



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 August 10, 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
Not Present	Jed Phillips, Director		
Others Present	Marcia Cunningham, Executive Director		

1) <i>Call to order</i>	The meeting commenced at 6:32 p.m.
2) <i>Approval of agenda</i>	MOTION 2021/08/10:1 BIRT the Board approve the agenda, with any amendments. Bill Murphy; seconded Dale Albrecht; CARRIED.
3) <i>Approval of the minutes of the previous meeting</i>	Approval of minutes. MOTION 2021/08/10:2 BIRT the Board approve July 20, 2021 minutes, with any amendments. Bill Murphy; seconded Dale Albrecht; CARRIED.
4) <i>Administrative Items</i>	<p>a) Planning for AGM – agreed the meeting will be held in the Roxy auditorium. Board members will be seated on the stage. Other members socially distanced throughout the auditorium</p> <p>ACTION: Cathie to send out eblast to members current year and past year re: SAVE THE DATE and paperless. Advise members to print off reports from website</p> <p>ACTION: Cathie, Jack, Rick, Marcia & Gary to determine and arrange setup of technical equipment (monitors, screen, etc.)</p> <p>ACTION: Yvonne to prepare all documents for loading to Roxy website within 10 days of the meeting (including access to proxy vote forms)</p>
5) <i>Business Arising</i>	<p>Action Items from previous meeting(s):</p> <p>a) Confirmation of completion of assigned items</p> <p>b) Land Acknowledgement – Dale</p> <p>Preamble and Motion submitted prior to the meeting.</p> <p>MOTION 2021/08/10:3 BIRT Owen Sound Little Theatre adopt the following land acknowledgement that will be shared:</p> <ul style="list-style-type: none"> • In each program/brochure • On screens in the lobby (as part of the rotation of images) • On screen in the theatre at pre-show times (as part of the rotation of images) • Posted on the footer of the website and on social media home/about us pages • A recorded version is played or spoken live at each: <ul style="list-style-type: none"> ○ Roxy Presents show, ○ Co-Pros, ○ all OSLT shows, and

	<ul style="list-style-type: none"> ○ any other activity in the main theatre ● Read prior to each board meeting, general meeting or annual general meeting held in the building or online <p>If a renter/presenter has a land acknowledgement of their own, we encourage that they use their version. However, if their land acknowledgement does not acknowledge Saugeen Ojibway Nation, then both land acknowledgements, theirs and ours, will be presented.</p> <p>“On behalf of the members, staff and patrons of Owen Sound Little Theatre, and as owners of the Roxy Theatre, we want to acknowledge the Territory of the Anishinabek Nation: The People of the Three Fires known as Ojibway, Odawa, and Pottawatomi Nations. And further give thanks to the Chippewas of Saugeen, and the Chippewas of Nawash, known collectively as the Saugeen Ojibway Nation, as the traditional keepers of this land.” Dale Albrecht; seconded Bill Murphy; Carried with one opposed.</p> <p>ACTION: Marcia to implement in all the areas mentioned in the motion. ACTION: Yvonne to update templates for future agendas and minutes.</p> <p>c) Changes to schedule of future General Meetings & AGM – Yvonne</p> <p>MOTION 2021/08/10:4 BIRT the schedule for future General Membership Meetings and Annual General Meeting be changed to the fourth Tuesday of March, June and September respectively. The General Meeting in December will remain on the third Tuesday of December so as not to conflict with Christmas Break. Yvonne Korince; seconded Sandy Lemaitre; Carried.</p> <p>ACTION: Marcia change info on Roxy website. ACTION: Yvonne to request change to OSLT newsletter (if applicable).</p>
6) <i>Executive Director’s Report</i>	<p>Report was submitted prior to the meeting.</p> <p>Additions to the report: Primary focus in the next 10 days is preparing for Summerfolk event Aug 20-22. Ticket scanners just arrived, and staff need to set up, test and train volunteers.</p> <p>ACTION: Kathleen to confirm to Cathie numbers of FOH volunteers required for the event.</p>
7) <i>Treasurer’s Report</i>	<p>Treasurer’s Report as of Aug. 8, 2021 submitted prior to meeting. Balance Sheet and Comparative Income Statement as of June 20, 2021 submitted prior to meeting.</p>
8) <i>Team Reports</i>	<p>BUILDING MAINTENANCE TEAM - Jack Goad Report submitted prior to meeting. A lot of the work listed in the report already completed and well under budget.</p> <hr/> <p>FUNDRAISING TEAM – Laura Wood Report on Golf Tournament submitted prior to meeting.</p>

