



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 February 14, 2022

Board Members Present	Cathie Locke, President Val Underwood, Vice President Jack Goad, Treasurer	Anne Thompson, Secretary Kathleen Cassidy, Director	Fiona McConachie-Anderson, Director
-----------------------	--	--	-------------------------------------

Not Present Cathie Locke, President,
Rick Twining

Others Present

Marcia Cunningham,
Executive Director

1) <i>Call to order</i>	The meeting commenced at 7:10 p.m.
2) <i>Land Acknowledgment</i>	The Land Acknowledgement was read by Fiona McConachie-Anderson.
3) <i>Approval of agenda</i>	MOTION 2022/02/14:1 BIRT the Board approve the agenda, with any amendments. Dale Albrecht; seconded Kathleen Cassidy; CARRIED.
4) <i>Approval of the minutes of the previous meeting</i>	Approval of minutes. MOTION 2022/02/14:2 BIRT the Board approve January 11, 2022 minutes, with any amendments. Dale Albrecht; seconded Fiona McConachie-Anderson; CARRIED.
5) <i>Administrative Items</i>	None
6) <i>Business Arising</i>	Action Items from previous meeting(s) completed -Following items to be carried over: <ul style="list-style-type: none"> a) Day will be scheduled for all-day meeting (likely a Saturday in March) to determine Business Plan and revisit the Strategic Plan. The Business Plan will follow the Executive Director’s budget presentation April/May. Action: Dale Albrecht will survey board members to determine availability for a date in March to meet to review/update Strategic Plan, including the capital expense plan, as well as a discussion around the need for Volunteer Teams for Fundraising and Financial. b) Marcia has formed a committee to review pricing structure for 22/23 Season – Fiona McConachie-Anderson, Trish Herrick, Dan Herrick, and Jane Phillips are committee members. c) Action: Marcia to provide summary of allotted funds for OSLT productions regarding promotion/marketing – may be a need to increase this budget item for 22/23.

	<p>a) Action: Marcia to speak to Gary Byers regarding lead-in time required for a recording, and email Directors for remainder of 21/22 Season, and 22/23 Season with recommendations – this work is in progress.</p>
7) <i>Executive Director's Report</i>	<p>Report was submitted prior to the meeting.</p> <p>Additions to the report:</p> <p>a) As of today, 907 tickets (65% of available) sold for <i>A Red Plaid Shirt</i></p> <p>b) As of today, 201 memberships have been sold</p> <p>c) As of today, 26 seats 'sold' in the Have a Seat Campaign</p> <p>d) High school co-op student starts on Wednesday – will be working with RYC, Front of House and general administration</p> <p>e) Golf Tournament – will Board seek member to chair committee? Action Item – to be included in Strategic Planning discussion re: need for Fundraising Team</p>
8) <i>Treasurer's Report</i>	<p>Treasurer's Report, Balance Sheet and Comparative Income Statement December 31, 2021 were submitted prior to the meeting. Stressed need for Budget plan and Strategic plan, including capital expense plan prior to fiscal year end (June 30/22)</p>
9) <i>Team Reports</i>	<p>Producer's Building Re-opening</p>
10) <i>Production Reports</i>	<p>CURIOUS – LAURA WOOD/PAT O'CONNOR – final financial report</p> <p>ROXY YOUTH PROGRAM – DAN HERRICK/LACEY MOONEY</p>
11) <i>New Business</i>	<p>a) Update from reopening Committee – Kathleen reviewed reports and changing government restrictions. As it was a board motion that closed the bar, the following was presented:</p> <p>MOTION: 2022/02/14: 3 BIRT The Roxy Bar will open for events at the Roxy in March. Patrons will remain masked as they move about the theatre and sit in their seats. Masks may be temporarily removed to consume a drink. Kathleen Cassidy: Jack Goad seconded; CARRIED</p> <p>Action Item – requirements for proof of vaccination at our theatre remains in effect until the Board moves to lift it. Anne to add this item to the agenda for the March 8/22 meeting and include copies of the applicable motions regarding proof of vaccination for adults and children. The status of the bar will also be determined at that time.</p> <p>b) Jack Goad suggested there may not be a requirement to keep the interior lobby doors locked when the theatre is not open. All in favour of leaving them unlocked. Action: Jack will consult Gary Byers for his opinion.</p>
12) <i>Correspondence</i>	<p>None</p>
13) <i>In Camera</i>	<p>In Camera</p> <p>No in camera meeting was held.</p>
14) <i>Future Meetings</i>	<p>Board Meeting – Tuesday, March 8, 2022, 6:30 p.m.</p>

General Membership Meeting – Tuesday, March 22, 2022, 7:00 pm
Board Meeting - Tuesday, April 12, 2022, 6:30 p.m.

15) *Adjournment*

**MOTION 2022/02/14: BIRT the meeting is adjourned.
Dale Albrecht; seconded Jack Goad; CARRIED.**

Adjourned at 8:15 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 January 11, 2022
- Executive Director’s Report as at February 1/2022
- Comparative Income Statement as at December 31/2021
- Balance Sheet as at December 31/2021
- Treasurer’s Report as at February 1/2022
- Team Report – Producer’s, Building, Re-opening
- Production Report – Curious Incident of the Dog in the Night Time; RYC/Matilda Jr.
- Re-opening Committee Update & Motion
- Premier Doug Ford’s news conference link and synopsis dated Feb. 14/22

Approved: NEXT March 8/2022

President
Cathie Locke

Secretary
Anne Thompson