



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 May 11, 2021

Board Members	Cathie Locke, President	Yvonne Korince, Secretary	Sandy Lemaitre, Director
Present	Jack Goad, Vice President	Dale Albrecht, Director	Bill Murphy, Director
	Rick Twining, Treasurer	Kathleen Cassidy, Director	Jed Phillips, Director

Not Present

Others Present Marcia Cunningham,
 Executive Director

1) *Call to order* The meeting commenced at 6:32 p.m.

2) *Approval of agenda* **MOTION 2021/05/11:1 BIRT the Board approve the agenda, with any amendments.
 Bill Murphy; seconded Sandy Lemaitre; CARRIED.**

3) *Approval of the minutes of the previous meeting* Approval of minutes.
**MOTION 2021/05/11:2 BIRT the Board approve April 27, 2021 minutes, with any amendments.
 Jack Goad; seconded Jed Phillips; CARRIED. Dale Albrecht abstained.**

4) <i>Administrative Items</i>	<p>a) With regret, the Board accepted the resignation of Past President Corry Lapointe. All Board members were asked to remove Corry from their OSLT Board group email lists.</p> <p>b) Ruth Gorbet Bequest: Cathie regretfully informed us that Ruth Gorbet's bequest of \$5,000 was forwarded to the Grey Bruce Community Foundation Endowment Fund instead of directly to OSLT. OSLT is only able to receive future interest on these funds. ACTION: Cathie to write to Community Foundation</p> <p>c) Change to Date of next General Meeting: because we have to submit meeting materials 10 days in advance of the upcoming General Meeting (particularly because it will include motions to change By-laws), it was agreed by consensus that the meeting will be held on Tues. June 22, 2021. ACTION: Yvonne to arrange for eblast to members asap to Save the Date and send out the appropriate materials to the members no later than June 12, 2021.</p>
5) <i>Business Arising</i>	<p>Action items from previous Board Meeting(s):</p> <p>a) Confirmation of completed action items</p> <p>b) Change to By-law 1-16 redefining Membership. Preamble and Draft motion submitted prior to meeting. MOTION 2021/05/11:3 Be it resolved that By-law #1-16 Definition of Membership be changed as follows:</p> <p>1. ADD after first paragraph:</p>

Membership is defined into two categories, namely, Volunteer and Supporter. A Volunteer is anyone who wishes to support Owen Sound Little Theatre and stay informed and who plans on volunteering or actively participating in any capacity. A Supporter is anyone who wishes to support Owen Sound Little Theatre and stay informed but does not wish to volunteer or actively participate.

2. DELETE: 'In addition, there may subscriber members, patron members and honorary members who shall be admitted to membership on such terms as the directors from time to time by resolution determine'.
3. CHANGE: 'Each active member in good standing shall be entitled to one vote on each question arising at any special or general meeting of members' to 'Each volunteer member in good standing shall be entitled to one vote on each question arising at any special or general meeting of members.
4. DELETE: 'Each member shall promptly be informed by the Secretary of his admission as a member.'
5. CHANGE: 'A member in good standing shall be defined for these purposes as one whose membership fees have been paid in full for a period of not less than six months prior to election' to 'A member in good standing shall be defined for these purposes as one whose membership fees have been paid in full within the previous 13 months prior to election'.

AND THAT

6. This resolution will take effect as of the General Meeting in June 2021.

Dale Albrecht; seconded by: Yvonne Korince. CARRIED.

- c) Change to By-law 2-1 re Borrowing Money. Draft motion submitted prior to meeting.

MOTION 2021/05/11:4 Be it resolved that

1. By-law 2-1 – Respecting the Borrowing of Money By the Company - be changed to read "That the Directors of the Company be authorized to borrow moneys from the Bank of Montreal, Royal Bank of Canada or other established financial institution, private lender or government loan agency upon the credit of the Company in such amounts as they deem proper and by way of overdraft or otherwise".

