a) Action Items from last Board meeting <ul style="list-style-type: none"> • Status of Business Plan – Jack The Executive have worked out a draft template that includes an Introduction, Organizational Structure, Role of the Board, Executive and Board Liaisons, SWOT Analysis, Goals & Objectives and Budget. We are using the June 2020 Annual Budget as a point of reference. It needs

	<p>more fleshing out. Next Step is to get input from Marcia and table the draft to the Board for review.</p> <ul style="list-style-type: none"> • Status of Mortgage Acquisition – Cathie (see email titled Vanderschots sent to the Board Jan 11/21). The Vanderschot offer has expanded to \$200,000 and deferring the first payment to Jan. 1, 2022. Cathie has secured pro bono support for independent legal advice from John Tamming. Primary goal is to use these funds to cover fixed bills and not to subsidize projects. Current MOTION carried at Dec. 18/20 meeting will stand until we get the official letter of intent from the Vanderschots. • Update on Policy & Procedures Questionnaire – Yvonne Several team responded to the questionnaire. A few more to collect. ACTION: Yvonne to contact those team reps individually. • Board Job Descriptions – Yvonne Received several responses from Board members. Still looking for input particularly from Corry & Bill because of their long standing history with both the Board & OSLT. ACTION: Yvonne to update current drafts responding to feedback received so far and send out new drafts to the Board within the next 2 weeks. • COVID-19 Cleaning & Disinfecting Protocols & Log – Dale & Yvonne Discussion re: who will complete the tasks. Concerns re: putting members at risk. Agreed that who will complete these tasks and how it is paid for will be reviewed at such time that the Roxy opens again for any kind of business. MOTION 2021/01/12:5 BIRT the Board approve the COVID-19 Cleaning and Disinfecting Protocols and Log effective immediately. Dale Albrecht; seconded Yvonne Korince. CARRIED. ACTION: Yvonne to reformat the info into the P&P template, then file manually and electronically (with assistance from Marcia). ACTION: Marcia to post the Protocol and Log at Roxy back entrance.
7) <i>Office Manager Report</i>	<p>Report attached. Discussion on Theatre Manager Training, Sponsorship team, a more efficient co-pro model and changing to rolling membership fees. Waiting to hear back from Silver Hearts re: #s. All co-pro projects to be approved by the Board on a case by case basis.</p> <p>MOTION 2021/01/12:6 BIRT the Board approve that OSLT Memberships be sold on a rolling 12 month basis as supported by Theatre Manager software effective immediately. Jack Goad; seconded Rick Twining; CARRIED.</p>

	<p>ACTION: Marcia to request a detailed overview of the Theatre Manager training and offer sections to interested OSLT Board members to join in.</p> <p>ACTION: Marcia to implement rolling membership fee structure in Theatre Manager. Dale to write article for next newsletter to inform the membership of the change.</p>
<p>8) <i>Roxy Youth Program</i></p>	<p>Reports attached from both the Board Liaisons and Roxy Youth Program Coordinator as well as Cash Flow as of December 31, 2020. Due to suspension of the program, determined that Lacey Mooney’s contract needs to be suspended effective January 31, 2021. Marcia confirmed that communications and refunds to all registered participants have been completed. All event info has been retained in Theatre Manager ready to resurrect when program starts up again.</p> <p>ACTION: Sandy to notify Lacey of suspension.</p>
<p>9) <i>Treasurer’s Report</i></p>	<p>Balance Sheet and Comparative Income Statement as of Dec. 21, 2020 attached.</p> <p>Treasurer Notes:</p> <ul style="list-style-type: none"> • OSLT has received approximately \$38,000 in wage subsidy from the federal government as well as approximately \$4,000 in CRA deductions (Employee Health Tax) • Net Income (-\$13,797) does not include \$40,000 owing back to federal government. Considering the Cash Flow report in our tutorial and possible future financial statements for the Board.
<p>10) <i>Team Reports</i></p>	<p>FUNDRAISING TEAM – Laura Wood Two reports attached.</p> <p>NOTES: percentage of responses is higher than normal for this type of campaign; team has recruited 3 new endorsers for the Count Me In Campaign.</p> <hr/> <p>MEMBERSHIP TEAM – Dale Albrecht Minutes of Dec. 20/2020 meeting attached. Membership Survey was emailed out Jan 12/21. Team is in process of redefining the who, what, why, when, where and how of membership.</p> <hr/> <p>VIRTUAL PROGRAMMING TEAM – Corrie Lapointe Report attached. Team is suspending activity for now. Will review options once we get confirmation of Trillium Grant application (\$137,000) to support equipment for any future virtual programming.</p> <hr/> <p>TECH TEAM – Kathleen Cassidy On behalf of the team, Kathleen expressed thanks to the Board for their financial support for the purchase of 12 LTC lights which were installed for the Beckett’s concert and used effectively.</p>

