



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 Special Meeting November 17, 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	Bill Murphy, Director Jed Phillips, Director
Not Present	Sandy Lemaitre, Director		
Others Present	Marcia Cunningham, Office Manager		

1) *Call to order* The meeting commenced at 6:00 pm via ZOOM

2) *Approval of agenda* **MOTION 2020/11/17:1 To approve the agenda, with any amendments. Moved Bill Murphy; seconded Rick Twining; CARRIED.**

3) <i>Business Arising</i>	<p>a) Action Items from December 8, 2020 Board meeting</p> <ul style="list-style-type: none"> • Roxy Youth Program Follow Up proposal (see attached proposal) <p>MOTION 2020/11/17:2 BIRT the Board accept the proposal, as revised, to begin a Roxy Youth Program and hire Lacey Mooney as the Roxy Youth Program Coordinator effective December 1, 2020. While our community status is defined as Green or Yellow as described in the Public Health Guidelines, we allow access to the building for the purposes of the program. Should the community move to an Orange or Red Status then programming will be moved to a virtual environment until status changes. Moved by Bill Murphy; seconded Sandy Lemaitre. CARRIED.</p> <p>Thorough Discussion ensued.</p> <p>ACTION: Bill Murphy to inform the Roxy Youth Program Team and copy the Board members of the approval to go ahead with the revised program and advise them the issues that require attention on a go forward basis:</p> <ul style="list-style-type: none"> i. All OSLT productions need to consider cleaning costs. How do we prepare the building for use during COVID? Can we use volunteers, under supervision, to bring the building
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spaces up to a level acceptable to the Public Health Unit. At present, we do not have a professional cleaning service, and it may be expensive. (I couldn't find anywhere that you had included that in the projected expenses. I may have missed it.)

- ii. Lacey will need to sign a contract as we have done with other contractors that we have hired to provide services.
- iii. Lacey will be the line of communication to the Roxy Staff.
- iv. Any marketing, sponsorship, ticketing programs, etc., must be integrated with all OSLT initiatives in the same area so we don't have any overlap or conflict with multiple actions or approaches.
- v. The Board would like monthly rather than quarterly reports so financial monitoring and KPI monitoring is ongoing and easier.
- vi. The Board will issue a positive message to our membership about the new initiative, so they are fully informed

ACTION: Jack Goad to prepare and complete contract with Lacey Mooney

ACTION: Bill Murphy and RYP team to prepare an introduction of the program for Board review to publish to OSLT membership at large.

ACTION: Corry Lapointe to advise directors and producers of OSLT productions on hold of plans for Roxy Youth Program.

ACTION: Dale Albrecht to forward to Cathie Locke sample COVID cleaning protocols from her employer to assist us in developing similar protocols for use at the Roxy.

- Marketing/Virtual Programming Report on Meeting with Russ Ellis, CTRE Productions
Marcia reported that since the meeting with Russ, Corry & Bill, she has investigated how Theatre Manager can support ticket sales for Virtual Programming events. In addition, she confirmed that a streaming product, Box Cast, can support the delivery of Gas Head Willy & Christmas Carol. She further expressed real concerns about outsourcing our ticketing services. We reviewed two quotes (Roxy & CTRE) to compare costs of going inhouse vs securing CTRE services.

MOTION 2020/11/17:3 BIRT the Board approve the setting up of the most appropriate streaming and ticketing software as determined by Marcia Cunningham to launch Christmas Carol as a pilot project on December 9, 2020.

Moved by Jed Phillips; seconded Bill Murphy. CARRIED.

	<p>ACTION: Marcia to complete investigation and implementation of ticketing support and streaming service for Christmas Carol.</p> <p>ACTION: Jed to meet with Russ Ellis in person to advise him of the Board’s decision and that we wish to continue discussions for his company’s support for future projects in 2021.</p> <p>ACTION: Corry to contact Lindsey Beckett and report back by email to the Board on their band availability to deliver a concert before the end of December.</p> <p>ACTION: Jed to report on Marketing for the modified Virtual Programming events.</p> <ul style="list-style-type: none"> • Emma McConachie-Anderson contract. Discussion included question of contracting for Administrative Assistant vs Box Office Staff duties. After extensive discussions with Marcia, both she and the Staff Support Team fully support extending Emma McConachie-Anderson's contract to Dec. 31, 2020. <p>MOTION 2020/11/17:4 Emma's existing contract be extended to Dec. 31, 2020. Moved by Jack Goad; seconded by Dale Albrecht. CARRIED.</p> <p>ACTION: Marcia to advise Emma by November 20, 2020 of the extension of her contract at the administrative assistant rate. Marcia will also advise that as the roles are examined it is possible, should the contract be renewed in January or beyond, it may be at a modified rate to reflect duties being filled. Marcia will create an addendum to the contract stating that Emma acknowledges the above and include it with the contract.</p>
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4) *Adjournment*

MOTION 2020/11/17:5 To adjourn this meeting.
Moved by Dale Albrecht; seconded Rick Twining; CARRIED.
 Adjourned at 7:55 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
- Roxy Youth Program Proposal Follow up report
- CTRE Proposal as per Marcia
- Roxy Proposal as per Marcia

Approved: December 8, 2020 (pending)

President
Cathie Locke

Secretary
Yvonne Korince