



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 May 10, 2022

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
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Not Present

Others Present	Marcia Cunningham, Executive Director
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1) <i>Call to order</i>	The meeting commenced at 6:34 p.m.
2) <i>Land Acknowledgment</i>	The Land Acknowledgement was read by Val Underwood.
3) <i>Approval of agenda</i>	MOTION 2022/05/10:1 BIRT the Board approve the agenda, with any amendments. Jack Goad; seconded Val Underwood; CARRIED.
4) <i>Approval of the minutes of the previous meeting</i>	Approval of minutes. MOTION 2022/05/10:2 BIRT the Board approve April 12, 2022 minutes, with any amendments. Dale Albrecht; seconded Val Underwood; CARRIED.
5) <i>Strategic Plan Update</i>	<ul style="list-style-type: none"> a) Cathie Locke agreed to chair a focus group for scheduling the Roxy Calendar with team leads – this will be added to the SP b) Items 4.1.1. and 3.1.2 will have Cathie’s name removed c) Plan to be reviewed in April. 2023, Strategic plan will remain standing agenda item.
6) <i>Business Arising</i>	Action Items from previous meeting(s): <ul style="list-style-type: none"> • 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. NOT CARRIED • Action: Marcia to post information around theatre that masks are encouraged. • Beauty and the Beast will have a Covid lead and plan.
7) <i>Executive Director’s Report</i>	Draft Budget: Line Item #1 Revenue – based on ticket price increase to \$27.50 per play; \$37.50 per musical – more flexible ticket pricing was requested to accommodate seniors/students.

	<p>Service Charge \$2.50 ticket – total of \$31, 936.50 doesn't align with figures in budget notes – to be investigated further.</p> <p>Grant Community Foundation Capital, Grant Cnd Cultural Spaces and RT07 to be removed from revenue as they are sourced for capital spending, not general revenue –</p> <p>Capital Plan: ACTION: Jed Phillips to source individuals with experience re: pneumatic systems, elevators, and dishwashers. ACTION: Marcia will reach out to Hobart regarding potential donation re: dishwasher.</p> <p>Decision made to meet in person at Roxy on May 24/22 at 6:30 to discuss budget, capital plan, RYC proposal in detail. Potential to vote on these three documents. Questions to be shared with the group prior to the meeting.</p>
<p>8) <i>Treasurer's Report</i></p>	<p>Treasurer's Report, Balance Sheet and Comparative Income Statement March 31. 2022 were submitted prior to the meeting.</p>
<p>9) <i>Team Reports</i></p>	<hr/> <p>PLAYBILL TEAM – verbal – Jed Phillips.</p> <p>Two recommendations presented to the Board:</p> <ol style="list-style-type: none"> 1. That RYC make every effort to find its own human resources, and we consider going back to a 3-play season to prevent member burnout. 2. Recommendation to the Board: That we have a meeting of the Membership Team, the Directors' Team, and the Playbill Team to get an evening of one-acts off the ground. <p>Action: Marcia to prepare mock budget to illustrate impact of 3 OSLT productions instead of 4 ready for May 24/22 meeting.</p> <hr/> <p>PRODUCERS TEAM – Jane Phillips and Kathleen Murphy</p> <hr/> <p>WARDROBE TEAM – Joan Spence</p> <hr/> <p>WODL – Yvonne Korince provided WODL newsletter</p> <hr/> <p>WORKSHOP/SET BUILDING TEAM – Paul Nicholson</p>
<p>10) <i>Production Reports</i></p>	<p>ROXY YOUTH PROGRAM – DAN HERRICK/LACEY MOONEY BEAUTY AND THE BEAST – FIONA-MCCONCACHIE-ANDERSON</p>
<p>11) <i>New Business</i></p>	<ol style="list-style-type: none"> a) AGM to be scheduled for WEDNESDAY September 28/22 – not yet finalized, pending confirmation from ED b) Dale requested tokens for bar volunteers to complete Smart Serve training – referred to box office staff.

	<p>c) Nominations for 22/23 Board – need vice-president, secretary, and three directors. Names were advanced for contact.</p> <p>d) No wireless headsets for backstage.</p>
<i>12) Correspondence</i>	
<i>13) In Camera</i>	<p>In Camera</p> <p>No in camera meeting was held.</p>
<i>14) Future Meetings</i>	<p>Board Meeting – Tuesday, May 24, 2022, 6:30 p.m.</p> <p>General Membership Meeting – Tuesday, June 28, 2022, 7:00 pm</p> <p>Board Meeting - Tuesday, June 14, 2022, 6:30 p.m.</p>
<i>15) Adjournment</i>	<p>MOTION 2022/05/10 :#3 BIRT the meeting is adjourned.</p> <p>Kathleen Cassidy; seconded Jack Goad; CARRIED.</p> <p>Adjourned at 8:55 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 April 12, 2022
- Strategic Plan draft 23 - 26
- Executive Director’s Report as at May 4, 2022
- Comparative Income Statement as at March 31, 2022
- Balance Sheet as at March 31, 2022
- Treasurer’s Report as at May 9, 2022
- RYC – Next Steps & Draft Budget
- Draft Budget 22/23
- D raft Capital Plan 22-25
- Team Report – Workshop/Set Building
- Team Report – WODL
- Team Report – Producers
- Production Report – Beauty and the Beast
- Roxy Youth Program
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Approved: NEXT May 24, 2022 (**pending**)

President
Cathie Locke

Secretary
Anne Thompson