



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 July 20, 2021

Board Members Present	Cathie Locke, President Jack Goad, Vice President Rick Twining, Treasurer	Yvonne Korince, Secretary Dale Albrecht, Director Kathleen Cassidy, Director	Bill Murphy, Director Jed Phillips, Director
Not Present	Sandy Lemaitre, Director		
Others Present	Marcia Cunningham, Executive Director		

1) <i>Call to order</i>	The meeting commenced at 6:33 p.m.
2) <i>Approval of agenda</i>	<b>MOTION 2021/07/20:1 BIRT the Board approve the agenda, with any amendments. Bill Murphy; seconded Dale Albrecht; CARRIED.</b>
3) <i>Approval of the minutes of the previous meeting</i>	Approval of minutes. <b>MOTION 2021/07/20:2 BIRT the Board approve June 8, 2021 minutes, with any amendments. Jed Phillips; seconded Kathleen Cassidy; CARRIED.</b>
4) <i>Administrative Items</i>	a) Yvonne made a proposal to change the schedule of General and Annual Meetings to the fourth Tuesday of December, March, June & September respectively to allow the Board Secretary to have more time to prepare information for the members. After some discussion it was decided to defer this item to the next Board meeting. <b>ACTION: Yvonne to check that this change is in compliance with OSLT Bylaws and bring the proposal back in Motion format.</b>
5) <i>Business Arising</i>	Action Items from previous meeting(s): a) Confirmation of completion of assigned items b) Kathleen reported that work continues this week on plexiglass installation at the bar, barricades for ticket scanners and layout of safe traffic flow in the lobby, posting of free signage. Front of House training will take place closer to the date of the Summerfolk event at the Roxy. Confirmed that modified Stage 3 in Grey/Bruce does not apply to the Roxy. At present we can have a maximum of 200 people each performance. c) Bill reported that he is in the process of updating all the First Aid kits. d) Dale reported that the Land Acknowledgment and recommendations for its use will be submitted for the August Board Meeting.
6) <i>Executive Director's Report</i>	Report was submitted prior to the meeting.  Additions to the report: a) The cleaning company recently hired is A1 Janitorial Services & Cleaning Ltd. b) There will be no brochure for the 2021/22 season primarily due to wanting to operate as paperless as possible to comply with Covid safety issues.  <b>ACTION: Marcia to distribute draft of Sponsorship plan after her meeting with Shelley Jackson this week.</b>
7) <i>Treasurer's Report</i>	TREASURER'S REPORT was submitted prior to the meeting.

	<p>Balance Sheet and Comparative Income Statement June 19, 2021 attached.</p> <p>Discussion items:</p> <ul style="list-style-type: none"> <li>a) Cost to upgrade Deluge system of \$16,275 is coming from Capital Reserve funds.</li> <li>b) Correction to report – Under Fire Suppression System, the Executive is considering to contract with Troy Sprinklers. A decision has not yet been made.</li> <li>c) The Payroll expenses which are about \$16,000 over budget, are offset by government subsidy in the Subsidy Covid 19 revenue line</li> </ul> <p><b>ACTION: Marcia to contact Team Leaders re: ideas on how to spend COVID grant not yet allocated.</b></p>
<p>7) <i>2021-2022 Budget</i></p>	<p>The Proposed Budget for 2021/22 budget and Business Plan and Goals was submitted prior to the meeting.</p> <p>Discussion:</p> <p>Dale had submitted a list of questions to Marcia prior to the meeting. Answers were emailed back to all Board members and reviewed at the meeting.</p> <p>Marcia shared it was a difficult budget to strike because of the past year lockdown, carrying forward sold tickets from 2019, and unknowns related to future Covid regulations.</p> <p>Correction made to the Member – Workshops Revenue and Expense lines to reflect \$35 (not \$20) fee as agreed at Membership Committee.</p> <p>Concern expressed over assumptions made on ticket prices which have not been set yet for the coming season. Assumptions are further complicated by tickets sold in the 2019/20 season and held over to the 2021/22 season.</p> <p>Extensive discussion on set service charge per ticket at \$2.50. OSLT needs a new pricing strategy. Ticket prices to be reviewed at the next Board meeting.</p> <p><b>MOTION 2021/07/20:3 BIRT the Board approve the Business Plan and Budget for 2021/2022 as presented and amended.</b></p> <p><b>Bill Murphy; seconded Rick Twining. Carried.</b></p> <p><b>Recorded Vote:</b></p> <p><b>In Favour: Cathy, Jack, Rick, Yvonne, Kathleen, Bill, Jed</b></p> <p><b>Opposed: Dale</b></p>
<p>8) <i>Team Reports</i></p>	<p>FUNDRAISING TEAM – Laura Wood</p> <p>Report on Golf Tournament was submitted prior to meeting.</p> <hr/> <p>NEWSLETTER – Judy Beth Armstrong</p> <p>Request submitted prior to meeting. In future the Board Secretary will forward to the newsletter editor all written reports from Board members and Team Leaders for each General or Annual General Meeting.</p>
<p>9) <i>Production Reports</i></p>	<p>ROXY YOUTH GROUP – Dan Herrick/Lacey Mooney</p> <p>Report submitted prior to meeting. Several members attended the Junior Camp show – One Love/Cabaret at Kelso last Friday night. Over 150 attended and donations totalled over \$600. Programme included great material and ran smoothly with lots of energy. Wonderful directorial work kept things moving at all times. The venue allowed for lots of Covid regulation distancing.</p>
<p>10) <i>Correspondence</i></p>	<ul style="list-style-type: none"> <li>a) Billy Bishop Museum email received requesting interest in a joint fundraising venture with OSLT.</li> </ul> <p><b>ACTION: Marcia to follow up with Fundraising Team</b></p> <ul style="list-style-type: none"> <li>b) Guy Newsham email received offering new plays for OSLT consideration.</li> </ul>

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**ACTION: Jed to forward this info to the Playbill Reading Team**

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- 11) *Additional Business*
- a) Discussion on what to do with the old black curtains that were partially damaged during the recent flooding re: how to repurpose safely without incurring huge costs.  
**ACTION: Bill & Kathleen to review ideas with Gary Byers**
  - b) We need a plan for presentation of the David Leslie Bursary to winner Jasmine Brough.  
**ACTION: Cathie to arrange date/time and presenters before start of university.**  
**ACTION: Marcia to arrange for press release and posting on Roxy Facebook page.**
  - c) From this point forward, under Stage 3 Covid regulations, Board meetings and membership meetings will be held back at the Roxy.
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12) *Future Meetings*      Board Meeting – Tuesday, August 10, 2021, 6:30 p.m. at the ROXY  
Board Meeting - Tuesday, September 14, 2021, 6:30 p.m.

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13) *Adjournment*      **MOTION 2021/07/20:4 BIRT the meeting is adjourned.**  
**Yvonne Korince; seconded Dale Albrecht; CARRIED.**

Adjourned at 8:38 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
- Draft Minutes of June/8/2021
- Preamble re: Changing schedule of General and Annual Meetings
- Executive Director's Report as at July 19, 2021
- Comparative Income Statement as at June 19, 2021
- Balance Sheet as at June 19, 2021
- Treasurer's Report
- 2021/2022 Proposed Budget
- 2021/2022 Business Plan
- Team Report – Fundraising
- Team Request – Newsletter
- Producer Report – Roxy Youth Program
- Email from Billy Bishop Museum
- Email from Guy Newsham

Approved: August 10, 2021 (pending)

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President  
Cathie Locke

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Secretary  
Yvonne Korince