



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 23, 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 6:30 p.m.
2) <i>Approval of agenda</i>	<b>MOTION 2021/03/23:1 BIRT the Board approve the agenda, with any amendments. Jack Goad; seconded Rick Twining; CARRIED.</b>
3) <i>Approval of the minutes of the previous meeting</i>	<b>MOTION 2021/03/23:2 BIRT the Board approve the minutes of March 9, 2021, with any amendments. Bill Murphy; seconded Dale Albrecht; CARRIED.</b>
4) <i>Administrative Items</i>	a) Robert's Rules of Order – Basic Principles & Quick Reference Sheet attached. All board members encouraged to follow these rules during Board meetings.
5) <i>Business Arising</i>	<p>a) Action Items from last Board meeting</p> <ul style="list-style-type: none"> <li>• Online 50/50 Draw: Cathie Locke did a more thorough investigation of requirements to set up and finance this operation and reported the process to be much more demanding to set up based letters of credit for prize money, government rules re: licensing and plan costs. It was agreed that OSLT does not at this time have the time or money to move forward with this project. It may be investigated again in the future once our operation is stabilized.</li> <li>• Reframing Membership Presentation – Dale Report and Presentation attached.</li> </ul> <p><b>MOTION 2021/03/23:3 BIRT the Reframing Membership report &amp; presentation, produced by the Membership Team be adopted as amended, and the new structure for fees and benefits be presented at a General Meeting for the Membership. Additionally, a policy be</b></p>

	<p>developed by the Membership Team to address the processes for non-members who volunteer. The amendment as accepted, changes 'Supporters' to non-voting members. Dale Albrecht; seconded Rick Twining; CARRIED.</p> <p><b>MOTION 2021/03/23:4 BIRT</b> the Board direct the Executive Director to implement The Reframing Membership Presentation recommendations as amended. Dale Albrecht; seconded Jed Phillips; CARRIED.</p> <p><b>ACTION:</b> Dale &amp; Membership Team to write the policy on non-members who volunteer.</p> <p><b>ACTION:</b> Marcia to investigate whether we can drop HST charges to membership fees.</p>
6) <i>Team Reports</i>	<p>a) Reopening (Getting Ready to Get Ready) Report attached. Addition to report: the team has run into a stumbling block regarding flow of patrons in the lobby and is working with local Public Health and Fire Department officials to work out an acceptable plan.</p>
7) <i>New Business</i>	<p>a) Succession Planning General discussion re: who is planning to leave the Board this year (at this point 4 people are stepping down), who is planning to stay (4 at this point) and 2 undeclared. Primary concern re: recruiting someone interested in running for Vice-President position with intent to run for President in 2022. Discussion also included what, if any, changes are needed to recruit board members from the broader public. Jack offered to form a small team to recruit new board members. <b>ACTION: Cathie to approach past presidents to gauge their interest to run for vice-president</b> <b>ACTION: Cathie to prepare a message for OSLT membership to make them aware of vacancies</b> <b>ACTION: Cathie to check with Mark Vigneux to confirm how long one must be a member in good standing before standing for a Board position</b></p> <p>b) Health &amp; Safety Team Yvonne reported that Mike Tettenborn is interested in leading the H&amp;S team after his work on Much Ado About Nothing is completed. Mike had done a draft H&amp;S Production Guidelines policy which needs more work. Jack, Rick &amp; Marcia reported that the recent H&amp;S inspection by Fire Department referenced the need for a H&amp;S Plan. Cathie advised that this info is in the Front of House manual for FOH Managers and staff. <b>ACTION: Cathie to forward a copy of the FOH manual to Kathleen, Marcia &amp; Yvonne</b></p>

	<p><b>ACTION: Yvonne to draft formal P&amp;P to document H&amp;S plan details to meet Fire Department Inspection requirements.</b></p> <p>c) Playbill Team Recommendation  Jed reported the Playbill team is recommending the following lineup based on Covid regulations allowing maximum 100 patrons in the audience:  July/21 – Much Ado About Nothing  Sept/21 – 1 Act Play  Nov /21 – Curious Incident of the Dog in the Night Time  Feb / 22 – Red Plaid  Apr/May/22 – Born Yesterday  May/June/22- Roxy Young Company production  Nov/22 – Beauty &amp; The Beast (in the hopes we have no Covid restrictions)</p> <p>Recommended the Board review Covid regulations prior to ‘Curious’ cast starting rehearsals to confirm if Nov/21 still allows 100 maximum in the audience.  It was agreed that we would celebrate 2021/22 as our 60<sup>th</sup> Anniversary season and market accordingly.</p> <p><b>ACTION: Marcia to proceed with all the support systems required to run this playbill (e.g., scheduling, Theatre Manager set up, sponsorship, marketing) along with rental and co-pro contracts that fit in the schedule.</b></p> <p><b>ACTION: Marcia to report to April 13 Board meeting with specific dates for each production.</b></p> <p><b>ACTION: Marcia to include <u>general</u> info on playbill in her report for the upcoming newsletter.</b></p> <p><b>ACTION: Yvonne to add Motion to Accept Playbill to agenda of April 13<sup>th</sup> Board meeting and review of playbill to agenda of August Board meeting.</b></p> <p>d) Roxy Youth Program  Bill &amp; Sandy reported that the RYP will not be running any camps in April. At this point, the team plans to run Summer camps in July. Lacey to resume her contract as of May 1/21 to plan and prepare for summer camps.  The regularly planned program will pick up in Sept/21.</p>
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8) *In Camera*

Marcia was invited to attend the In Camera session with unanimous agreement.  
**MOTION 2021/03/23:5 BIRT the Board proceed to an in camera session online. Rick Twining; seconded Jed Phillips; CARRIED.**

**MOTION 2021/03/23:5.2 BIRT the Board approve that Motion 2021/03/23/5.1 be kept private and not recorded in regular meeting minutes. Rick Twining; seconded Jed Phillips; CARRIED.**

**MOTION 2021/03/23:6 BIRT the Board terminate the online in camera session.  
Jed Phillips; seconded Dale Albrecht; CARRIED.**

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9) *Correspondence*    None.

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10) *Future Meetings*    Board Meeting – Tuesday, April 13, 6:30 p.m.  
Virtual Social Meeting – Tuesday, April 20, 2021, 7:00 p.m.  
Board Meeting – Tuesday, April 27, 2021, 6:30 p.m.

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11) *Adjournment*        **MOTION 2021/03/23:7 BIRT the meeting is adjourned.  
Bill Murphy; seconded Kathleen Cassidy; CARRIED.**

Adjourned at 8:05 p.m.

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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
- 2021 03 09 Draft Minutes
- Robert’s Rules of Order Basic Principals
- Robert’s Rules of Order Quick Reference Chart
- Reframing Membership Presentation
- Reframing Membership Report
- MOTION: Reframing Membership
- Reopening Team Report

Approved: April 13, 2021 (**pending**)

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President  
Cathie Locke

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Secretary  
Yvonne Korince