

## Minutes of Board of Directors Meeting November 9, 2021 at 5:00

Board Members Present	Cathie Locke, President Val Underwood, Vice President Jack Goad, Treasurer	Anne Thompson, Secretary Dale Albrecht, Director Kathleen Cassidy, Director	Fiona McConachie-Anderson, Director Jed Phillips, Director
Not Present	Rick Twining, Director		
Others Present	Marcia Cunningham, Executive Director		

1) <i>Call to order</i>	The meeting commenced at 5:03 p.m.
2) <i>Land Acknowledgment</i>	The Land Acknowledgement was read by Fiona McConachie-Anderson.
3) <i>Approval of agenda</i>	<b>MOTION 2021/11/09:1 BIRT the Board approve the agenda, with any amendments. Jed Phillips; seconded Fiona McConachie-Anderson; CARRIED.</b>
4) <i>Approval of the minutes of the previous meeting</i>	Approval of minutes. <b>MOTION 2021/11/09:2 BIRT the Board approve September 14, 2021 minutes, with any amendments. Jack Goad seconded Jed Phillips; CARRIED. MOTION 2021/11/9:3 BIRT the Board approve October 12, 2021 minutes, with any amendments. Fiona McConachie-Anderson; seconded Jack Goad; CARRIED</b>
5) <i>Administrative Items</i>	None at this time
6) <i>Business Arising</i>	Action Items from previous meeting(s): Confirmation of completed items – outstanding items:  a) Volunteer teams – some still require leads b) Board to review ticket prices for 22/23 season – Jan. 2022 meeting c) Bookkeeper’s contract is pending d) Feedback for WODL plans; thoughts on festivals
7) <i>Executive Director’s Report</i>	Report was submitted prior to the meeting. NB> 158 members of OSLT, up from 97 in October. No additions to the report:  Discussion: <ul style="list-style-type: none"> <li>• Regarding the website – backend is lacking supporting documentation – items can be added – <b>Jed volunteered to assist with forms.</b></li> </ul>

	<ul style="list-style-type: none"> <li>• Commended regarding completion of staffing requirements – 3 full time staff now. Box office is open Fridays – <b>Action: Marcia to have website updated</b></li> <li>• Kathleen C. reviewed the Reopening portion of the report: What is Reopening Team’s mandate – does the committee approve safety plans, or does Board need to approve them?</li> <li>• <b>MOTION: 2021/11/09: 4 BIRT the final approval for Production Covid Safety plans and the Team Safety plans, and any other Covid related concerns rest with the Reopening Committee, which has the full support of the OSLT Board. All plans and or amendments will be shared with the OSLT Board. Moved Kathleen Cassidy, Val Underwood seconded, CARRIED</b></li> </ul>
8) <i>Treasurer’s Report</i>	Treasurer’s Report, Balance Sheet and Comparative Income Statement September 18, 2021 were submitted prior to the meeting. No new reports due to changeover of bookkeeper. Moving forward, financials will be available one week in advance of board meetings.
9) <i>Team Reports</i>	<hr/> BAR – Rick Twining <hr/> FUNDRAISING TEAM – Laura Wood resigned – new lead required. No report. <b>Action Item: Anne to draft thank-you letter to Laura Wood</b> <hr/> MEMBERSHIP TEAM – Dale Albrecht <hr/> WODL – Yvonne Korince
10) <i>Production Reports</i>	CURIOUS – LAURA WOOD/PAT O’CONNOR - none RED PLAID – KATHLEEN MURPHY/ VAL UNDERWOOD – none BORN YESTERDAY – SANDI HOLLAND/KEVIN HAXELL - attached ROXY YOUTH PROGRAM – DAN HERRICK/LACEY MOONEY - attached MUCH ADO ABOUT NOTHING – MIKE TETTENBORN/STEPHANIE FOWLER – no report
11) <i>New Business</i>	a) Duct cleaning PurAir – Jack Goad received report from PurAir - \$35,000 estimate, will need a couple of weeks to complete the work. This is a job that the Board will not consider until summer of 2022, if at all.  <b>Action: Rick Twining as building team lead – to endeavour to secure two more quotes.</b> <b>Action: Jed will investigate Public Health guidelines for ventilation/duct cleaning.</b> <b>Action: Marcia to enquire regarding potential grants that may be available.</b> b) Request to provide minutes from Executive Meetings, alternatively it was recommended that Executive Director provide the ED report approximately 6 days prior to the Board Meeting.

	<p>c) Directors Team has not met since Directors Handbook was created. Suggestion brought forward to revamp terms of reference for new directors to encourage availability of directors in future. Corry Lapointe is lead on Directors Team –  <b>Action: Cathie Locke to reach out to Corry regarding Directors’ meeting; if declined, Board will seek to convene a Directors’ meeting.</b></p> <p>d) Plans for a media release and a recognition event are in place for Dec 3 at 2 pm. Bill Walker, MPP and a rep from OTF will be here to celebrate the Resilient Communities grant of \$135,700 awarded to OSLT. Board members are invited to attend.</p>
12) Correspondence	No correspondence
13) In Camera	In Camera No in camera meeting was held.

14) Future Meetings Board Meeting – Tuesday, December 14, 2021, 6:30 p.m.  
General Membership Meeting – Tuesday, December 21, 7:00 pm

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15) Adjournment **MOTION 2021/11/09:5 BIRT the meeting is adjourned.  
Moved Kathleen Cassidy; seconded Val Underwood; CARRIED.**

Adjourned at 6:40 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.

- Agenda
- Draft Minutes of September 14/2021
- Draft Minutes of October 13, 2021
- Executive Director’s Report as at November 8/2021
- Comparative Income Statement as at September 18/2021
- Balance Sheet as at September 18/2021
- Treasurer’s Report as at November 9/2021
- Team Report – Membership; Bar; WODL
- Production Report – Born Yesterday, Roxy Young Co.

Approved: December 14, 2021

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President  
Cathie Locke

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Secretary  
Anne Thompson