

## Minutes of Board of Directors Meeting

April 14<sup>th</sup>, 2020 at 5:30 p.m.

### Board Members Present:

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

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

### Regrets:

### Others in Attendance:

Robert More, Executive Director

---

The meeting began at pm.

#### 1. Approval of Agenda -

- **Motion 2020-4-1.1** To approve the agenda. Moved by ; Second . Carried.

- 

#### 2. Approval of Minutes –

- **Motion 2020-4-1.2** To approve the March 10<sup>th</sup>, 2020 Board meeting minutes. Moved by ; Second . Carried.

#### 3. New Business –

- 

#### 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: Jason will organize Board dinner preparation for April 14<sup>th</sup>, 2020. Done. **Action:** Jason will organize Board dinner preparation for May 12<sup>th</sup>, 2020.
- Heather is not available to take the minutes for the General Meeting on April 21<sup>st</sup>, 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 29<sup>th</sup>, 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 14<sup>th</sup>, 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 14<sup>th</sup>, 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 18<sup>th</sup>, 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 8<sup>th</sup>, 2020. **Action: Cathie** to take to Producer’s Team.
- 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.
- 

**6. Treasurer and Finance Team Reports -**

- March Balance Sheet and Income Statement accepted as presented.
- 

**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):
- 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):
-

**8. Executive Director Report**

- Accepted as presented.
- 

**9. Correspondence –**

- 
- 

**10. In-Camera -**

- **Motion 2020-4-1.3** To go *in-camera* at pm. Moved by ; Second . Carried.
- **Motion 2020-4-1.4** To end the *in-camera* session at pm. Moved by ; Second . Carried.

**11. Next Meeting(s) -**

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

**12. Adjournment -**

- **Motion 2020-4-1.5** To adjourn the meeting at pm. Moved by ; Second . Carried.
- The meeting was adjourned at pm.

**Approved:**

---

Corry Lapointe – President

---

Heather Maxwell – Secretary

**Supporting documentation sent prior to the meeting:**

Agenda for April 14<sup>th</sup>, 2020 Board Meeting  
Minutes for March 10<sup>th</sup>, 2020 Board Meeting  
March 2020 Balance Sheet  
March 2020 Income Statement  
Executive Director Board Report April 14<sup>th</sup>, 2020