



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 March 9, 2021

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, Executive Director		

1) <i>Call to order</i>	The meeting commenced at 6:35 p.m.
2) <i>Approval of agenda</i>	MOTION 2021/03/09:1 BIRT the Board approve the agenda, with any amendments. Jed Phillips; seconded Sandy Lemaitre; CARRIED.
3) <i>Approval of the minutes of the previous meeting</i>	Approval of the minutes from the February 23, 2021 meeting, including in camera minutes. MOTION 2021/03/09:2 BIRT the Board approve the February 23, 2021 minutes, with any amendments. Bill Murphy; seconded Dale Albrecht; CARRIED.
4) <i>Administrative Items</i>	None
5) <i>Business Arising</i>	<p>a) Action Items from last Board meeting</p> <p style="padding-left: 20px;">i. Jack advised that the Executive and Marcia are meeting Mar. 12th to develop the ED Job Description. In the meantime, Marcia’s husband, Lance, is reviewing the contract language to streamline it. The Executive will report further at the March 23 Board meeting.</p> <p style="padding-left: 20px;">ii. Draft Business Plan – Jack Goad</p> <p>The Plan was reviewed with focus on the Goals & Objectives. This plan will build towards being ready to create the 2021/2022 Business Plan.</p> <p>MOTION 2021/03/09:3 BIRT the Board approve the Business Plan be adopted as OSLT’s official Business Plan for 2020/2021. Jack Goad; seconded Bill Murphy; CARRIED.</p> <p>ACTION: Jack Goad to forward Business Plan to Volunteer Team Leads identified in the document and ask them to start work on their team plans 2021-2022 fiscal year.</p>

	<p>iii. Online 50/50 Lottery – Cathie Locke</p> <p>MOTION 2021/03/09:4 BIRT the Board approve the securing of a license and contract to run an Online 50/50 draw. Yvonne Korince; seconded Sandy Lemaitre. WITHDRAWN pending outcome of answers to questions needed before a final decision is made. Notice of motion given for March 23 Board meeting.</p> <p>ACTION: Yvonne to get answers for March 23rd as to why Theatre Sarnia chose Ascend to run the draw and what amount of time by staff and volunteers was taken to prepare for the launch.</p> <p>iv. Cheque Signing Authority Policy & Procedure – Rick Twining The policy puts into writing our past practice and eliminating the use pre-signed cheques.</p> <p>MOTION 2021/03/09:5 BIRT the Board accept the Cheque Signing Authority Policy and Procedure as presented. Rick Twining; seconded Bill Murphy; CARRIED.</p> <p>ACTION: Yvonne to file the Policy on the Roxy main Server.</p>
6) <i>Executive Director's Report</i>	Report and two appendices were submitted prior to the meeting.
7) <i>Treasurer's Report</i>	<p>Balance Sheet As at 02/22/2021 and Comparative Income Statement, 02/22/2021 attached.</p> <p>TREASURER'S REPORT presented at the meeting included the following:</p> <ul style="list-style-type: none"> • Financial picture still in the black and looking good. • Waiting to learn more about the federal government 4% loan but may not need it. • Mortgage on hold until we hear more about the federal government loan • Moving on switching from RBC to Scotiabank. Will keep some funds in RBC until automatic payments are cleared and switched to Scotiabank • Our bookkeeper is retiring. Liz has referred us to Jennifer Thompson to replace her. They will switch software to QuickBooks at beginning of new fiscal year and running parallel systems for awhile. • Agreed that the Executive encourage Jennifer to work together with Marcia to improve efficiencies in data flow. • Agreed to strike a letter of intent with Jennifer and review after 6 months before establishing a permanent contract.
8) <i>Team Reports</i>	<p>FUNDRAISING – Laura Wood Team & Count Me In Campaign report submitted prior to meeting.</p> <p>MOTION 2021/03/09:6 BIRT the Board direct the Fundraising Team to secure a contract with Legacy Golf Club for OSLT Tournament on Thurs. Aug. 19, 2021 Dale Albrecht; seconded Jed Phillips; CARRIED</p>

ACTION: Cathie to request Golf Tournament Planning Committee to submit a Budget for approval by April 13, 2021 Board Meeting

GETTING READY TO GET READY (REOPENING) TEAM – Kathleen Cassidy
Report submitted prior to meeting.

