

## OSLT Board Meeting August 11, 2020 7:00 pm

### Minutes

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

Guest: Rick Twining

Regrets: Bill Murphy

1) Approval of Agenda Moved: Jack Seconded: Mike

2) Approval of July 14 Board meeting minutes Moved: Dan Seconded: Jack

3) Treasurer/Finance Report

The auditor is in receipt of our records for 2019 – 2020. We anticipate some questions and requests for clarification. Next step is a meeting with the auditors, our staff, Staff Support team, Finance team and board members to view the draft. The final report will be prepared for the AGM. How it will be delivered to the membership and Karen Marcell's involvement is in the planning stage.

Report of the spending since last month's board meeting and current bank balances was shared as well. Realistically with winter coming and bringing increased utility costs with it, we have resources to last 6 – 8 months at this time.

Maria Canton has offered to work on grant submissions, especially any we can find that might offer some support for general operating costs. She will use her contacts to confirm how we may use some of our limited grant money given the present circumstances. Most grants are to facilitate programming.

4) ED report replaced with Staff Support Team and Jack's report on Building and Maintenance  
The Staff Support Team will continue to monitor the physical building. The elevator has been repaired. The front door locking problems have been repaired. The postal box is being emptied. Voice messages and business emails are being handled with the assistance of Emma McConachie-Anderson. Liz Thompson, our bookkeeper, is our angel. She has been such a great help in so many ways as we try to figure out where we stand business-wise. The team and staff periodically meet at the Roxy to ensure we are all on the same page. The SST recommends that an interim office manager be found to coordinate the logistics of venue use by members and communicate among all internal parties as well as respond to promoters and others who inquiry about building use for such reasons as team meetings. There is one outstanding job to complete the installation of the new sound system. Paul Nicholson and Gary Byers are the team for this part of the project.

A sign in and out book will be placed at the back door to have a record of who is in and for what purposes. The new back door code will have limited circulation so there is better control of turning lights on and off.

Weekly walk throughs of the building, monitoring of taps and toilets, and generally noting any issues will be undertaken by both staff and volunteers.

5) Action items from July 14 updates – all addressed

6) Update / discussion on Virtual Kid's camp

There was information shared regarding the editing of the video. The need to adhere to the advertised timeline was deemed to be significantly important enough that a decision was made which involved Robert as Exec. Dir. and Dan as skilled technical support. Dan would work with Christy to get the production ready for uploading to You Tube, already a week later than advertised. The process took much longer than anticipated. There was to be a small charge for Dan's work but because the time involved snowballed there has been an invoice prepared for payment of a much larger amount.

Discussion of the payment of the invoice was lengthy. There was a strong belief by the majority of the board that the responsibility was Christy's as implied in the contract. Corry and Cathie are to meet with Christy to debrief about the new camp experience. This will be part of the discussion.

The payment of the invoice should be delayed until then. Also to be considered is the sponsorship money that Dan was able to get. However the invoice is actually paid, OSLT will register a loss for this project.

Update to be presented at the next board meeting.

7) Update re: Leanne Bellamy

Leeanne is in default at this time. Only two payments totalling \$600 have been received. Corry will seek assistance with wording of a letter to remind Leanne of her obligation. It was suggested that there might be a next step that OSLT can legally take to get repayment of the court ordered amount.

8) Update re Mark Vigneux task.

Mark is preparing to undertake the assigned project. He has requested information about access to the building.

9) It was moved by Mike and seconded by Margaret that at this time the building will be shuttered. There will be no OSLT productions and no rental performances until 2021 at the earliest. Discussion of the use of the auditorium as a venue for other artists to live stream performances was rejected at this time. Only access and use by members is permitted for the present.

Dan was the only dissenting vote. The motion was carried

10) Business plan project workshop

Dan shared his proposal for developing an OSLT business plan following the outline of our recently created Strategic Plan 2020/21 – 2022/23

A request for Budget for the 3 workshops planned was turned down because of the current financial situation. Office supplies, and health and safety equipment was sourced by board

members and a personal donation for break supplies was given. The first workshop will be held on August 13 in the lobby. OSLT members as well as community and business people will be in attendance.

11) The creation of a Fundraising team was brought forward by Jack. He will ask Laura Wood to call together a number of members for a think tank session which will address our present short term COVID Revenue issues as well as a permanent team to address ongoing Fundraising needs and plans for the future.

12) Contact will be made with OSSDS to confirm our willingness to sponsor a Grade 12 Drama award to be presented to a graduating student. OSLT will send a cheque and a letter of congratulations for presentation at the ceremony.

13) In Camera: Moved by Jack, seconded by Mike  
Out of Camera: Moved by Mike and Seconded by Cathie

14) A discussion of how we can accomplish what we need to at our Annual General Meeting, including presentation of a slate of officers and an election if required. A plan was discussed and agreed upon. Mike and Corry will communicate to the membership the process for nominations from the virtual floor, online voting including proxies, the minutes of last year's AGM and the financial reports expected for presentation at the AGM. A COVID exemption will permit all those who were members in good standing as of June 30, 2020 to participate fully in all aspects of the meeting. As the plan is developed, the board and the membership will be made aware of what they will need to know to make this a successful virtual meeting.

15) Motion for adjournment: Mike