

Minutes of the OSLT Board Meeting July 14, 2020.

Present: Corry Lapointe, Cathie Locke, Jack Goad, Mike Tettenborn, Margaret Yaraskavitch, Jason Dedrick, Dan Herrick, Bill Murphy

1. Approval of Agenda: Moved: Jack Goad  
Second: Dan Herrick  
Approved
2. Approval of June 9, 2020 Minutes: Moved: Jack Goad  
Second: Margaret Yaraskavitch  
Approved

3. Treasurer's Report: Cathie's report e-mailed to board members.

Key Points:

- See report for details
- Gas fees now down to \$130 a month.
- Hydro is still a problem based on lack of meter reading, and average bill based on usage last year.
- the CAPF grant can not be used for operating expenses but must go toward productions
- There is no recipient for the David Leslie Bursary this year
- We agreed to opt out of our contract with the Peninsula HR company and pay the \$450 fee to get out of that contract.
- ACTION:**the photocopier is on a monthly contract which Robert will investigate as we are shut down and not doing any photocopying
- IT: Remi has done work for us but not presented a bill yet.
- We have lost our new cleaners as they are moving to BC.
- The Board needs to renegotiate the contract for Gary Byers, our Technical Director. Corry has had preliminary discussions with him about that. There is unanimous desire to retain Gary in this role.
- ACTION:** Robert to send Technical Director Job Description to all Board Members

4. ED Report: See Robert's report for all specific details

**ACTION:** Robert to provide Board with specific details concerning grants applied for so far and results of grant search.

-We are concerned that we need \$5-10,000 a month to keep afloat.

considering  
first production.

-Work is ongoing to create online performances which will be available on Youtube as a pay per view proposition. Corry and Bill are to perform A.R. Gurney's play, Love Letters as the

-We discussed the possibility of using the existing video of West Moon as online content, but the legal issues need to be resolved first.

**ACTION:** Robert will research and present a proposal at the August 7, 2020 Board meeting.

5. Team Updates:

-The Membership Team, chaired by Dale Albrecht, wished to send out Thank You Notes to all our members. They were given the go-ahead.

this

**ACTION:** Corry and Margaret, as Board Liaison to the Membership Team, will communicate with Dale and get moving.

method  
easily be done through our  
Welton about updating  
take donations more easily.

-The concern has been expressed about the financial need of the organization at this moment and how it is important for the membership to pay their yearly dues. The problem is the by which this can be done as it cannot website. Dan has been speaking to Terry the website so that it can

**ACTION:** Dan will bring a proposal to the next meeting.

5b. Marketing Team:

Dan reported on several issues:

-clear communication paths are needed between teams

-the committee would like to look at refreshing our logo and image

being  
website and

-Laura Wood now has access to the Theatre Manager Program for the purpose of data mining for Teams. One of the areas examined is how much patron traffic is through the how much is through the box office.

-give the situation with Covid 19, it seems appropriate to cancel all advertising buys at this point.

theatre  
community

-we need to focus on community profile. it was noted that there was a positive new article on Rampt. Christy's online camp is another positive note in continuing awareness

Judy\_Beth is

-we need to undertake a discussion of communication needs (Stage Directions and Intermission) particularly as no longer taking on this role.

-One major priority is the creation of a Communications Plan.

6. New Business: 6. The Production Team for Beauty and The Beast has requested that they not perform in April, but would be moved to the traditional November spot for the musical. They was approved by the Board. This was done by a show of hands with no motion.

7. WODL: -The President of WODL sent through a request for us to host the WODL Festival in March of 2023.

**ACTION:** Corry respond indicating our interest, but no decision will be made until we have someone volunteering to take on the leadership role.

8. Communication: -Dan expressed concern that we are not making effective use of Board members who are liaisons for the various OSLT teams

-Team leads should sign Non-Disclosure Agreements as any material concerning volunteers is subject to Privacy Laws

-We need better strategies for communication between Board liaisons , teams, and the ED. We need a Communication strategy.

9. Budgets: -Proposals from Teams should come with a prepared budget

10. Strategic Plan:-The Strategic Planning Session and the resulting summary provided by Liz Palmieri was very well received by all.

-Issues arising: Marketing would like to do surveys to determine what is of most value to our members and our patrons.

**ACTION:** Dan will create an ADHOC group to work ahead on this issue.

**ACTION:** Corry will draft a note to the membership to let them know about the Strategic Planning Session and make them assure of our plans.

The Strategic Plan Summary includes deadlines for follow up on implementation of the plan. Some feedback will be presented at the next meeting (Aug 9, 2020)

11. Board Succession Planning: Corry has spoken to three members with regard to filling vacancies on the board particularly the role of the Secretary.

Bill has volunteered to take minutes for the August meeting.

12. No IN-Camera Session.

13: Motion for Adjournment: Moved: Mike Tettenborn  
Second: Jason Dedrick

Meeting Adjourned at 8:53

Next Meeting: Tuesday August 11, 2020 at the Roxy.