



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 March 8, 2022

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

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| 1) <i>Call to order</i> | The meeting commenced at 06:31 p.m. |
| 2) <i>Land Acknowledgment</i> | The Land Acknowledgement was read by Marcia Cunningham. At Jed Phillips' suggestion, a moment was taken to reflect on events in Ukraine |
| 3) <i>Approval of agenda</i> | MOTION 2022/03/08:1 BIRT the Board approve the agenda, with any amendments.
Rick Twining; seconded Val Underwood; CARRIED. |
| 4) <i>Approval of the minutes of the previous meeting</i> | Approval of minutes.
MOTION 2022/03/08:2 BIRT the Board approve February 11, 2022 minutes, with any amendments.
Kathleen Murphy; seconded Val Underwood; CARRIED. |

5) <i>Administrative Items</i>	a) To be renamed Strategic Plan Update – status of the Strategic Plan to be reviewed at monthly board meetings.
6) <i>Business Arising</i>	Action Items from previous meeting(s): a) Confirmation of completion of assigned items 1. Survey for Strategic Planning meeting – completed. Proposed date (March 28) to be confirmed pending facilitator's ability. Discussion was held around the goal of the review, which was to update the existing plan, and not to start from scratch. There is a need to revisit the Capital Fund plan, as well as fundraising. Tracking will be included as part of each board meeting (see Item #5 above). 2. Marcia provided update on action item regarding the marketing budget which is \$7,000 (OSLT productions) plus General Budget for \$5,000 and Roxy Presents \$6,000. Figures likely require adjustment for next year's budget (22/23). 3. Lead-in time for recorded directors' message and communication with directors – done! Marcia is working with staff for templated timeline for what needs to be done and when, which will be shared with production teams. 4. Interior lobby doors – can be unlocked (but kept closed as they are fire doors), but Gary prefers front outer doors be kept locked.
7) <i>Directors' Presentation</i>	Corry Lapointe & Bill Murphy presented the Directors Course outline. They confirmed this does not supersede the existing Directors' handbook.

	<p>Board agreed that Corry and Bill should proceed with their proposal. Cathie Locke will work with Corry for info required for grant applications. The hope is to be able to launch the Director's Course by beginning of 23/24 season. Bill and Corry will return with potential director and budget by end of June/22.</p>
<p>8) <i>Executive Director's Report And Re-opening Committee's Recommendations</i></p>	<p>Report was submitted prior to the meeting. The Board supported the written production cancellation process, as outlined in the ED Report.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Survey results were discussed, along with the interpretation of the survey results. • Concerns were expressed regarding a requirement for preparation for FOH staff checking passports, in the event they are met with resistance. <p>2022/03/08:3 BIRT that effective March 8, 2022, and until at least May 15 2022, all patrons over 12 years old, upon entry to the theatre, must provide</p> <ul style="list-style-type: none"> • Proof of Covid-19 vaccination (2 doses) as verified by QR code or printed copy. • Government issued ID (i.e., driver's license, health card, student card or passport) that matches the proof of vaccination documentation • Patrons who cannot be vaccinated for medical reasons must apply for an exemption with the Executive Director of the Roxy Theatre. This exemption will rely upon a valid medical reason, and / or a negative COVID-19 rapid antigen test. • All patrons attending the Roxy in association with a school show, including students, teachers, siblings, chaperones, and support staff, are exempt from this policy. <p>Kathleen Cassidy; seconded Anne Thompson; CARRIED</p> <p>2022/03/08:4 BIRT that the bar remains open for the foreseeable future, with patrons able to drink while seated in their seats. Private events / team gatherings may follow different protocols. Rick Twining; Jack Goad seconded; CARRIED</p> <p>2022/03/08:5 BIRT THAT patrons be required to wear masks at all times in the building until at least May 15 2022. Masks may be temporarily pulled aside / lifted to consume a drink while in their assigned seats. All patrons attending in association with a school show, including students, teachers, siblings, chaperones, and support staff, are exempt from this policy if masking is not required in schools at the time of performance. Kathleen Cassidy; seconded Rick Twining. CARRIED</p>
<p>9) <i>Treasurer's Report</i></p>	<p>Treasurer's Report, Balance Sheet and Comparative Income Statement January 31, 2022 were submitted prior to the meeting.</p>
<p>10) <i>Team Reports</i></p>	<p>BUILDING MAINTENANCE TEAM -Rick Twining – basement toilet repaired, but recommends that this bathroom is kept closed, as any problems will appear in this location first.</p>

	<p>NEWSLETTER – Judy Beth Armstrong – request for newsletter submissions by March 27 for Spring newsletter</p> <p>PROPERTIES TEAM – Deb Morris -resumed Team Leadership – list has been updated, producers/directors for remainder of 21/22 Season have been notified.</p> <p>REOPENING PLANNING – Kathleen Cassidy – attached</p> <p>Yvonne Korince -WODL Action: Marcia to suggest Health & Safety workshop (Mar 19) to Steve Byers, with suggestion that he consider taking up lead on Health & Safety Team.</p>
11) <i>Production Reports</i>	BORN YESTERDAY – SANDI HOLLAND/KEVIN HAXELL – budget submitted ROXY YOUTH PROGRAM – DAN HERRICK/LACEY MOONEY – attached
12) <i>New Business</i>	<p>A request for an upgrade to wireless headsets has been sent to Gary Byers, his reply is pending.</p> <p>Action: Anne to look up motion re: inclusion of RYC as OSLT Production; are there 4 or 5? and share with the Board. Time slots are booked for 4 OSLT shows and 1 RYC production for 22/23 season.</p> <p>Action: (Marcia) RYC funding – is it entirely covered by grants?</p> <p>Action: General Meeting – March 22/22 – Cathie to send eblast to the membership that due to the recent shutdown there will not be a General Meeting in March as very little to report. A draft eblast will be sent to the Board for polishing’s /feedback. A President’s and ED message will be considered for inclusion in the eblast, along with directions for accessing Board reports on the Roxy website.</p>
13) <i>Correspondence</i>	None – it was agreed that Anne will shut down the “osltboard@gmail” account as there have been no real emails since October 2021.
14) <i>In Camera</i>	none
15) <i>Future Meetings</i>	Board Meeting – Tuesday, April 12, 2022, 6:30 p.m. General Membership Meeting – Tuesday, June 22, 2022 7:00 pm Board Meeting - Tuesday, May 10, 2022, 6:30 p.m.
16) <i>Adjournment</i>	<p>MOTION 2022/03/08:6 BIRT the meeting is adjourned. Jed Phillips: Rick Twining seconded; CARRIED.</p> <p>Adjourned at 8:44 p.m.</p>

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

- Agenda
- Draft Minutes of February 11/2022
- Directors’ Proposal

- Executive Director's Report as at March 1/2022
- Reopening Committee's Report and Recommendations; Copy of Survey Results
- Comparative Income Statement as at January 31/2022
- Balance Sheet as at January 31/2022
- Treasurer's Report as at March 5/2022
- Team Report – Roxy Youth Program, Building, WODL
- Production Report – Matilda, Jr (incl. in RYP report); Born Yesterday (budget)

Approved: NEXT April 12, 2022

President
Cathie Locke

Secretary
Anne Thompson