



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 September 14, 2021

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

1) <i>Call to order</i>	The meeting commenced at 6:32 p.m.
2) <i>Land Acknowledgment</i>	The Land Acknowledgement was read by Yvonne Korince.
3) <i>Approval of agenda</i>	<b>MOTION 2021/09/14:1 BIRT the Board approve the agenda, with any amendments. Jack Goad; seconded Jed Phillips; CARRIED.</b>
4) <i>Approval of the minutes of the previous meeting</i>	Approval of minutes. <b>MOTION 2021/09/14:2 BIRT the Board approve August 10, 2021 minutes, with any amendments. Jack Goad; seconded Kathleen Cassidy; CARRIED.</b>
5) <i>Administrative Items</i>	None
6) <i>Business Arising</i>	<p>Action Items from previous meeting(s):</p> <ul style="list-style-type: none"> <li>a) Confirmation of completion of assigned items</li> <li>b) Finalizing plans for AGM:</li> </ul> <p>It was decided that the meeting will not be paperless. Hard copies of Meeting materials (Agenda, draft minutes of previous AGM, Participant sign in sheet (which will act as Covid Contact tracing sheet as well), Team Reports and Director/Producer Reports (if available/applicable) &amp; Auditors Report) will be available for pick up.          Lots of pens, hand sanitizer will be available. Meeting START TIME is 7:30 pm. Cathie &amp; Yvonne will be seated on the stage.</p> <p><b>ACTION: Cathie will send out eblast to members outlining protocols for attending the meeting. Marcia, Kathleen &amp; Yvonne will assist/proof this communication.</b></p> <p><b>ACTION: Cathie to request Gary to set up the podium with microphone</b></p> <p><b>ACTION: Kathleen and Marcia will look after confirming the proof of vaccinations assisted by Jed.</b></p>

<p>7) <i>Executive Director's Report</i></p>	<p>Report was submitted prior to the meeting.</p> <p>Additions to the report:</p> <ul style="list-style-type: none"> <li>a) Sponsorship package still a few weeks away from finalization. Once finalized, Jack &amp; Marcia will be contacting existing sponsors.</li> <li>b) Ticket pricing recommendations will be presented to the new Board at their meeting on Oct. 12/21.</li> </ul> <p>Discussion:</p> <ul style="list-style-type: none"> <li>• Concerns expressed regarding need for a Marketing Plan to increase OSLT membership and marketing the Roxy.</li> </ul>
<p>8) <i>Treasurer's Report</i></p>	<p>Treasurer's Report was submitted prior to the meeting. Balance Sheet and Comparative Income Statement August 31, 2021 attached.</p>
<p>9) <i>Team Reports</i></p>	<p>BUILDING MAINTENANCE TEAM - Jack Goad Report was submitted prior to the meeting.</p> <hr/> <p>FRONT-OF-HOUSE TEAM – Cathie Locke Cathie announced that Jodi Armstrong is taking over as the Bar Coordinator. Cathie and Jodi will be setting up a meeting with previous Bar volunteers after which Cathie intends to hand over the reigns of running the bar to Jodi.</p> <hr/> <p>FUNDRAISING TEAM – Laura Wood Report on Golf Tournament was submitted prior to the meeting.</p> <hr/> <p>PLAYBILL TEAM – Peter Leonard Report was submitted prior to the meeting.</p> <p>Discussion about needing clarification regarding statement about how RYC fits into the OSLT season.</p> <p><b>ACTION: Jed to contact Peter Leonard for clarification and report back to the Board before the AGM.</b></p> <hr/> <p>REOPENING PLANNING – Kathleen Cassidy Report was submitted prior to the meeting. Covid Safety Plan for Curious Productions was submitted prior to the meeting.</p> <p>Discussion on new regulations released by the Ministry of Health on Sept. 14<sup>th</sup> (date of this Board meeting). The Reopening Team has already identified 14 items in the OSLT/Roxy Covid Safety Plan that require updating as a result of the new regulations. One change affects the 12 – 18 year olds in the Roxy Youth Group.</p> <p><b>ACTION: Sandy to follow up with Lacey Mooney re: implementing the new regulations with the 12-18 year olds.</b></p>

