

Minutes of Board of Directors Meeting

March 10th, 2020 at 5:30 p.m.

Board Members Present:

Corry Lapointe, President
Heather Maxwell, Secretary
Mike Tettenborn, Director
Dan Herrick, Director

Jack Goad, Vice President
Cathie Locke, Treasurer
Bill Murphy, Director
Jason Dedrick, Director

Regrets:

Margaret Yaraskavitch, Director

Others in Attendance:

Robert More, Executive Director

The meeting began at 5:26pm.

1. Approval of Agenda -

- **Motion 2020-3-1.1** To approve the agenda. Moved by Dan; Second Jack. Carried.
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2. Approval of Minutes –

- **Motion 2020-3-1.2** To approve the February 11th, 2020 Board meeting minutes. Moved by Mike; Second Bill. Carried.

3. New Business –

- WODL – West Moon: West Moon is going to festival, and is scheduled to perform on Tuesday, March 17th and the next OSLT General Meeting is postponed to April 21st, 2020. Paul Nicholson and team won the WODL Award for Best Set. Gord McConachie and Matt Martin nominated for Best Sound. West Moon nominated for Best Canadian Play. E-blast sent to membership March 3rd, 2020. Team has advised that the current set cannot be transported economically to Sault Ste Marie for a WODL performance. So the set at Sault Ste Marie will be just chairs. On March 21st West Moon will be told if the Play is accepted for the Ontario Theatre Festival.
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4. Administrative -

- Each Board Director will take a turn at organizing Board dinners and the Director's cost per meal will be \$5.00. Action: Mike will organize Board dinner preparation for March 10th, 2020. Done. **Action:** Jason will organize Board dinner preparation for April 14th, 2020.
- Heather is not available to take the minutes for the General Meeting on April 21st, 2020. **Action:** Robert will take the minutes.
- Strategic Planning Session: 9am – 3pm. Action: Corry will email location and will organize Board lunch preparation for February 29th, 2020. Done. This planning session was cancelled due to the weather – all highways closed. Detailed discussion resulted in consensus that completion of the Strategic Planning on a Board level is important and will not be put off to another OSLT Season. Board members will answer Liz's suggested questions by a documented electronic method which will preserve anonymity and Liz will compile. **Action: Bill** to contact Liz to immediately start this process

so that the questions can be answered and sent to Liz before the next Board meeting on April 14th, 2020. Liz will compile a report to the Board. This report will allow the Strategic Planning Session to be of three hours durations. Board consensus that the Strategic Planning Session must be held during this OSLT Season and before July as many people have other plans in the summer months and are out of the area. **Action: Corry** to reschedule a date with Liz for the Strategic Planning Session.

5. Business Arising (including action items from previous meetings) -

- Action: Bill to provide a copy of the New Board Member's Orientation package for all Board Members at the January 14th, 2020 Board Meeting. Done. Discussion about what else should be included. Policies and Procedures should be included and/or available at Board Meetings. Action: Heather to PDF By-laws and send to Board electronically to be included in the New Board Member's Orientation package. Done. General discussion about how outdated the existing Bylaws are. Mike and Heather will be part of a Committee to update the bylaws. Mark Vigneux was Chair of a previous Committee for this purpose a few years ago. Action: Mike to contact Mark and obtain progress report. Done. **Action: Robert** is taking the lead on rewriting OSLT Bylaws.
- OSLT Show Budgets/Reconciliations will be included electronically in Board packages. **Action: Cathie** to take to Producer Team. Producers are to submit this information to OSLT Secretary in order to be included on Board Meeting Agendas electronically.
- Proposal from Dan Herrick dated December 18th, 2019; electronically attached. To add judiciously "This program is presented as originally created. It may contain outdated cultural depictions." **Action: Cathie** to take to the Producer's Meeting. Producer's Team to liaise with Marketing Team.
- Email from Terry Burns dated January 8th, 2020. **Action: Cathie** to take to Producer's Team.
- Action: Corry to call a meeting to discuss at a Committee level the Capital budget requirements for next five years. A meeting to discuss Capital budget requirements for the next five years was attended by: Robert More, Gary Byers, Cory Lapointe, Jack Goad, Cathie Locke and Bill Murphy. Committee report will be presented at February 29th Strategic Planning Session. The February 29th Strategic Planning Meeting was cancelled due to a blizzard warning issued by Environment Canada. Done.
- Motorized parking of scooters is occasionally required. What information should be on The ROXY website? **Action: Mike** to take to the Health & Safety Committee to review legislature and draft a Policy, signage and liaise with the Marketing Team for appropriate changes.
- **Action: Mike** to recruit a Staff member to join the Health & Safety Committee.
- Email announcement to OSLT Membership dated February 7th, 2020. Action: Corry to arrange a press release for the public. Done.
- Email invitation from WODL. Action: Corry to eblast to OSLT Membership. Done.
- Email from Joan Spence dated January 30th, 2020. Detailed discussion. Action: Corry. Done.