AND THAT

2. This resolution will take effect as of the General Meeting in June 2021

	<p>Moved Rick Twining; seconded Kathleen Cassidy; CARRIED. ACTION: Yvonne to include these motions on the agenda for the General Membership Meeting on June 22, 2021.</p>
6) <i>Executive Director's Report</i>	<p>Report was submitted prior to the meeting. The amount of the Ontario Trillium Foundation Grant was correct to \$137,500. Additional info re: data cleanup in Theatre Manager has only addressed the most recent 3 years of data. Emma is issuing another set of lists to volunteers going back 2-3 more years. Regarding the flood claim: Marcia is responding to the the insurance company's request for a letter from the black curtain vendor with recommendation re: replacement vs cleaning/fireproofing damaged blacks after which we can move forward on the curtain purchase.</p>
7) <i>Treasurer's Report</i>	<p>TREASURER'S REPORT was submitted prior to the meeting. Balance Sheet and Comparative Income Statement April 19, 2021 attached.</p> <p>ACTION: Marcia will contact Jennifer, our bookkeeper, to clean up the Chart of Accounts so that the info is more understandable. ACTION: Marcia to send out to the Board a list of rentals that have been rebooked to date.</p>
	<p>MEMBERSHIP TEAM – Dale Albrecht Minutes of Membership Team Meeting of April 26, 2021 submitted prior to meeting.</p> <hr/> <p>PLAYBILL TEAM – Peter Leonard Report submitted prior to meeting. See Motion under New Business.</p> <hr/> <p>PRODUCTION CURIOUS INCIDENT OF THE DOG IN THE NIGHT TIME – Laura Wood Report submitted prior to meeting.</p> <hr/> <p>REOPENING PLANNING – Kathleen Cassidy Report submitted prior to meeting. Additions to report:</p> <ul style="list-style-type: none"> • The City has forwarded the Covid Safety Plan. Lacey will work with City reps to implement the plan once the RYP is closer to start up at Kelso Beach. • Scaled diagrams are now complete. Upon final approval, they will be posted along with the Safety Plan on the Roxy website (where the most current info will reside) • Kathleen will be meeting soon with the 'Curious' team to re: how to implement the Safety Plan for their production. <p>The Board thanked Kathleen and her team for their fantastic work on this plan.</p> <hr/> <p>ROXY YOUTH GROUP – Dan Herrick, Producer Report submitted prior to meeting. The Board accepted the revised budget as presented.</p> <p>Additions to Report:</p>

	<ul style="list-style-type: none"> • Sandy advised that both Grace and Maggie have completed the Criminal Reference Checks. • Lacey will be submitting an invoice for 20 worked prior to May 1st. • Registrations for camps are already coming in and publicity is just starting. • Marcia has met with Dan to advise that sponsorship for RYP has to be in conjunction and consistent with the OSLT/Roxy sponsorship plan for the upcoming season. Some of RYP proposals were included in the umbrella plan, others not. No further response is required from the Board.
8) <i>New Business</i>	<p>a) Golf Tournament Update and Budget Report and Budget submitted prior to meeting. The Board accepted the Budget as presented. Board members are asked to find a way to support the event in any way they can.</p> <p>b) PlayBill Team Recommendation submitted prior to meeting. MOTION 2021/05/11:5 BIRT the Board accept the recommendation of the PlayBill Reading Team to reschedule Much Ado About Nothing to the summer of 2022. Jed Phillips; seconded Bill Murphy; CARRIED.</p> <p>c) Jack advised the Board that he will stand for a Director at Large position on the Board for 2021/2022</p>

9) *Correspondence* None

10) *Future Meetings* Virtual Social Meeting – Tuesday, May 18, 2021, 7:00 pm
Board Meeting - Tuesday, May 25, 2021, 6:30 pm (**PLACEHOLDER**)
Board Meeting – Tuesday, June 8, 2021, 6:30 pm
General Membership Meeting – Tuesday, June 22, 2021, 7:00 pm

11) *Adjournment* **MOTION 2021/05/11:6 BIRT the meeting is adjourned.**
Jed Phillips; seconded Bill Murphy; CARRIED.

Adjourned at 7:42 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
- Draft Minutes of April 27, 2021
- Corry Lapointe resignation letter
- Preamble to motions to change By-laws 1-16 & 2.1
- Draft Motion to change By-law 1-16
- Draft Motion to change By-law 2-1
- Executive Director’s Report as at 05/11/2021
- Comparative Income Statement as at 04/19/2021
- Balance Sheet as at 04/19/2021
- Treasurer’s Report as at 05/11/2021
- Team Report – Membership

- Team Report – Playbill Reading
- Producer Report – Curious Incident of the Dog in the Nighttime
- Team Report – Reopening Planning
- Roxy Youth Group Report & Updated Budget
- Golf Tournament Committee Report
- Golf Tournament Budget
- Draft Motion re: Playbill Reading Team

Approved: NEXT May 25, 2021 (pending)

President
Cathie Locke

Secretary
Yvonne Korince