

Minutes of Board of Directors Meeting

November 12th, 2019 at 5:30 p.m.

Board Members Present:

Jack Goad, Vice President
Heather Maxwell, Secretary
Bill Murphy, Director
Margaret Yaraskavitch, Director

Cathie Locke, Treasurer
Mike Tettenborn, Director
Dan Herrick, Director

Regrets:

Corry Lapointe, President

Jason Dedrick, Director

Others in Attendance:

None

The meeting began at 5:25.

1. Approval of Agenda -

- **Motion 2019-11-1.1** To approve the agenda. Moved by Bill; Second Dan. Carried.

2. Approval of Minutes -

- **Motion 2019-11-1.2** To approve the October 8th, 2019 Board meeting minutes. Moved by Mike; Second Cathie. Carried.

3. New Business -

- New Board Member's Orientation package requested by Margaret and Dan. **Action: Cathie. Action: Bill to take over administration of Board Orientation package from Lisa.**
- Team appointed to begin hiring process of an Executive Director is Jack Goad, Jason Dedrick, Jane Phillips and Mariella Hoy. Confidentiality Agreement for OSLT has been signed and given to OSLT Secretary. **Done.**
- Dan presented a brief evaluation of the ROXY Tour Day held on October 26th, 2019. **Action: Dan to send an evaluation report to the Marketing and Membership Teams.**
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4. Administrative -

- On June 9th, 2020 the Board Meeting will be held at 5pm and the General Meeting at 7pm. This was agreed to by email on October 25th, 2019 to accommodate The ROXY Theatre two-day rental contract called Hawkes Nest on June 16th and 17th. **Action: Cathie to send a short email to Board with a synopsis of contract details before December 10th Board Meeting.**
 - General discussion of alphabetical rotation of Board dinner preparation and cost to Board Members. **Action: Bill to arrange dinner for December 10th Board Meeting. Dan to compile a list of local vendors and pricing.**
 - Reviewed Team liaison positions.
 - Heather is not available to attend the December 10th, 2019 Board Meeting. **Action: Bill will take the minutes and email to Heather for recording.**
 - Board retreat date for clarification of Vision and Mission Statements, evaluation of OSLT Strategic Plan will be scheduled for target date January or February 2020. Board agreed that this should be led
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by an outside contractor offsite, preferably on the weekend. **Action: Bill to compile a list of experienced local Facilitators and contract pricing.**

5. Business Arising (including action items from previous meetings) -

- RBC signing authority has been updated to: Corry Lapointe, Jack Goad and Cathie Locke.
- Staff Support Team to send a description of staff roles/responsibilities to OSLT Board Secretary so that this information can be included in the new Board Member Orientation Package. **Action: Bill to contact Lisa and obtain the electronic document; then forward to Heather.**
- OSLT Show Budgets/Reconciliations will be included electronically in Board packages. **Action: Cathie to take to Producer Team. Producers are to submit this information to OSLT Secretary in order to to be included on Board Meeting Agendas electronically.**
- Indigenous 150 request. **Action: Corry**
- Staff Support Team to report on Caframo company job advertising developments. **Done as per contract.**
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6. Executive Director’s Report for October -

- ED Report for October 2019 accepted as presented.
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7. Treasurer and Finance Team Reports for September and October -

- September Balance Sheet and Income Statement accepted as presented.
- October Balance Sheet and Income Statement accepted as presented.
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8. Team Reports -

- **Motion 2019-11-1.3** To approve Playbill Team’s recommendation of Lacey Money’s submission of Beauty and the Beast for the 2020/2021 musical; contingent on a Board approved budget. Moved by Mike; Second Cathie. Carried.
- General discussion about teams and upcoming team meeting dates.
- Board has requested a budget for the LED replacement of all remaining incandescent lighting. **Action: Bill.**
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Building and Maintenance (Jack): Report attached	Directors (Corry): No report
Front of House & Bar (Cathie/Heather): More volunteers are required for the position of House Manager.	Health & Safety (Mike): October 8 th report attached
Staff Search for ED (Jack): Team appointed	Marketing (Dan): Report attached
Membership (Margaret): Newly appointed.	Playbill (Mike): October 8 th report attached.
Producers (Cathie): Meeting to be scheduled soon	Properties (Bill): No report.
Staff Support (Jack): In camera	Tech (Bill): 12 incandescent lighting fixtures have been replaced with LED lighting fixtures
Wardrobe (?): There are concerns about meeting contract obligations. Bill will meet with Joan.	

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9. Correspondence -

- Email from Shirley Holmes dated October 5th, 2019. **Action: Margaret to take to Membership Team to create a volunteer tracking system. Corry to reply to Shirley's email.**

10. In Camera -

- **Motion 2019-11-1.4** To go *in camera* at 7:30. Moved by Cathie; Second Bill. Carried.
- **Motion 2019-11-1.7** To end the *in camera* session at 8:36pm. Moved by Mike; Second Heather. Carried.

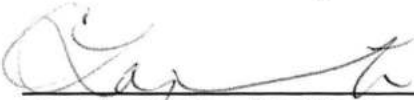
11. Next Meeting(s) -

- Board Meeting – December 10th, 2019 at 5:30pm (supper at 5:00pm).
- General Meeting – December 17th, 2019 at 7:00pm
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12. Adjournment -

- **Motion 2019-11-1.8** To adjourn the meeting. Moved by Cathie; Second Bill; Carried.
- The meeting was adjourned at 8:20pm.

Approved:


Corry Lapointe – President


Heather Maxwell – Secretary

Attachments sent prior to the meeting or made available at the meeting:

Agenda for November 12th, 2019 Board Meeting
Minutes for October 8th, 2019 Board Meeting
In Camera Minutes for October 22nd, 2019 meeting
September 2019 Balance Sheet
September 2019 Income Statement
October 2019 Balance Sheet
October 2019 Income Statement
ED Report OSLT October 2019
October Playbill & Health and Safety Liaison Reports
Email from Shirley Holmes dated October 5 2019

Marketing Committee Update November 12th, 2019:

a. (2 Minutes)

- DAN will act as the Volunteer Chair of the Marketing Committee
- JANE will create & circulate draft Terms of Reference for committee
- LAURA will work with MELISSA to finalize a 2019/20 Marketing Plan document (with work in progress) by December 31, 2019. This document will be used as the template for 2020/21 60th season planning \
- LAURA will update the proposed Production Creative Brief
- JED will provide graphic requirements for the play visual for various mediums
- JED will add any appropriate marketing messaging to new Director Handbook (timing?)

b. Plan for meeting all deadlines for advertising and promotion for this season (short term fires that need putting out). (5 minutes)

c. Clarification of the Board's purpose of the Marketing Committee. (Role, guidelines, expectations) (5 Minutes)

Building & Maintenance - Capital Expenditure Report
Provided by Jack for November 12th, 2019 Board Meeting

	<u>Budget</u>	<u>Actual</u>	<u>Notes</u>
<u>Completed</u>			
Lobby monitor:	\$2,500	\$1,800	includes new laptop & cabling
Electrical:	\$1,000	\$1,100	added new outlet for lobby monitor
Lobby Chairs:	<u>\$6,000</u>	<u>\$5,000</u>	20 bar stools & 20 lobby chairs
	\$9,500	\$7,900	\$1,600 (17%) under budget
<u>Outstanding</u>			
Office computer	\$2,500		to be done before end of 2019
Green room floor	\$15,000		booked for Jan 2020
Make up room floor	\$2,200		booked for Jan 2020
Kitchen	\$2,500		still working on timing
Women's washroom	\$5,000		2020
Elevator floor groove	\$300		2020