



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 April 12, 2022

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

1) <i>Call to order</i>	The meeting commenced at 06:33 p.m.
2) <i>Land Acknowledgment</i>	The Land Acknowledgment was read by Jed Phillips.
3) <i>Approval of agenda</i>	<b>MOTION 2022/04/12:1 BIRT the Board approve the agenda, with any amendments. Dale Albrecht; seconded Fiona McConachie-Anderson; CARRIED.</b>
4) <i>Approval of the minutes of the previous meeting</i>	Approval of minutes. <b>MOTION 2022/04/12:2 BIRT the Board approve March 8, 2022 minutes, with any amendments. Val Underwood; seconded Jed Phillips; CARRIED.</b>
5) <i>Kathleen Murphy</i>	Presentation of final budget for A Red Plaid Shirt
6) <i>Strategic Plan Update</i>	a) Dates discussed as most possible is April 29. Dale is unable to make this date. Marcia also sent Liz a Monday date. Jack would like Capital and Fundraising to be addressed. The purpose of the meeting is to understand the current strategic plan, and how to move forward with the strategic plan as we emerge from covid.
7) <i>Business Arising</i>	Action Items from previous meeting(s): a) Confirmation of completion of assigned items b) Marcia indicated that no, not all RYC expenses are covered by grants. The play has a budget outside
8) <i>Executive Director's Report</i>	Report was submitted prior to the meeting.  Additions to the report:  Discussion: Val asked for clarification around the box office hours proposed for the summer. For July and August box we are proposing reducing the Box Office Hours to Monday, Tuesday, Wednesday 10-5, which are shifts covered by Lily.
9) <i>Treasurer's Report</i>	Treasurer's Report, Balance Sheet and Comparative Income Statement Feb 28, 2022 were submitted prior to the meeting.

10) <i>Team Reports</i>	<p>MEMBERSHIP TEAM – Dale Albrecht – report attached Worked with ED on Grant submission for Volunteer Coordinator, restarting Tours &amp; planning Hottest Day event at the Theatre.</p> <p>PRODUCERS – team report attached</p> <hr/> <p>WODL – Yvonne Korince – WODL newsletter forwarded to Board and Team Leads</p> <p>Reopening Team:</p> <ul style="list-style-type: none"> <li>• Covid reopening plan is no longer required by the province to be on our website so has been removed, instead just noting our vax and masking policy on the website. The committee is still active and available to offer support to teams.</li> <li>• <b>MOTION 2022/04/12:3 BIRT that the OSLT mask mandate remain in place past May 15 until the Board decides it is no longer needed or recommended as a point of good business practice. Fiona McConachie-Anderson; SECONDED by Jed Phillips. Vote held over to next Board Meeting.</b></li> <li>• BY is being impacted with the ever-evolving Covid situation. As decisions are needed to be made, they will be made by the Producer, Director, ED, Sandy LaMaitre (Production Team covid lead) and Jane Phillips (Re-opening team), and that decisions will be made based on the rules set out by the Ministry of Health.</li> </ul>
11) <i>Production Reports</i>	<p>BORN YESTERDAY – SANDI HOLLAND/KEVIN HAXELL – none received ROXY YOUTH PROGRAM – DAN HERRICK/LACEY MOONEY – none received</p>
12) <i>New Business</i>	<p>a) Aly Boltman asked if we are doing a celebration of life for Ruth Gorbet. Kathleen suggested we do it as part of the General Meeting in June, commemorating all members who have passed but with special tribute paid to Ruth. Cathie and Fiona are working on a list for that.</p> <p>b) Discussion of asking Judy Beth to include a “Recently Deceased” section to the OSLT Newsletter. Kathleen and Cathie both read the obits daily and will send names to Judy Beth as they see them. Ad hoc requests for eblasts will continue to be honoured by staff.</p>
13) <i>Correspondence</i>	
14) <i>In Camera</i>	<p>In Camera No in camera meeting was held.</p>
15) <i>Future Meetings</i>	<p>Board Meeting – Tuesday, May 10, 2022, 6:30 p.m. General Membership Meeting – Tuesday, June 22, 2022, 7:00 pm Board Meeting - Tuesday, June 14, 2022, 6:30 p.m.</p>
16) <i>Adjournment</i>	<b>MOTION 2022/04/12:4 BIRT the meeting is adjourned.</b>

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**Jack Goad, seconded Kathleen Cassidy ; CARRIED.**

Adjourned at 08:04 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 March 8, 2022
- Executive Director's Report as at April 6/2022
- Comparative Income Statement as at February 28/2022
- Balance Sheet as at February 28/2022
- Treasurer's Report as at April 5, 2022
- Team Report – Membership
- Production Report – A Red Plaid Shirt – final budget

Approved: NEXT May 10, 2022

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President  
Cathie Locke

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Acting Secretary  
Marcia Cunningham