



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 February 23, 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
Not Present	Marcia Cunningham, Office Manager		

- |   |  |
|---|--|
| 1) <i>Call to order</i>                                   | The meeting commenced at 5:36 p.m.   |
| 2) <i>Approval of agenda</i>                              | <b>Motion 2021/02/23:1 BIRT the Board approve the agenda, with any amendments. Rick Twining; seconded Dale Albrecht; CARRIED.</b>                                  |
| 3) <i>Approval of the minutes of the previous meeting</i> | Approval of minutes.<br><b>Motion 2021/02/23:2 BIRT the Board approve February 9, 2021 minutes, with any amendments. Bill Murphy; seconded Jack Goad; CARRIED.</b> |

4) <i>Administrative Items</i>	<p>a) Future Board Meeting Schedule with/without staff In response to the need for Board members to discuss issues privately (i.e. without staff present) and after refreshing the understanding purpose of In Camera sessions, the Board agreed that Marcia will be included in all future meetings but excluded from In Camera sessions unless invited by unanimous vote of the Board.</p> <p>b) Start time for future meetings - Jack In order to allow Board members time for a timely evening meal, it was agreed to start future Zoom Board meetings at <b>6:30 pm</b>.</p> <p>c) Board Job Desc.-Removal of Board Member language – Yvonne We do not have bylaws that support any criteria for removal of a board member. Reached consensus to delete the related language in all the job descriptions.  <b>ACTION: Yvonne to delete the language in the JDs and repost final copies to the Roxy Server.</b></p> <p>d) Centralization of Board Files Update – (report attached) – Yvonne  <b>ACTION: Yvonne to continue to gather info on handbooks and other important operational information and centralize on Roxy Server</b></p> <p>e) Team Leader Meeting – Cathie An informal virtual meeting was held on Feb. Feb. 18<sup>th</sup> to update the team leaders about what has been going on behind the scenes since last March. About 12 team leaders attended along with a few board members. Agreed</p>
--------------------------------	---

	<p>to meet bimonthly to keep communications lines as open as possible. Next virtual meeting is scheduled for Thursday, April 15, 2021.</p> <p>f) General Meeting March 2021 – Yvonne Agreed that we will hold an official General Meeting on Tues. March 16, 2021.</p> <p><b>ACTION: Yvonne to prepare information package (agenda, minutes from previous meeting, Treasurer, Staff and active Team reports) and arrange eblast to active members no later than Wed. Mar 10.</b></p> <p><b>ACTION: Cathie, Jack &amp; Dale to organize the virtual meeting and eblast invitation to members</b></p>
<p>5) <i>Business Arising</i></p>	<p>a) Action Items from last Board meeting</p> <ul style="list-style-type: none"> <li>• Confirmation of completed action items Cathie reported that Kevin Hexall has agreed to give independent legal advice on mortgage documents pro bono.</li> <li>• Communications Plan – Jed <b>MOTION 2021/02/23:3 BIRT the Board approve the formation of an <u>ad hoc committee</u> to expeditiously and strategically work alongside our Office Manager to institute a “<u>Communications Plan</u>” to help develop firm and timely policies that notify members of all opportunities and information pertinent to their membership hence allowing them the liberty to be engaged to the fullest. Jed Phillips; seconded Bill Murphy.</b></li> </ul> <p><b>WITHDRAWN. Communications Plan and communications conduit will be addressed in the Business Plan.</b></p> <ul style="list-style-type: none"> <li>• Reopening Plan Committee – Kathleen Report attached. Kathleen has volunteered to head up this team. It was agreed that the Virtual Programming Team is disbanded.</li> <li>• Direction for Marketing Team – Jed Report and Minutes of Marketing Team meeting of Jan. 19/21 attached</li> </ul> <p><b>MOTION 2021/02/23:6 BIRT the Marketing Team will be working in concert with our newly promoted Executive Director, Marcia Cunningham, to assist in implementing a new Marketing Plan for OSLT, moving the organization forward into expected reopening in Jan.-Feb. 2022. Jed Phillips; seconded Dale Albrecht; CARRIED.</b></p> <p><b>MOTION 2021/02/23:7 BIRT the Marketing Team and newly promoted Executive Director, Marcia Cunningham, will assist the production team in implementing a Marketing Plan for the OSLT production “Much Ado About Nothing”, expected to open July, 2021. Jed Phillips; seconded Dale Albrecht; CARRIED</b></p> <p><b>MOTION 2021/02/23:8 BIRT the Marketing Team will be working in concert with our newly promoted Executive Director, Marcia Cunningham, to assist in the implementing a new Marketing Plan for the Roxy Theatre</b></p>

