



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 May 24, 2022

:Present: Cathie Locke, President                      Anne Thompson, Secretary                      Fiona McConachie-Anderson, Director  
 Val Underwood, Vice President                      Dale Albrecht, Director  
 Jack Goad, Treasurer                      Kathleen Cassidy, Director                      Jed Phillips, Director

Marcia Cunningham,  
 Executive Director

1) <i>Call to order</i>	The meeting commenced at 5:32 p.m.
2) <i>Land Acknowledgment</i>	The Land Acknowledgement was read by Fiona McConachie-Anderson.
3) <i>Approval of agenda</i>	<b>MOTION 2022/05/24:1 BIRT the Board approve the agenda, with any amendments.          Jack Goad; seconded Dale Albrecht; CARRIED.</b>
4)	
5)	
6) <i>Business Arising</i>	Action Items from previous meeting(s): a) Confirmation of completion of assigned items b)
7) <i>Capital Plan</i>	Report was submitted prior to the meeting. Agreed to delete lobby carpet, dishwasher, rear doors (included in 21/22 budget)  <ul style="list-style-type: none"> <li>• <b>Motion 2022/05/24:2 BIRT the revised Capital Plan July 22 – 2024 is approved. Moved Jack Goad, Seconded Jed Phillips. CARRIED (Jack will provide final amended plan).</b></li> </ul>
8) <i>Business Plan</i>	Revisions discussed and agreed upon – Action: Marcia to provide finalized plan.
9) <i>Budget</i>	<b>OSLT Ticket Pricing 2022 -2023          Motion 2022/05/24:3 BIRT that the Discussed Pricing with Proposed Flex Pass and B&amp;B Adjustment plus \$2 off Wednesdays be adopted for the 22/23 Season. Dale Albrecht, seconded Jack Goad, CARRIED</b>

	<b>Salaries and Wages – Action: Marcia to review required hours for Box Office/Volunteer Co-ordinator positions; consider reduction of box office hours, and adjustment for 5% cost of living increase.</b>
<i>10) RYC Next Steps</i>	Next Steps document and budget to be reviewed at next meeting – send any questions to Marcia in preparation for next meeting.
<i>11) Future Meetings</i>	Board Meeting – Tuesday June 14, 2022 General Membership Meeting – Tuesday, June 28, 2022, 7:00 pm
<i>12) Adjournment</i>	<b>MOTION 2022/05/22: 4 BIRT the meeting is adjourned. Kathleen Cassidy; Fiona McConachie-Anderson, CARRIED</b> Adjourned at 8:41

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

- Agenda
- Proposed Budget dated May 24/22
- OSLT Pricing 2022-2023 Discussion Data
- Job descriptions: Financial and Administrative Coordinator position, Hybrid Box Office-Administrator, and Salaries and Wages

Approved: NEXT June 10, 2022

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President  
Cathie Locke

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Secretary  
Anne Thompson