

## Minutes of Board of Directors Meeting October 13, 2021

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

1) <i>Call to order</i>	The meeting commenced at 6:30 p.m.
2) <i>Land Acknowledgment</i>	The Land Acknowledgement was read by Cathie Locke.
3) <i>Approval of agenda</i>	<b>MOTION 2021/10/13.1 BIRT the Board approve the agenda, with any amendments.</b> <b>Fiona McConachie-Anderson; seconded Dale Albrecht; CARRIED.</b>
4) <i>Approval of the minutes of the previous meeting</i>	Approval of minutes. Could not complete as no quorum. <b>Action Item – bring Sept minutes for approval at November meeting.</b>
5) <i>Administrative Items</i>	a) Monthly Board Meeting Time and Place: Tuesdays 6:30 to continue Contact List – <b>Action Item – Cathie Locke to communicate with others re: positions &amp; liaisons</b>
6)	Kathleen Murphy – Red Plaid Shirt Budget Presentation. By way of update, play has been cast. Knights of Columbus hall secured for rehearsal space.
7) <i>Business Arising</i>	Action Items from previous meeting(s): a) Confirmation of completion of assigned items <b>b) O/S Jed to follow up with Peter Leonard re: ‘support’ 5<sup>th</sup> OSLT production – carried over to next meeting.</b>  c) Yvonne to update Health and Safety – CHECK TO SEE IF DONE d) Vaccinations – requirements for vaccinations going into contracts for guest bookings to implement; Marcia to work out with Gary Byers (as point of contact) re: vaccination protocol for promoters and their teams. <b>Action Item – Discussion around police/criminal record checks.</b>
8) <i>Executive Director’s Report</i>	Report was submitted prior to the meeting. Recommendation made to maintain socially distanced 75% capacity for OSLT productions only, for remainder of this season. BUT Roxy shows will go to 100%.

	<p>Agreed by Board – direction provided to Marcia to move OSLT Productions for 21/22 season be socially distanced and maintain a 60-75% capacity, socially distanced.</p> <p>Marcia will consult with re-opening team regarding placement of Cast &amp; Crew photos for Curious Incident – suggested they be removed from lobby to facilitate movement of patrons through small space. Potentially two exterior picture cases could be used.</p> <p>Ticket Pricing – Board agreed to leave prices as is, subject to review for next season.</p> <p><b>Action Item – Board to review ticket prices for 2022/2023 season</b></p> <p>Discussion around staffing – looking for Financial/Administration Co-ordinator, responsibilities for existing box office staff, who will move to f/t salaried position, and additional part-time hire(s) for the box office.</p>
9) <i>Treasurer's Report</i>	Treasurer's Report, Balance Sheet and Comparative Income Statement 09/18, 2021 were submitted prior to the meeting.
10) <i>Team Reports</i>	<hr/> <p>BUILDING MAINTENANCE TEAM - Jack Goad Report delivered verbally: ServiceMaster will be returning to address deficiencies in stage repairs. Deluge system – replacement waiting on a valve – not likely to be in place prior to Curious, so plan is to reactivate existing system for the run of the play. Replacement is coming out of Capital Fund, approximately \$17,000. Duct cleaning – Pure Air inspected the duct system today, and a cleaning quote is pending. Job will take 5-10 business day and may need to be deferred to summer 2022. Currently seeking a grant to replace pneumatic system.</p> <hr/> <p>PLAYBILL TEAM – Peter Leonard – previous report from AGM September 14/21 attached</p> <p>REOPENING PLANNING – Kathleen Cassidy – report attached</p> <p>TECH TEAM – Kathleen Cassidy – report from Gary Byers attached</p> <p>WODL – Yvonne Korince – report attached</p>
11) <i>Production Reports</i>	<p>CURIOUS – LAURA WOOD/PAT O'CONNOR – recommendation that Pat O'Connor records his pre-show message for playback on screen as part of pre-show.</p> <p>RED PLAID – KATHLEEN MURPHY/ VAL UNDERWOOD – see Item #6</p> <p>BORN YESTERDAY – SANDI HOLLAND/KEVIN HAXELL – n/a</p> <p>ROXY YOUTH PROGRAM – DAN HERRICK/LACEY MOONEY –</p> <p><b>Action Item: Cathie to respond to Dan's request, discussion moved forward to next meeting.</b></p> <p>MUCH ADO ABOUT NOTHING – MIKE TETTENBORN/STEPHANIE FOWLER n/a</p>
12) <i>New Business</i>	No new business
13) <i>Correspondence</i>	No correspondence

14) <i>In Camera</i>	In Camera No in camera meeting was held.
15) <i>Future Meetings</i>	Board Meeting – Tuesday, November 9, 2021, 6:30 p.m. lobby General Membership Meeting – Tuesday, December 21, 2021, 7:00 pm
16) <i>Adjournment</i>	<b>MOTION 2021/10/13:2 BIRT the meeting is adjourned. Dale Albrecht; seconded Fiona McConachie-Anderson ; CARRIED.</b>  Adjourned at 8:40p.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 September 14/2021
- Executive Director’s Report as at October 10/2021
- Comparative Income Statement as at September 18/2021
- Balance Sheet as at September 18/2021
- Treasurer’s Report as at October 12/2021
- Team Report – Reopening/Planning; Tech team; WODL, Playbill 09/14/21
- Production Report – Roxy Young Company

Approved: November 9, 2021

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President  
Cathie Locke

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Secretary  
Anne Thompson