	<p><b>Series, moving the organization forward into expected reopening in Sept-Oct. 2022</b>  <b>Jed Phillips; seconded Dale Albrecht. CARRIED</b></p>
6) <i>Team Reports</i>	<p>MEMBERSHIP TEAM – Dale Albrecht  2021 02 08 Membership Team Minutes, Membership Team Report, Chart of Survey results and Survey data file attached.</p> <p><b>MOTION 2021 02 23:9 BIRT the Membership Survey – Pandemic &amp; Performances Report be accepted by the Board and distributed to all Team Leads, along with the supporting documents. Furthermore a newsletter article will be written by the Membership Team Lead to summarize the report and offer copies of all documents to any member wishing to review them.</b>  <b>Dale Albrecht; seconded XXXXXXX.</b></p> <p><b>WITHDRAWN. Motion not required.</b></p> <p><b>ACTION: Dale will write an article for the next newsletter summarizing the report and referencing all related documents are available on request.</b></p> <hr/> <p>WODL – Yvonne Korince  Report attached.  <b>ACTION: Yvonne to arrange eblast to advise members past and present about the two WODL demos.</b></p>
7) <i>New Business</i>	<p>New Business</p> <p>a) Expense Approval Process During COVID – Rick  <b>MOTION 2021/02/23:10 BIRT any previous financial approval processes that required signatory signatures be modified to the following:</b>  <b>Until such time that COVID regulations allow a return to normal approved operating procedures, all expenditures will now be approved, via email from the bookkeeper through the Treasurer for their electronic approval. Approval confirmation will be sent back, copying all board executive members on the e-mail. The only exception to this, for privacy reasons, will be for payroll approval. These will be approved by the Treasurer directly to the bookkeeper with no copies sent to the Board executive.</b>  <b>Rick Twining; seconded Bill Murphy; CARRIED.</b></p> <p><b>ACTION: Rick will implement the process with Liz and executive members of the Board.</b></p> <p>b) Approval for Roxy Presentation – Cathie  Request from Marcia attached. Transferred to the Reopening Planning Committee for follow up.</p>
8) <i>In Camera</i>	<p>In Camera at 6:45 pm</p> <p><b>MOTION 2021/02/23:4 BIRT the Board proceeds to in camera session.</b>  <b>Rick Twining; seconded Jack Goad; CARRIED.</b></p> <p>Discussion ensued in camera.</p>

**MOTION 2021/02/23:4.1 BIRT the Board approve in principal the promotion of Marcia Cunningham to Full Time Executive Director position. Bill Murphy; seconded Jed Phillip; CARRIED.**

**ACTION: The executive officers to finalize the job description and contract details (compensation, start date, hours, etc.) report back to the Board.**

**ACTION: Cathie to send eblast to members advising them of the promotion.**

**Motion 2021/02/23:5 BIRT the in camera session is terminated. seconded Rick Twining; seconded Bill Murphy; CARRIED.**

---

9) *Correspondence*      None.

---

10) *Future Meetings*      Board Meeting – Tuesday, March 9, 2021, 6:30 p.m.  
Virtual General Meeting – Tuesday, March 16, 2021, 7:00 pm  
Board Meeting - Tuesday, March 23, 2021, 6:30 p.m.

---

11) *Adjournment*      **Motion 2021/02/23:11 BIRT the meeting is adjourned. Kathleen Cassidy; seconded Dale Albrecht. CARRIED.**

Adjourned at 7:25 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
- Link to [www.corporatesecretary.com/articles/boardrooms/12669/in-camera-meetings](http://www.corporatesecretary.com/articles/boardrooms/12669/in-camera-meetings)
- Email from Yvonne re: Board Job Descriptions
- Centralization of Board Documents Report to the Board
- Motion: Communications Plan
- Ad Hoc Getting Ready Committee Report
- Marketing Team Report – 2021/02/09
- Minutes of Membership Team Meeting 2021/02/08
- Membership Report – Pandemic and Performances
- OSLT Membership Survey Responses Charts
- Motion Membership Team Communications to Members
- WODL Report
- Motion: Expense Approval Process during COVID
- Request for Approval for a Roxy Presentation

Approved: NEXT MARCH 9, 2021 (**pending**)

---

President  
Cathie Locke

---

Secretary  
Yvonne Korince