



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 NOVEMBER 10, 2020

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| 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 Jed Phillips, Director |
| Others Present | Marcia Cunningham, Office Manager | | |

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| 1) <i>Call to order</i> | The meeting commenced at 5:30 p.m. |
| 2) <i>Approval of agenda</i> | MOTION 2020/11/10:1 To approve the agenda, with any amendments. Bill Murphy; seconded Rick Twining; CARRIED. |
| 3) <i>Approval of the minutes of the previous meeting</i> | MOTION 2020/11/10:2 To approve the October 13, 2020 minutes, with any amendments. Jack Goad; seconded Dale Albrecht; CARRIED. |
| 4) <i>Administrative Items</i> | <p>Cathie Locke advised the board of the following: In future, any issues that require a board vote prior to the next scheduled board meeting, will be held via a video meeting and not via email. All members attending meetings in the Roxy must sign in & out on the Sign In Sheet by the back entrance. Anyone leading a meeting in the building is asked to ensure that all the attendants at their meeting are signed in & out. This practice is to ensure safety in the event of a fire as well as supporting contact tracing related to COVID19. Motions on business presented at the Board meeting can only be made by Board members. This relates specifically to the Roxy Youth Program on tonight's agenda.</p> |
| 5) <i>Business Arising</i> | <p>a) ACTION Items from last Board meeting</p> <ul style="list-style-type: none"> • Marcia will forward Board member information to our insurance broker asap • Marcia will update the Roxy Google Calendar after training support is made available • Jed will complete a Confidential Agreement • All other action items were either completed or deferred to next meeting |
| 6) <i>Staff Support Team Report</i> | See attached report. We welcomed Marcia to the Roxy team. |

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| <p>7) <i>Treasurer's Report</i></p> | <p>TREASURER'S REPORT was presented (see attached). Balance Sheet and Comparative Income Statement October 25, 2020 attached. Bank Balance on Nov. 8/2020 is \$194,242.33. The balance includes the interest free loan in the amount of \$40,000 of which \$30,000 must be paid back by end of Dec. 2021. Total tickets sold and on hold total is just under \$81,700. This is significant as these tickets may, at any time, need to be rebated to the customer that purchased the ticket. We are waiting for details on the application to the federal government for an additional \$20,000 interest free loan (of which \$10,000 is forgivable). We received our Auditor's bill of just under \$11,000. Cathie provided an update on efforts to secure a bank loan.</p> |
| <p>8) <i>Team Reports</i></p> | <p>ARCHIVES – Yvonne Korince See attached report</p> <hr/> <p>BUILDING & MAINTENANCE TEAM - Jack Goad See attached report.</p> <hr/> <p>FUNDRAISING – Cathie Locke See attached report and sample poster. Cathie & Marcia advised that to date we have received \$1,595. We have also received \$8,701 via Roxy Donate action on our website; \$1,000 corporate donations; \$5,666 member donations and \$2,000 from Community Foundation.</p> <hr/> <p>HEALTH AND SAFETY TEAM – Unassigned No report.</p> <hr/> <p>MARKETING TEAM – Jed Phillips See attached report for Marketing of Virtual Programming initiatives (Corry Lapointe) Jed reported that Graphics are ready for launching marketing of Gas Head Willy and Christmas Carol. Need to plug into Roxy website, marquee and Roxy Facebook page asap.</p> <p>ACTION: Jed & Jane Phillips to work with Marcia to determine what skills are needed to update website.</p> <p>ACTION: Cathie to contact Collene Bulloch to train Marcia on managing Marquee data</p> <hr/> <p>MEMBERSHIP TEAM – Dale Albrecht See attached report. The Membership survey will go out asap with assistance from Marcia. Marcia reported on membership figures as of same day each of the following years:</p> <p>2020/21 Adult: 86 Family: 6 2019/20 Adult: 106 Family: 2 2018/19 Adult: 211 Family: 1</p> |

