



OFFERING our members opportunities for developing skills in the art and business of theatre
 SUPPORT FOR a broad range of performers and artists who use the Roxy Theatre
 LOCAL partnership-building with community groups to support our mission
 THEATRE performances, repertory and original, regularly produced by members

Minutes of Board of Directors Meeting TUESDAY, OCTOBER 13, 2020

Board Members Present	Corry Lapointe, Past President Cathie Locke, President Jack Goad, Vice President Rick Twining, Treasurer	Yvonne Korince, Secretary Dale Albrecht, Director Kathleen Cassidy, Director	Sandy Lemaitre, Director Bill Murphy, Director
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Not Present Jed Phillips

Others Present

1) *Call to order* The meeting commenced at 7:01 p.m.

2) *Approval of agenda* **MOTION 2020/10/1:1 BIRT the Agenda is approved, with any amendments. Bill Murphy; seconded Corry Lapointe; Carried.**

Approval of the minutes from the September 2020 meeting, including in camera minutes.

MOTION 2020/10/1:2 BIRT the September minutes are approved, with any amendments. Jack Goad; seconded Corry Lapointe; Carried.

3) <i>Administrative Items</i>	<p>a. Jack advised that the Roxy is now a Garbage Free Zone. Board members are asked to take home whatever materials (cups, mugs, paper) they bring into the building and whatever they might accrue at any meeting.</p> <p>b. Future Board meeting times have been set to start at 5:30. The Board will meet the second Tuesday of every month. Deadline for Board member written reports, including Team Reports, as well as any Motions is the Friday before the upcoming Board meeting. Reports should be emailed to the Secretary. The Secretary will email the upcoming meeting agenda and all written reports no later than Sunday before the upcoming meeting. It is expected that all Board members will read written reports before the meeting. General Meetings and Annual General Meeting are scheduled for the third Tues of December, March, June & September respectively. ACTION: Cathie to post events/ dates to Roxy Google Calendar. ACTION: Yvonne to email Motion Forms to Board Members.</p>
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	<p>c. Confidential Agreements were distributed to each new Board member for signing and return to Cathie. ACTION: Cathie to file these agreements where in locked file cabinet in Roxy Office.</p> <p>d. The Board & Staff Contact List was updated with Rick’s new email address. We will add the contact info for our new Interim Office Manager once it is confirmed. ACTION: Yvonne to update electronic version and email to Board members, Volunteer Team Leaders & Interim Office Manager.</p> <p>e. The Board Orientation Package was distributed electronically before the meeting for review. It was noted that there was additional information and editing required (eg current Strategic Plan, Volunteer Teams, Constitution, In Camera Procedures to name a few). ACTION: Yvonne to create a complete package electronically and present to the Board for discussion at the December Board meeting (if not sooner).</p> <p>f. Liability Insurance for Board Members. Jack & Cathie confirmed that OSLT has an Insurance Policy which protects Board members from potential liability related to OSLT/Roxy. ACTION: Office Manager to forward updated list of Board Members to Insurance Company.</p> <p>g. The Membership List has undergone a major overhaul thanks to the efforts of many people. Currently two central lists exist, one of previous year members and one current year fees paid members (76). Dale also has a membership database on her personal computer dating back a few years. That data needs to be compared to current list and updated to the central list as needed. Going forward, it was agreed that Board members would have access to this current year list as needed to contact members for Board business / projects. It was agreed that the Membership Team Leader will be in charge of future update, maintenance & reporting of the list. ACTION: Cathie & Dale will do a comparison check and update the central list as needed.</p>
<p>4) <i>Business Arising</i></p>	<p>a) Action Items from last Board meeting</p> <ul style="list-style-type: none"> • Kids Programming: Bill reported that he & Dan Herrick have met several times and made great progress in developing a proposal package. This proposal will be completed in 1-2 weeks and presented in advance of the next Board meeting. • Virtual Programming: Corry reported there are about 10 members who volunteered for this team. Organizational structure with leaders in place to cover various practical assistance from various teams (Tech, Communications, Marketing, Membership). Meetings will be held every

<p>5) <i>IN CAMERA</i></p> <p>6) <i>Business Arising Continued</i></p>	<p>Friday morning. Preparing for some special initiatives (eg Christmas Carol dramatic reading, Gas Head Willy, Becketts) to be delivered in December and new programming to be delivered early in the new year.</p> <p>ACTION: Bill to forward notes taken at these meetings to Board members.</p> <ul style="list-style-type: none"> Office Manager: Jack reported that after posting the job on the Indeed Jobs website, the four member Recruiting Team went through 100 applicants and short listed to 5 for interviewing. Interviews were run from Oct. 5-9. The team reached a unanimous decision on their top candidate. <p>MOTION 2020/10/1:3 BIRT the Board approve the hiring of Marcia Cunningham for the position of Office Manager for 20-24 hours @ week on a nine month contract effective October 26, 2020. Jack Goad; seconded Yvonne Korince; Carried.</p> <p>ACTION: Jack/Cathie to complete the hiring with signing of Employment Contract; update the Job Description with input from Dale and implement orientation & training as needed.</p> <p>See In Camera Minutes</p> <ul style="list-style-type: none"> Alternate to Theatre Manager Software: Dale reported on the two hour online demo the software attended by herself, Dan Herrick & Yvonne Korince confirmed for her many red flags of the system inefficiencies. She & Dan have investigated two other Ticketing Software systems that, although more expensive (\$19,000 vs \$2,500 per year), offer greater efficiencies both in processing as well as reporting data and cost efficient hardware. <p>ACTION: Dale will prepare a proposal for a future board meeting. ACTION: Cathie will pursue the possibility of a grant dedicated to software systems</p>
<p>7) <i>Staff Support Team Report</i></p>	<p>Bill Murphy has resigned from this team. It was agreed that Jack & Cathie would continue the duties in conjunction with the new Office Manager.</p>
<p>8) <i>Treasurer's Report</i></p>	<p>TREASURER'S REPORT WAS PRESENTED Balance Sheet and Comparative Income Statement September 20, 2020 attached.</p>