MOTION 2021/03/09:7 BIRT the Board accept the 5 recommendations as presented by the Reopening Team.

- 1) **Rentals and Co-Pros will begin in May provided that:**
 - a. **The ED determines the show is financially viable.**
 - b. **The Front of House Team has the necessary volunteer support for that specific date**
 - c. **The Reopening Committee can confirm that all safety protocols are in place.**

- 2) **The Roxy Youth Program will offer two Theatre Camps with shows in July as previously laid out in their mandate following the Safety Plan.**

- 3) **The OSLT Season will begin in November with The Curious Incident of the Dog in the Night Time with a two or three week run depending on capacity limits at the time. Right now, at 50 people in the theatre, it would require a 3-week run to honour all the previously sold tickets. Those tickets will cover the budget approved by the Board for the production. There are also streaming rights available that may be used if it is decided that is advantageous.**

- 4) **The Playbill Team will present a playbill for the rest of the season to the Board and work with Marcia to include it on the calendar. She will then have clarity around booking dates and can negotiate contracts.**

- 5) **The Re-Opening Team will provide guidance and support to all groups using the theatre.**

Kathleen Cassidy; seconded Jack Goad; CARRIED. Opposed:1

NOTE:

1. The Much Ado About Nothing production, although not being performed in the Roxy, is part of our 21/22 season and must comply with all safety and pandemic regulations.
2. The Reopening Plan should be revisited on a regular basis to ensure we remain fiscally responsible and Covid regulation compliant.

MEMBERSHIP TEAM – Dale Albrecht

Report submitted prior to meeting. Team plans to make a formal presentation at the next Board meeting on the Benefits and Reframing Membership Structure. Discussion on terms of reference of this team in relationship to growing membership laid out in the Business Plan.

NEWSLETTER – Judy Beth Armstrong

	<p>Report submitted to meeting. Board agreed that Judy proceed with the Spring Newsletter as scheduled with proposed content. ACTION: Kathleen to advise Judy of Board’s approval.</p> <hr/> <p>WARDROBE TEAM – Joan Spence Report submitted prior to meeting.</p>
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9) *New Business*

New Business

a) Future of Marketing Team

The Board has received the resignation from Dan Herrick as leader of the Marketing team. Agreed that Marcia would proceed as leader of this team and reach out to OSLT volunteers to assist her.

ACTION: Yvonne to update Team Contact List and arrange for update to Teams on Roxy website.

10) *Correspondence*

None.

11) *Future Meetings*

Board Meeting – Tuesday, March 23, 2021, 6:30 p.m.
Board Meeting – Tuesday, April 13, 2021, 6:30 p.m.
Virtual Social Meeting – Tuesday, April 20, 2021, 7:00 p.m.

12) *Adjournment*

**MOTION 2021/03/09:8 BIRT the meeting is adjourned.
Rick Twining; seconded Dale Albrecht; CARRIED.**

Adjourned at 8:42 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
- Business Plan
- Online 50/50 Lottery Report (2 attachments)
- Executive Director’s Report as at 03/03/2021
- Treasurer’ Report
- Balance Sheet As at 02/22/2021
- Comparative Income Statement, 02/22/2021
- Getting Ready to Get Ready Team Report
- Fundraising Team Reports (2 attachments)
- Membership Team Minutes
- Newsletter Team Report
- Wardrobe Team Report

Approved: March 23, 2021 (pending)

President
Cathie Locke

Secretary
Yvonne Korince