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| | <p>NEWSLETTER – Kathleen Cassidy See attached report.</p> <hr/> <p>PLAYBILL TEAM – Jed Phillips See attached report.</p> <hr/> <p>POLICIES AND BYLAWS – Yvonne Korince See attached report & Questionnaire.</p> <p>ACTION: All Board members to connect with the leaders of the teams they liaise with and together respond to the questionnaire by the next Board meeting (dec. 8/20)</p> <hr/> <p>TECH TEAM – Kathleen Cassidy See attached report.</p> <hr/> <p>VIRTUAL PROGRAMMING – Corry Lapointe See attached report.</p> |
| <p>9) <i>New Business</i></p> | <p>a) Roxy Youth Program Proposal – Dan & Trish Herrick & Lacey Mooney (timed item 6:00 pm) See attached proposal. Trish talked us through the proposal and responded to questions from the Board. The proposal is tied in with the Strategic Goals established in July 2020.</p> <p>Guests left meeting at 6:44 pm</p> <p>General discussion ensued covering potential benefits and conflicts.</p> <p>MOTION 2020/11/10/#: BIRT the Roxy Young Company’s Annual Show should be considered as a full OSLT production and given placement as such in the Roxy Programming Calendar (rehearsal space, building access, performance dates. Bill Murphy; seconded Sandy Lemaitre. CARRIED.</p> <p>The remaining two motions offered in the proposal were tabled.</p> <p>ACTION: Bill Murphy & Sandy Lemaitre will meeting with Dan, Trish & Lacey to look at scaled down proposal and report back to the Board within a week in an online meeting format.</p> <p>b) Planning General Meeting – Dec. 15/20 It was decided to replace the General Meeting with a Virtual Social Meeting.</p> <p>ACTION: Dale to prepare a communication that will be sent out to OSLT members with assistance from Marcia.</p> <p>ACTION: Yvonne to advise Judy Beth Armstrong that she will receive Financial Statements to include in the Winter 2020 Newsletter.</p> |

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| | <p>c) Status of Grants – Cathie Locke Cathie will continue to manage Grants for now. Eventually will transfer these duties to the Office Manager. We have \$3,500 in reserve from previous Youth Programming grant. We have received the following: \$46,000 CAPF grant total over 3 years. First \$16,500 for year one can be used for operation expenses \$5,000 Canadian Heritage \$3,000 Grey / Bruce Community Foundation \$,7,500 Eva LeFlar for Youth</p> <p>d) Branding – Cathie Locke Concerns raised re: different references to our organization. Jed advised that the Marketing team had some proposals in the works last spring. Requires a broader discussion. Tabled for another meeting.</p> <p>e) Communications – Clarity of Actions (Dale) & Email Etiquette (Rick) Discussion how we can ensure that communications are managed responsibly and in a timely manner to appropriate individual(s) and/or group(s) ACTION: Yvonne will be as clear as possible to identify who, what, when, where and deadline info on any agenda items ACTION: All Board members will Reply to Sender only on group emails unless the reply is significant information required by the entire group.</p> <p>f) Virtual Programming Presentation – Russ Ellis from CTRE Video Productions (Timed item 7:00 pm) Russ made a detailed presentation on how his company can assist the Virtual Programming initiatives in December by offering high quality live streaming on a secure platform as well as recorded versions of our planned productions as well as ticket purchasing services. Short term and long term benefits to reach out to an audience much further than Grey/Bruce region. The guest left the meeting at 8:00 pm ACTION: Corry Lapointe & Bill Murphy to meet with Russ asap to flesh out a contract with CTRE to support the December, 2020 virtual programming plans and report to the Board via an online meeting.</p> <p>g) OSLT / Roxy Business Plan – Jack expressed concern that the need for a Business Plan as outlined in our Strategic Plan 2020-2023 has stalled in it’s progress. Dan Herrick has not confirmed that he will proceed. ACTION: The Executive (Cathie, Jack, Rick & Yvonne) will meet to map out an outline of a Business Plan.</p> |
| 10) Correspondence | None |

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| 11) <i>In Camera</i> | <p>In Camera</p> <p>MOTION 2020/11/10/3: BIRT the Board proceed to an In Camera session. Dale Albrecht; seconded Kathleen Cassidy; CARRIED.</p> <p>Discussion ensued in camera.</p> <p>MOTION 2020/11/10/4: BIRT that the Board terminate the In Camera session. Jack Goad; seconded Jed Phillips. CARRIED.</p> |
| 12) <i>Future Meetings</i> | <p>Board Meeting – Tuesday, December 8, 2020, 5:30 p.m. Virtual Social Gathering – Tuesday, December 15, 2020, 7:30 p.m. Board Meeting – Tuesday, January 12, 2021, 5:30 pm Board Meeting – Tuesday, February 9, 2021, 5:30 pm</p> |

13) *Adjournment* **MOTION 2020/11/10/5 BIRT the meeting be adjourned. Bill Murphy; seconded Dale Albrecht. CARRIED.**

Adjourned at 10:15 pm

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
- Staff Support Team Report
- Balance Sheet As at 10/25/2020
- Comparative Income Statement as at 10/25/2020
- Treasurer’s Report
- Archives Team Report
- Building & Maintenance Report
- Fundraising Report
- Marketing – Virtual Programming project
- Membership Report & Survey
- Newsletter Report
- Playbill Report
- Policies & Procedures Report & Questionnaire
- Technical Report
- Virtual Programming Report & Minutes of Meetings held Sept 28/2020 & October 26/2020
- WODL Report
- Roxy Youth Program Proposal

Approved: December 8, 2020

President
Cathie Locke

Secretary
Yvonne Korince