



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 29, 2020

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

1) *Call to order*                      The meeting commenced at 11:05 am via Zoom

2) *Approval of agenda*                      **Motion 2020/11/29.1: BIRT the Board approve the agenda, with any amendments. Bill Murphy; seconded Sandy Lemaitre; CARRIED.**

3) <i>New Business</i>	<p>a) Technical Support for Virtual Programming          See attached report from Marcia Cunningham.          It was determined that Capital Funds are available to cover the cost of Theatre Manager Cloud Implementation. Upgrades to computer hardware/software had been approved by the previous Board as part of OSLT 5 year Capital Plan.  <b>ACTION: Cathie will advise Corry &amp; Marcia to contract for the switch to Theatre Manager Cloud Implementation.</b></p> <p>b) Etiquette for future Special Board Meetings:</p> <ul style="list-style-type: none"> <li>- President to survey Board members for day/time availability</li> <li>- The Board receives a preamble to the issue that needs to be addressed along with written motion(s) associated with the issue.</li> </ul> <p>c) Notice of Motion for next Board Meeting:          MOTION: BIRT the Board approve the cost of \$2,450 for Theatre Manager training in early 2021 for a maximum of five people including the Roxy Office Manager.</p>
------------------------	---

4) *Adjournment*                      **Motion 2020/11/29.2: BIRT the meeting is adjourned. Jed Phillips; seconded Yvonne Korince; CARRIED.**

Adjourned at 11:35 am.

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

Office Manager Report – Theatre Manager / Cloud vs Local Implementation

Approved: NEXT DECEMBER 8, 2020 (pending)

<hr style="width: 100%;"/> President Cathie Locke	<hr style="width: 100%;"/> Secretary Yvonne Korince
--	--