



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

December 14, 2021 6:30

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 Rick Twining, Director
Not Present			
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 Dale Albrecht.
3) <i>Approval of agenda</i>	MOTION 2021/12/14:1 BIRT the Board approve the agenda, with any amendments. Jed Phillips; seconded Dale Albrecht; CARRIED.
4) <i>Approval of the minutes of the previous meeting</i>	Approval of minutes. MOTION 2021/12/14:2 BIRT the Board approve November 9, 2021 minutes, with any amendments. Dale Albrecht; seconded Val Underwood; CARRIED.
5) <i>Administrative Items</i>	a) Discussion around virtual or in person general meeting. Motion 2021/12/14:3 BIRT the General Meeting scheduled for December 21, 2021, shall be postponed to January 18, 2022. Rick Twining; seconded Jack Goad; CARRIED Action: Marcia to send eblast to membership to advise.
6) <i>Business Arising</i>	Action Items from previous meeting(s): <ol style="list-style-type: none"> Duct cleaning – after some discussion it was agreed to replace filters and abandon duct cleaning as no public guidelines, no grant available and very little (if any) return on investment. Directors’ meeting is pending Outstanding/deferred items: -new bookkeeper’s contract -Board to review ticket prices for 22/23 season -Feedback for WODL plans, thoughts on festivals
7)	RYC Budget Presentation for Matilda Jr by Trish Herrick Motion 2021/12/14:4 BIRT the proposed budget, plus an additional \$130 for Technical Director is approved. Dale Albrecht, seconded Jed Phillips; CARRIED
8) <i>Executive Director’s Report</i>	Report was submitted prior to the meeting. Additions to the report: none

	<p>Discussion:</p> <ul style="list-style-type: none"> • Concerns around masking. • Plans to provide financial analysis on a per show basis
9) <i>Treasurer's Report</i>	Treasurer's Report, Balance Sheet and Comparative Income Statement October 31, 2021 were submitted prior to the meeting.
10) <i>Team Reports</i>	<p>Re-opening Team Membership Team</p> <p>Bar: Rick Twining has advised because a grant was not awarded to replace the dishwasher, and with our push on to purchase reusable Roxy Drink containers, the glassware along with the storage racks hanging above the bar are going to be removed. Glassware will be offered to membership on a first come first serve basis. Plans to remove the dishwasher and reclaim the space will be moved to the Buildings Team to-do list.</p> <p>Newsletter: Judy Beth Armstrong has confirmed the next OSLT Newsletter, "Stage Directions" will be published mid-January, 2022 with submissions for the newsletter due to her by Sunday, January 9.</p>
11) <i>Production Reports</i>	<p>CURIOUS – LAURA WOOD/PAT O'CONNOR RED PLAID – KATHLEEN MURPHY/ VAL UNDERWOOD BORN YESTERDAY – SANDI HOLLAND/KEVIN HAXELL ROXY YOUTH PROGRAM – DAN HERRICK/LACEY MOONEY MUCH ADO ABOUT NOTHING – MIKE TETTENBORN/STEPHANIE FOWLER – no report</p>
12) <i>New Business</i>	<p>a) Playbill Team Recommendations to the Board – Jed Phillips. Recommendations will be forwarded to the Directors' Team for their upcoming meeting Action: Dale Albrecht to connect with Playwrights Group to collaborate on a promotional article for the newsletter.</p> <p>b) Updated recommendations from the Re-Opening Team Much discussion on the topic of the authority of the Re-opening Team and need for adjustment to Motion 2021/11/09.</p> <p>Motion 2021/12/14:5 BIRT that Motion 2021/11/09:4 be amended to read as follows: BIRT the final approval for Production Covid Safety plans and the Team Safety plans 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. Rick Twining, seconded Val Underwood In Favour: Rick Twining, Val Underwood, Dale Albrecht, Jack Goad, Jed Phillips, Anne Thompson Not In Favour: Kathleen Cassidy, Fiona McConachie-Anderson MOTION CARRIED</p> <p>MOTION 2021/12/14:6 As per the recommendations of the Reopening Committee, BIRT that the bar will be temporarily closed until January 2, 2022, at which time the situation will be reviewed. Kathleen Cassidy; seconded Fiona McConachie-Anderson</p>

	<p>In Favour: Kathleen Cassidy, Anne Thompson, Jack Goad, Fiona McConachie-Anderson, Cathie Locke*</p> <p>Not In Favour: Rick Twining, Dale Albrecht, Jed Phillips</p> <p>MOTION CARRIED</p> <p>Further recommendations regarding vaccination policies were incorporated into Practices and Procedures, as within authority of the Reopening Committee.</p> <p>Items deferred to January 11, 2022</p> <p>a) Discussion of Resolution #1 – Governing Practices – Jed Phillips</p> <p>b) Discussion requested for taped director’s message for OSLT productions – Rick Twining</p> <p>*Val Underwood chaired this motion</p>
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, January 11, 2022, 6:30 p.m. General Membership Meeting – Tuesday, January 18, 2022, 7:00 pm Board Meeting - Tuesday, February 8, 2022, 6:30 p.m.
16) <i>Adjournment</i>	MOTION 2021/12/14:7 BIRT the meeting is adjourned. Fiona McConachie-Anderson; seconded Jack Goad; CARRIED. Adjourned at 9:07 p.m.

Attachments: These were sent out prior to this meeting or made available at the meeting. They are available upon request.

- Agenda
- Draft Minutes of November 9, 2021
- Executive Director’s Report as at December 7, 2021
- Comparative Income Statement as at October 31, 2021
- Balance Sheet as of October 31, 2021
- Treasurer’s Report as of December 14, 2021
- Team Report – Re-opening Team; Membership Team; Bar Team
- Production Report – Curious Incident of the Dog in the Night-time, Born Yesterday, Roxy Youth Co.
- Budget for Matilda Jr. RYC
- Recommendation to Board from Playbill Team
- Proposed policy addendum regarding Youth aged 5-11
- ED & Reopening Team Recommendations Dec. 13/21

Approved: NEXT January 11, 2022

President
Cathie Locke

Secretary
Anne Thompson