

OSLT Board Meeting

September 8, 2020



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

Regrets: Margaret Yaraskavitch

1. Approval of **Agenda**: moved by Bill, seconded by Jason; carried

2. Approval of August 11, 2020 **Minutes** as amended: moved by Mike, seconded by Cathie; carried

3. **Treasurer's Report**: Most recent Income Statement and Balance Sheets were provided. Cathie reported that audit is not finished yet. One advertiser was convinced to refund \$641, and SAGE (accounting software) was convinced to reduce our renewal from \$1,500 to just over \$800. Operating account now sits at \$194,069.04. There are still refunds being requested by promoters and a show booked for this fall has now been cancelled and refunds for 231 tickets are beginning. Former ED promised a \$130 refund for the Robt Maxwell hypnotist show last March but cheque was never issued. Customer contacted the office and we have now issued a cheque. The lottery account was used to help pay for royalties for Beauty & the Beast. Scripts were delivered but are being returned. 53 adult members + 4 family memberships have been paid as of Sept 4th.

Kids programming was discussed and Dan agreed to investigate a proposal for submission to apply for a \$5,000 Leflar grant and Bill agreed to help. **Action: Dan to investigate kids programming and possibility of getting a Leflar grant and report back.** A revised reconciliation for the Kid's Camp was presented showing a profit of \$681.50

Motion: Moved that the following monthly payments be approved for PAP or for online payment by the bookkeeper: Enbridge, Hydro One, City of Owen Sound Water, Insurance, Bell Telephone, Rogers Internet, MidWestern Communication (photocopier), Payroll, Payroll deductions, Credit Card and debit Card fees.
Moved by Cathie, seconded by Jack; carried

4. Team Reports:

Marketing: Dan reported issues including last Facebook post Aug 4; last Instagram post May 12. Do not have passwords to access these accounts. Also, there is the issue of former ED's interview in Sun Times promising online content. Communications with members appears to be weaker than other organizations. Website was updated with buttons for membership renewal and donations, although there may be some issues. Marketing has asked Membership Team to take over Stage Directions newsletter (due out in September), ask summer camp participants for feedback, and analysis of marketing efforts associated with kid's camp.

Office: Cathie, Jack & Bill have been covering the office since the ED left. Team provided some highlights of the work they've been doing: clearing all garbage out of the building, sorted through >12,000 emails, worked on outstanding issues for audit, created an updated membership list, moved Emma to 20+ hours/week (all to be done in the theatre), worked on banking issues, and has begun contacting promoters and acts that had been booked Sept through Dec but hadn't been told we're closed. Also submitted a report for AGM.

Membership Team: Dale provided a report that can be included in the AGM material detailing the team's activities for the past 12 months.

Fund-raising team: Cathie provided a preliminary report prepared by Laura Wood. It recommends the creation of a small team lead by Laura, but should have participation from the Board and Finance Team. It states that communication is critical and needs to be properly controlled, and stresses time is of the essence. The Board supports the creation of an ad hoc fund-raising team lead by Laura who will bring us a plan.

Virtual Programming: Corry has been investigating if there are appropriate people that will work on virtual performances. Bill & Corry are agreeing to do Love Letters (A 2-person play) as an example. Richard Thomas is letting us show the videos created for Gas Head Willy & The Lost Tire Gang. Emma Wright has also agreed to do a concert. Corry is agreeing to be a producer to put together a 'Virtual Production Team' to look at acts, how they might be done, and how we can monetize it.

Tech Team: Bill provided a tech update including details on the new sound system, and some used lighting equipment that was acquired. Same report can be used for the AGM.

5. Business Issues:

a) AGM: the Board deliberated on the merits of (i) having an in-person event at the theatre, (ii) hosting a Zoom AGM, or (iii) having no AGM but sending members the updated information including results of Board election, Annual Financials, Audit Report, etc. It was agreed the AGM would be a Zoom meeting set up & hosted by Jack with details to be worked out shortly. Reports would be sent out under separate emails. It was agreed that we would delay the AGM until Sept 29th and an e-blast would be sent out.

Action: Corry, Jack & Cathie to meet to sort out details of a Zoom AGM.

b) Pros & Cons of opening in some manner: Board received a letter from the producer of Curious Incident asking for an update on when we think shows might resume. Previously the Board had indicated they will be the first OSLT production when we reopen, with the exception that should we not be reopening until the Fall of 2021, Beauty & the Beast will get the November slot. Board reviewed 4 options: stay closed, open for virtual only, open for OSLT members only, or open for co-pro's, rentals, etc. Board decided a virtual approach makes the most sense for the near future and agreed we will start with having a 'virtual production' team (Corry & Bill) report back. **Action: Corry will advise the Curious producer that we're leaving the set up for now and will report back to the Board on progress of the virtual production team.**

c) Roxy Office: The Staff Support Team are requesting we hire an Interim Office Manager (part-time) to take over from Staff Support Team and have created a job description. **Action: Staff Support Team will complete a job description and advertise for the position.** Board recommended a 9-month contract with a \$20-25/hr range part-time (20-30 hr/wk), and a 2-week termination clause.

d) Dan raised the idea of us considering replacing Theatre Manager program while we're shutdown. **Action: Dan & Dale are investigating possible alternatives to Theatre Manager and will report back to the Board by the next Board meeting.**

e) Election: Mike has set up an online voting process using ElectionBuddy software and ran a test using the Board. One more name was brought forward as a candidate so there are now 7 names for 5 positions. Nominations are closed. **Action: Mike will create an email for an e-blast prior to the election survey going out.** Laura will handle the e-blast. Election closing date is September 22nd.

6. In Camera: Motion to go In Camera: moved by Bill, seconded by Cathie
Motion to go Out of camera: moved by Jack, seconded by Bill

Motion from in camera session: Board agrees to pay the \$400 invoice to Sleeping Beagle Studios.

7. Motion to dismiss: moved by Bill, seconded by Mike

Next Board Meeting: Tuesday October 13, 2020 7:00 pm

Annual General Meeting: delayed until Tuesday September 29, 2020 7:00 pm
(via Zoom)

Name: Cathie Locke
President - OSLT

Signature: _____

Name: Jack Goad
Recorder

Signature: _____