	<p>WODL – Yvonne Korince Report submitted prior to meeting. Discussion re: need for Violence & Harassment policy. Kathleen advised that a good part of conflict issues is covered in Code of Conduct in our COVID Safety Plan.</p>
<p>9) <i>Production Reports</i></p>	<p>RED PLAID – Val Underwood Report submitted prior to meeting.</p> <hr/> <p>ROXY YOUTH PROGRAM – Dan Herrick/Lacey Mooney Report submitted prior to meeting. In addition, Bill reported that he attended the Sr Camp performance. Great choreography, team spirit, work with microphones. Very positive feedback from kids and parents.</p>
<p>10) <i>New Business</i></p>	<p>a) Policy re: Mandatory Vaccinations – Marcia In the interest of keeping staff and volunteers as safe as possible and keeping OSLT/the Roxy as open as possible, the following motion was put forth.</p> <p><i>MOTION 2021/08/10:5 BIRT the Board approve the COVID-19 Vaccination Policy that reads as follows:</i></p> <p><i>All people in the building in a Volunteer capacity MUST be fully vaccinated for COVID-19 as per Health Canada and/or local Public Health Guidelines. Legitimate, documented medical exemptions may be considered on a case by case basis by the Executive Director, with possible input from the Re-Opening Team, in conjunction with the affected Volunteer team lead if applicable. Documentation verifying vaccination status may be required at the discretion of the Executive Director or Technical Director.</i></p> <p><i>AND that all contractors or independent workers utilized by the OSLT/Roxy Theatre who will be in the building, and potentially in close contact with OSLT/Roxy staff or volunteers, MUST be fully vaccinated for COVID-19 as per Health Canada and/or local Public Health Guidelines. Legitimate, documented medical exemptions may be considered on a case by case basis by the Executive Director and/or Technical Director, with possible input from the Re-Opening Team, in conjunction with the affected Volunteer team if applicable. Documentation verifying vaccination status may be required at the discretion of the Executive Director or Technical Director.</i></p> <p><i>AND that all RENTERS, their staff and teams who will be in the building, and potentially in close contact with OSLT/Roxy staff or volunteers, MUST be fully vaccinated for COVID-19 as per Health Canada and/or local Public Health Guidelines. Legitimate, documented medical exemptions may be considered on a case by case basis by the Executive Director and/or Technical Director, with possible input from the Re-Opening Team, in conjunction with the affected Volunteer team if applicable. Documentation verifying vaccination status may be required at the discretion of the Executive Director or Technical Director. Contracts already in place prior to this policy will be exempt.</i></p> <p><i>Rick Twining; seconded Kathleen Cassidy; Carried.</i></p> <p>ACTION: Marcia to arrange eblast in consultation with Executive and Reopening Committee to all members past & present on August 11, 2021. ACTION: Marcia to be point person on upcoming issues related to this policy ACTION: Yvonne to format in official policy format. ACTION: Board to revisit this policy as government rules regarding COVID change.</p> <p>a) Board Succession Planning – Cathie</p>

	<p>Current slate includes Cathie for Pres, Val Underwood for VP, Jack for Treasurer, Rick, Sandy, Kathleen, Jed & Dale for Directors at Large. Secretary position is vacant. Agreed that the Secretary involvement on the Executive is voluntary.</p> <p>ACTION: Cathie to contact Mariella ACTION: Yvonne to contact Judy Beth Armstrong ACTION: Dale to contact Gwynda McKee</p>
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11) *Correspondence* Letter from Julia Bittorf. Discussed along with Vaccination Policy.
ACTION: Cathie, Marcia and members of Reopening Team will format a response at their earliest convenience.

12) *Future Meetings* Board Meeting – Tuesday, September 14, 2021, 6:30 p.m.
Annual General Meeting – Tuesday, September 28, 2021, 7:30 pm at the Roxy

13) *Adjournment* **MOTION 2021/08/10:6 BIRT the meeting is adjourned.**
Bill Murphy; seconded Yvonne Korince; CARRIED.

Adjourned at 8:38 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 July 20, 2021
- Notice of Motion: Land Acknowledgement and Preamble
- Notice of Motion: Change schedule for future General and Annual General Meetings & Preamble
- Executive Director’s Report as of August 6, 2021
- Comparative Income Statement as of June 20, 2021
- Balance Sheet as of June 20, 2021
- Treasurer’s Report as of August 8, 2021
- Team Report – Building & Maintenance
- Team Report – Fundraising
- Team Report – WODL
- Producer/Director Report – Red Plaid Shirt
- Producer Report – Roxy Youth Program
- Preamble and Proposal for Vaccination Policy
- Letter from Julia Bittorf

Approved: NEXT September 14, 2021 **(pending)**

President
Cathie Locke

Secretary
Yvonne Korince