<p>11) <i>New Business</i></p>	<p>a) Shakespeare in the Park – timed item at 6:00 pm The director, Stephanie Fowler, gave an overview of her vision of the production (accessible, shorter than typical Shakespeare play, simple set, 7 core actors plus chorus, 80’s theme in costume and music, rehearsals outside beginning early April if lockdown is lifted) The Producer, Mike Tettenborn, forwarded an updated Budget. Expect to hear from City Hall in Feb. re: support for waiving the rental fee and approval to use the Kelso Amphitheatre. Full production team almost in place. Still need hair & makeup and looking for volunteer vocal coach. Agreed that there will be no expenses incurred until Budget is approved. Budget approval was tabled to next Board meeting. Board is looking to secure in writing support from City Hall and waiving of rental fee.</p> <p>ACTION: Cathie to contact Stephanie & Mike immediately to advise them of the no expenses issue and securing written consent from City Hall for use of amphitheatre and waiving of rental fee before Board would consider approving Budget.</p> <p>b) Publication / Access to Board Minutes – Cathie & Yvonne In looking to update Board minutes on Roxy website, it was discovered Board Minutes are accessible to general public. This is not a desired situation. Access should be by member log-in only.</p> <p>MOTION 2021/01/12:7 BIRT the Board Minutes are removed from the Roxy Website effective immediately. Yvonne Korince; seconded Jack Goad; CARRIED.</p> <p>ACTION: Marcia to remove access to Board Minutes on website and research how we can access by Member log-in only.</p> <p>c) Scheduling Financial Tutorial via Zoom with Liz (Bookkeeper) – Rick Tutorial scheduled for Tuesday, February 2 at 7:00 – 8:00 pm (approximately) via ZOOM. ACTION: Marcia to email invitation to Zoom meeting to all Board members (done Jan. 12)</p> <p>d) Advertising Contract with Best Version Media – Marcia Communications and contract attached. After much discussion, it was agreed to ignore current and subsequent invoices and see what happens. ACTION: Marcia not respond to further communications until at least Sept 2021.</p> <p>e) Discussion re: free promotion on CFOS for the Beckett’s concert ACTION: Corry to write Bayshore Broadcasting/CFOS a thank you letter</p> <p>f) Provincial State of Emergency declared effective Jan. 14 to at least Feb. 11.</p> <p>ACTION: Marcia and Emma to retrieve supplies to work completely from home.</p>
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	<p>ACTION: Dale to extend the snow clearing schedule to mid Feb.</p> <p>ACTION: Jack, Rick & Marcia to work out plan to ensure integrity of Roxy security and building maintenance.</p>
12) Correspondence	NONE
13) Future Meetings	<p>Virtual Social Meeting via ZOOM – Tuesday, January 19, 2021, 7:00 pm</p> <p>Board Meeting via ZOOM – Tuesday, February 9, 2021, 5:30 p.m.</p> <p>Virtual Social Meeting via ZOOM – Tuesday, February 16, 2021, 7:00 pm</p> <p>Board Meeting via ZOOM - Tuesday, March 9, 2021, 5:30 p.m.</p>

14) Adjournment **MOTION 2021/01/12:8 BIRT the meeting is adjourned.
Jack Goad; seconded Jed Phillips; CARRIED.**

Adjourned at 8:15 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 of agenda)**

- Agenda
- Draft Policy & Procedure – Working with Youth
- Draft Policy & Procedure – Cleaning & Disinfecting during COVID-19
- COVID-19 Cleaning & Disinfecting Log
- Office Manager Report January 2021
- Roxy Youth Program Coordinator Report
- Roxy Youth Program Cash Flow Report
- Roxy Youth Program Board Liaison Report
- Balance Sheet As at 12/21/2020
- Comparative Income Statement as at 12/21/2021
- Fundraising Team Report
- Count Me In Campaign Results
- Membership Team Report
- Virtual Programming Team Report
- Shakespeare in the Park Budget
- Best Version Media Contract – Report from Marcia Cunningham

Approved: NEXT February 9, 2021 (pending)

President
Cathie Locke

Secretary
Yvonne Korince