<p>10) <i>Production Reports</i></p>	<p>a) CURIOUS – Producer Laura Wood submitted a report prior to the meeting.</p> <p>b) RED PLAID – Director Val Underwood submitted a report prior to the meeting.</p> <p>c) ROXY YOUTH PROGRAM – Trish Herrick on behalf of Dan Herrick and Lacey Mooney submitted a report prior to the meeting. Discussion re: low registration and subsequent cancellation of first workshop. Team is reviewing ongoing support for workshops. Focus will be on introducing the workshops to the registrants in the Act 1 RYC group.</p>
<p>11) <i>New Business</i></p>	<p>a) Vaccinations – Staff &amp; Patrons – Kathleen Cassidy &amp; Marcia Cunningham Preamble info submitted prior to meeting. In response to new Ministry of Health regulations, the team submitted the following motions to cover policy for proof of vaccinations in the Staff and Patron groups.</p> <p><b>MOTION 2021/09/14:3 BIRT that all OSLT/Roxy staff who will be in the theatre must be fully vaccinated against Covid-19 as per Health Canada 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. Proof of vaccination status must be provided to Executive Director. Kathleen Cassidy; seconded Jack Goad; CARRIED.</b></p> <p><b>MOTION 2021/09/14:4 BIRT that effective September 22, 2021 all patrons eligible for vaccination in the Province of Ontario, upon entry to the theatre, must provide the following documentation:</b></p> <ul style="list-style-type: none"> <li>• <b>Government issued ID (i.e. driver’s license, health card, student card or passport) that matches the proof of full vaccination documentation AND</b> <ul style="list-style-type: none"> <li>○ <b>Receipt of full COVID-19 vaccination issued by the public health authority that administered the vaccines, approved by Health Canada, and received at least 14 days prior to the performance date. Documentation can be displayed on a mobile device or printed. For patrons who received their vaccinations in Ontario, documents can be accessed at <a href="https://www.covid19.ontariohealth.ca">covid19.ontariohealth.ca</a>. OR</b></li> <li>○ <b>QR Code if/when the Province of Ontario launches a QR Code “Vaccine Certification” for the purpose of vaccine status verification.</b></li> </ul> </li> </ul> <p><b>Patrons who cannot be vaccinated for medical reasons must provide written proof of a medical reason, provided by either a physician or nurse practitioner, along with a negative COVID-19 rapid antigen or PCR test from a healthcare provider taken within 48 hours of the performance start time. Self-administered at-home tests will not be accepted.</b></p> <p><b>Children who are not eligible for vaccination in the Province of Ontario due to age will be exempt from these requirements. Proof of age must be provided.</b></p>

	<p><b>Kathleen Cassidy; seconded Jack Goad; CARRIED.</b></p> <p>Discussion was extensive re: the procedural issues related to the new policy. The Reopening Team will be working closely with every production team as well as Roxy staff to ensure all current protocols are being implemented successfully.</p> <p><b>ACTION: Yvonne to update Health &amp; Safety – Vaccinations Policy document to reflect the additions as noted in the above 2 motions.</b></p> <p>b) Review of Contract with Bookkeeper  Marcia and Jenn will meet after the audit is completed to review last 6 months and update the contract.  <b>ACTION: Marcia to bring new contract to the next Board meeting.</b></p> <p>c) Roxy Youth Program  Discussion re: clarification how RYC fits into the organization. Confirmed that Lacey Mooney is accountable to and gets support from the Board just like any other director of an OSLT production.  ACTION: Cathie to email Lacey &amp; cc Sandy re: structure of accountability and support for her role in RYP</p> <p>d) Jed requested clarification re: are we a Board of Operations or of Governance. At present, it was understood we are more a Board of Operations. It was then suggested that the Executive rely on Directors at Large to assist in the Operations issues.</p>
12) Correspondence	None
13) Future Meetings	Annual General Meeting – Tuesday, September 28, 2021, 7:30 pm Board Meeting – Tuesday, October 12, 2021, 6:30 p.m.
14) Adjournment	<p><b>MOTION 2021/09/14:5 BIRT the meeting is adjourned.</b>  <b>Jed Phillips; seconded Kathleen Cassidy; CARRIED.</b></p> <p>Adjourned at 8:53 p.m.</p>

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 Aug/10/2021
- Draft Agenda for AGM Sept/28/2021
- Executive Director’s Report as at Sept/09/2021
- Comparative Income Statement as at Aug/31/2021
- Balance Sheet as at Aug/31/2021
- Treasurer’s Report as at Sept/14/2021
- Team Report - Building and Maintenance
- Team Report - Fundraising
- Team Report - Playbill

- Team Report - Reopening Planning
- Covid Safety Plan for Curious Production
- Production Report – Curious Incident of the Dog in the Night Time
- Production Report – Roxy Youth
- Preamble and Motion – Vaccinations Staff & Patrons

Approved: NEXT October 12, 2021 (**pending**)

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President  
Cathie Locke

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Secretary  
Yvonne Korince