6. Treasurer and Finance Team Reports -

- February Balance Sheet and Income Statement accepted as presented.
- Capital Budget: In February a meeting was attended by Robert More, Gary Byers, Cory Lapointe, Jack Goad, Cathie Locke and Bill Murphy to start a new Capital Budget list for the next five years. At this meeting, Gary presented three quotes for the purchase and installation of a Myers Audio speaker system. The quotes were reviewed and the necessity of replacing the speaker system was discussed in detail. All attendees were in agreement of the necessity of replacement.
- **Motion 2020-3-1.3:** As recommended by Robert More, Gary Byers, Cory Lapointe, Jack Goad, Cathie Locke and Bill Murphy, the Board authorizes Gary Byers to purchase and install a new Myers Audio Speaker System to the maximum amount of \$45,000. Moved by Bill Murphy; Second Cathie Locke. Carried.

7. Team Reports – Permanent Committees – Board Liaison in Brackets

Building and Maintenance (Jack):	Directors (Corry):
Front of House & Bar (Cathie):	Health & Safety (Mike):
Marketing (Dan):	Membership (Margaret):
Playbill (Mike):	Producers (Cathie):
Properties (Jack):	Tech (Bill):
Wardrobe (Bill):	

- Building and Maintenance (Jack): New cleaner/facility maintenance contract signed by Coopers Cleaning & Maintenance.
- Directors (Corry):
- Front of House & Bar (Cathie):
- Health & Safety (Mike):
- Marketing (Dan):
- Membership (Margaret):
- Playbill (Mike):
- Properties (Jack):
- Producers (Cathie):
- Tech (Bill): New speaker all talked about. Twelve new instruments purchased for lighting.
- Wardrobe (Bill):
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8. Executive Director Report

- Accepted as presented.
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9. Correspondence –

- January 31st, 2020 email from Teagan
- March 2nd, 2020 Tom Albrecht Withdrawal for Born Yesterday
- March 6th, 2020 Community Foundation Letter – Grant approved for \$1,221 under the Canada Cultural Investment Fund Program; this amount is now added to the OSLT endowment fund.
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10. In-Camera -

- **Motion 2020-3-1.4** To go *in-camera* at 6:30pm. Moved by Bill; Second Jason. Carried.
- **Motion 2020-3-1.6** To end the *in-camera* session at 6:37pm. Moved by Bill; Second Jason. Carried.

11. Next Meeting(s) -

- Board Meeting – April 14th, 2020 5:30pm (supper at 5:00pm).
- General Meeting – April 21st, at 7:00pm.
- Board Meeting – May 12th, 2020 5:30pm (supper at 5:00pm).
- Board Meeting – June 9th, 2020 5:30pm (supper at 5:00pm).
- General Meeting – June 9th, 2020 7:00pm.

12. Adjournment -

- **Motion 2020-3-1.7** To adjourn the meeting at 6:43pm. Moved by Bill; Second Dan. Carried.
- The meeting was adjourned at 6:44 pm.

Approved:

Corry Lapointe – President

Heather Maxwell – Secretary

Supporting documentation sent prior to the meeting:

Agenda for March 10th, 2020 Board Meeting
Minutes for February 11th, 2020 Board Meeting
February 20th, 2020 Balance Sheet
February 20th, 2020 Income Statement
February 26th, 2020 Draft 5 year Capital Expenditures Plan
Executive Director Board Report March 10th, 2020
January 31st, 2020 email from Teagan
March 6th, 2020 Community Foundation Letter
Tom Albrecht Withdrawal for Born Yesterday