



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 APRIL 13, 2021

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| 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 |
| Others Present | Marcia Cunningham, Executive Director | | |

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| 1) <i>Call to order</i> | The meeting commenced at 6:39 p.m. |
| 2) <i>Approval of agenda</i> | MOTION 2021/04/13:1 BIRT the Board approve the agenda, with any amendments. Bill Murphy; seconded Sandy Lemaitre; CARRIED. |
| 3) <i>Approval of the minutes of the previous meeting</i> | Approval of minutes. MOTION 2021/04/13:2 BIRT the Board approve March 23, 2021 minutes, with any amendments. Dale Albrecht; seconded Bill Murphy; CARRIED. ACTION: Yvonne to send out copy of amended minutes deleting in camera motion. |
| 4) <i>Administrative Items</i> | a) Fire & Safety Inspection Outcome – see ED Report |
| 5) <i>Business Arising</i> | <p>a) Action Items from last Board meeting Still outstanding: Cathie to advise members of upcoming Board vacancies Yvonne to draft Policy/Procedure to document Fire Safety plan details to meet Fire Dept Inspection requirements</p> <p>b) Playbill 2021/2022 It was agreed that the Playbill Team would put out a call for One Act Play submissions.</p> <p>MOTION 2021/04/13:3 BIRT the Board approve the recommendation of the Playbill for the 2021/2022 season as follows: Much Ado About Nothing – July 8-9, 11-14, 2021 One Act Play – Sept. 24, 2021 Curious Incident of the Dog in the Night Time – Nov. 17-20, 24-27, 2021 Red Plaid – Feb. 17-19, 23-26, 2022 Born Yesterday – April 21-23, 27-30, 2022 Roxy Young Company – May 12-14, 2022 With the goal to run performances that allows seating for at least 100 patrons with the exception of the One Act Plays. Jed Phillips; seconded Sandy Lemaitre; Carried</p> |

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| | <p>ACTION: Jed to advise Peter Leonard of playbill approval and direct him to request submissions for scripts for One Act Play.</p> <p>ACTION: Marcia to post rehearsal dates for Roxy Youth Group into Roxy calendar to minimize conflict with Curious Dog rehearsals.</p> |
| 6) <i>Executive Director's Report</i> | <p>Report submitted prior to meeting.</p> <p>MOTION 2021/04/13:4 BIRT the Board approve the hiring of an engineer at the expense of a maximum of \$2,000 to inspect the Deluge System, identify deficiencies and make recommendations for changes needed to ensure there are adequate fail safes in our system to prevent future flooding. Rick Twining; seconded Bill Murphy; Carried.</p> <p>ACTION: Marcia to hire the engineer.</p> <p>Discussion re: proposal by Chris McGruer Confirmed that Marcia is to seek out Roxy at Home Programming on a co-pro basis only and that the application for the Grey Bruce Community Foundation grant is not directed to this project.</p> <p>ACTION: Marcia to advise Chris McGruer that his project would need to be considered as a co-pro project or presented to the Playbill Team for approval as an OSLT project and all the protocols that requires. Yvonne to forward Criteria for Co-Pro Evaluation to Board and Marcia</p> |
| 7) <i>Treasurer's Report</i> | <p>Comparative Income Statement and Balance Sheet as of March 20, 2021 and submitted prior to meeting.</p> <p>Additional report: Rick apologized for an error of \$60,000 more funds than OSLT actually had in his report at the General Membership meeting. Currently, we have approximately \$80,000 in free cash and are experiencing a burn rate of about \$15,000 per month. Rick, Cathie & Marcia are still in discussions with the Vanderschots and reviewing the HASCAP federal government loan to see which of the two offerings is the least expensive route to go if/when we need to borrow money.</p> |
| 8) <i>Team & Production Reports</i> | <p>MEMBERSHIP – Dale Albrecht Report submitted prior to meeting</p> <hr/> <p>Much Ado About Nothing – Mike Tettenborn Report submitted prior to meeting. Addition to report: Recent lockdown restrictions may put performance dates for Much Ado About Nothing in jeopardy. The production team is in conversation with City Hall to see if dates for Kelso are available later in the summer or early fall.</p> |
| 9) <i>New Business</i> | <p>a) Motion - Change to Qualification to standing for position on the Board Motion withdrawn. Any changes to qualifications to stand for positions on the Board requires a change in bylaws and therefore needs ratification by the general membership.</p> <p>ACTION: Yvonne to put this Motion on the Agenda for the June 15, 2021 General Membership Meeting</p> |

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| | <p>b) Covid-19 Safe & Wellbeing Plan Edits & Answers to Questions documents - Kathleen & Marcia</p> <p>Agreed this plan is ever evolving. After extensive discussion, the Board directed the Reopening Team to include in the plan the following:</p> <ol style="list-style-type: none"> i. denial of entry without a masking requirement in the plan (as owners of private property we are legally allowed to establish this denial of entry). ii. Code of Conduct for Patrons <p>MOTION 2021/04/13:5 BIRT the Board adopt the Covid-19 Safe & Wellbeing Plan with amendments addressed in the Covid-19 Safe & Wellbeing Edits and Answers to Questions document. Dale Albrecht; seconded Jed Phillips; Carried.</p> |
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10) *Correspondence* None

11) *Future Meetings* Board Meeting – Tuesday, April 27, 2021, 6:30 p.m.
Virtual General Meeting – Tuesday, April 20, 2021, 7:00 pm
Board Meeting - Tuesday, May 11, 2021, 6:30 p.m.

12) *Adjournment* **MOTION 2021/04/13:6 BIRT the meeting is adjourned.**
Bill Murphy; seconded Jed Phillips; CARRIED.

Adjourned at 8:40 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
- Minutes of March 23, 2021
- Executive Director’s Report as at April 7, 2021
- Covid-19 Safe & Wellbeing Plan
- Covid Safe & Wellbeing Plan Edits and Answers to Questions
- Comparative Income Statement as at March 20, 2021
- Balance Sheet as at March 20, 2021
- Motion – Playbill 2021- 2022
- Motion – Change to Qualification to Standing for Board Position
- Team Report – Membership
- Team Report – Roxy Youth Group
- Production Report – Much Ado About Nothing

Approved: NEXT May 11, 2021 (pending)

President
Cathie Locke

Secretary
Yvonne Korince