<p>9) <i>Team Reports</i></p>	<p>ARCHIVES (MANUAL & DIGITAL) TEAM – Yvonne Korince No Report</p> <hr/> <p>BUILDING MAINTENANCE TEAM - Jack Goad Jack is the only member of the team at this point. Main concern is when to start up the heating system. Rick volunteered to assist Jack with this issue. It was agreed that they would keep an eye on the forecast and contact Benedict Electrical when cooler temperatures are imminent and shadow the process.</p> <hr/> <p>DIRECTORS TEAM – Corry Lapointe No report</p> <hr/> <p>FINANCE TEAM – Rick Twining No report.</p> <hr/> <p>FRONT-OF-HOUSE TEAM – Cathie Locke No report.</p> <hr/> <p>FUNDRAISING – Cathie Locke The Team has put together the Count Me In campaign in 3 stages. In Stage 2 the campaign reaches out to all Board members via a letter requesting personal financial contribution at their own level either on a monthly basis or one-time donation. Stage 3 will be launched later in October reaching out to members and subscribers. An online auction is also planned to launch later in October.</p> <hr/> <p>HEALTH AND SAFETY TEAM – No report. Currently have no one on this team.</p> <hr/> <p>MEMBERSHIP TEAM – Dale Albrecht The membership team has a declining number of active members. It was agreed that in the coming year she requests support directly from the full membership on a project by project basis.</p> <hr/> <p>NEWSLETTER TEAM – Kathleen Cassidy Judy Beth Armstrong & Janet Hutchinson have offered to restart Stage Directions. They published a September 2020 edition and will continue with quarterly editions. Their efforts are gratefully appreciated when communication with members is even more important during the isolation caused by the pandemic. Eblasts will be used regularly with members in between newsletter publications.</p> <hr/> <p>PLAYBILL TEAM – Jed Phillips No report.</p> <hr/> <p>POLICIES AND BYLAWS – Corry Lapointe No report.</p> <hr/> <p>PRODUCERS TEAM – Cathie Locke No report.</p>
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	<hr/> PROPERTIES TEAM – Jack Goad No report.
	<hr/> SOCIAL TEAM – XXXX XXXX No report.
	<hr/> TECH TEAM – Kathleen Cassidy Kathleen requested access to the Tech Booth to upload a new lighting grid map into the Lighting software.
	<hr/> WARDROBE TEAM – Sandy Lemaitre No report.
	<hr/> WODL – Yvonne Korince No report
	<hr/> WORKSHOP/SET BUILDING TEAM – Jack Goad No report.

10) *New Business*

New Business

- a) Volunteer Teams & Board Liaisons: The draft Contact list was updated with leader info and board liaison assignments

ACTION: Yvonne will complete the Contact List and distribute via email to all appropriate parties.
- b) Board of Directors Job Description: Draft copies were distributed for review and input from all Board members. Input is particularly helpful from returning board members.
ACTION: All Board Members to review material and email any Errors, Omissions or Additions to the attention of the Secretary.
- c) Mike Tettenborn is approaching City Council at their next meeting on Oct 19 to request use of Kelso Beach Amphitheatre for a Shakespeare in the Park presentation. Board members are asked to attend for support.
- d) Programming 2021-2022: Cathie is posting some acts (rescheduled from 2019-2020 season) into the 2021-2022 calendar to minimize event cancellation and therefore issuing refunds. Discussion re: any upcoming activities (eg. Virtual Programming) will require cleaning services (possibly member cleaning bees).
- e) Advertising: Rick drew our attention to a Roxy/OSLT ad in a current magazine. Confirmed that the ad was committed to earlier in the year by the previous Executive Director. There is no active paid advertising at the present time.

11) *Correspondence*

- a. Beauty & The Beast – letter from Fiona McConachie-Anderson Fiona has been advised that when we reopen the first production will be Curious Incident of the Dog in the Nighttime followed by Beauty and the Beast.
- b. Decorating FOH Board – letter from Fiona McConachie-Anderson. Fiona has been given the go ahead to decorate the FOH board and the exterior window boxes
- c. Letter from former Board member Dan Herrick
ACTION: Cathie to approach Dan to confirm the Board’s continued support for the Kids Programming initiative and to request his continued Lead of the Business Plan and his assistance the Digital Strategy Grant preparation.

12) *Future Meetings*

Board Meeting – Tuesday, November 10, 2020, 5:30 p.m.
Board Meeting – Tuesday, December 8, 2020, 5:30 pm.
General Meeting – Tuesday, December 15, 2020, 7:30 p.m.

13) *Adjournment*

**MOTION 2020/10/1:7 To adjourn this meeting.
Corry Lapointe; Carried.**

Adjourned at 10:00 p.m.

Attachments: These were sent out prior to this meeting or made available at the meeting. They are available upon request. **(Listed in order presented)**

- Agenda
- Balance Sheet as at September 20, 2020
- Comparative Income Statement as at September 20, 2020
- Treasurer’s Report
- Board Member Orientation Package
- Fundraising report and Campaign Schedule
- Emails from Fiona McConachie-Anderson
- Letter From Dan Herrick

Approved: NOVEMBER 10, 2020 **(pending)**

President
Cathie Locke

Secretary
Yvonne Korince