

Minutes of Board of Directors Meeting

December 10th, 2019 at 5:30 p.m.

Board Members Present:

Corry Lapointe, President
Cathie Locke, Treasurer
Bill Murphy, Director
Jason Dedrick, Director

Jack Goad, Vice President
Mike Tettenborn, Director
Dan Herrick, Director
Margaret Yaraskavitch, Director

Regrets:

Heather Maxwell, Secretary

Others in Attendance:

Jane Phillips, Producer - West Moon

Paul Nicholson, Set Designed/Builder – West Moon

The meeting began at 5:30.

1. Approval of Agenda -

- **Motion 2019-12-1.1** To approve the agenda. Moved by Jack; Second Margaret. Carried.

2. Approval of Minutes -

- **Motion 2019-12-1.2** To approve the November 12th, 2019 Board meeting minutes. Moved by Mike; Second Cathie. Carried.

3. New Business -

- Griffin Gallery: committee report, guidelines and the application process was reviewed. Detailed discussion about the use of the physical space, history, purpose and financial role. **Action: Corry** to update Collene with the Board approval of the Griffin Gallery application process and to request Griffin Gallery committee liaise with Marketing and Front of House & Bar Teams.
- **Motion 2019-12-1.3** Be it moved that participating artists be required to buy a full OSLT membership. Moved by Dan; Second Jack. Carried.
- Sister Act: Preliminary Reconciliation Budget was presented by Cathie Locke. At this point, the final reconciliation is not complete, however rough profit of \$75,000 estimated. Some budget items have changed since the original budget submission, but the presented budget did meet the suggested OSLT guidelines for musicals.
- West Moon: Proposed Budget was presented by Jane Phillips and Paul Nicholson. The Director, Kathleen Cassidy, requested an increased budget to rent mikes. Jane Phillips will investigate WODL Festival rules allowing or disallowing mikes. The ROXY Green Room will undergo renovations in January 2020. Set building schedules need to be coordinated appropriately. West Moon set model will have to be constructed and then moved/stored if accepted into WODL, and Theatre Ontario in Sault Ste Marie. There are challenges.
- **Motion 2019-12-1.4** To accept the West Moon Proposed Budget as presented. Moved by Margaret; Second Jason. Carried. Dan Herrick abstained from voting, citing conflict of interest as he is in the cast.
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4. Administrative -

- Motion 2019-11-2.1 and Motion 2019-11-2.2 were OSLT Board approved by email on November 21st, 2019.
- Corry presented information from John Tamming, OSLT's lawyer in the Leanne Murphy theft case. Leanne did not appear at the initial hearing. The penalty handed down is for Leanne to repay \$15,000 to OSLT. If Leanne does not appear at the January 21st Court date, the Court will charge her with Contempt of Court.
- The ROXY Theatre two-day rental contract called Hawkes Nest on June 16th and 17th, 2020. **Revised Action: Cathie** to send a short email to Board with a synopsis of contract details before January 14th, 2020.
- **Action: Margaret** will organize Board dinner preparation for January 14th, 2020.
- In Process **Action: Dan** to compile a list of local vendors and pricing. In process of receiving quotes from local restaurants and caterers regarding meals for OSLT Board Meetings. Review cost per meal for Directors and OSLT.
- Heather is not available to attend the December 10th, 2019 Board Meeting. Action: Bill will take the minutes and email to Heather for recording. Done.
- 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 by an outside contractor offsite, preferably on the weekend. Action: Bill to compile a list of experienced local Facilitators and contract pricing. Done.
- **Motion 2019-12-1.5** To accept Liz Palmieri's proposal and hire her to help us develop our Strategic Plan. Moved by Jack; Second Dan. Carried.
- **Action: Bill** to contact Liz Palmieri and contract a date in late February 2020, after West Moon is complete and the new ED is in place (the hiring has not occurred yet).
- **Action: Bill** to use Board notes from last Strategic Planning session to create a temporary Strategic Plan which will be superseded by the Planning done with Liz Palmieri.
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5. Business Arising (including action items from previous meetings) -

- Action: Bill to take over administration of Board Orientation package from Lisa. **Done.** Bill has gathered all the material for the Board Orientation Package from Lisa Miller and has also added material from the Staff Support Team.
- New Board Member's Orientation package requested by Margaret and Dan. Action: Cathie. **Revised Action: Bill** will provide the package for all Board Members at the January 14th, 2020 Board Meeting.
- 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 be included on Board Meeting Agendas electronically.
- Indigenous 150 request. **Action: Corry**
- Email from Shirley Holmes dated October 5th, 2019. Action: Margaret to take to Membership Team to create a volunteer tracking system. **Done.**
- Email from Shirley Holmes dated October 5th, 2019. **Action: Corry** to reply to Shirley's email.
- Dan presented a brief evaluation of the ROXY Tour Day to the Board on November 12th, 2019. Action: Dan to send an evaluation report to the Marketing and Membership Teams. **Done.**
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6. Treasurer and Finance Team Reports -

- November Balance Sheet and Income Statement accepted as presented.
- Financial report for Billy Bishop Goes to War broke even.
- Finance Team will be visiting RBC in early January to discuss OSLT banking relationship.
- Cathie is tracing financial paperwork for the Trillium Grant and has completed a review for Lottery Funds.
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7. Team Reports -

- **Building and Maintenance (Jack):** Boilers require cleaning and refurbishment. **Action: Jack** to contact Benedict's and contract. Discussion about The ROXY lock installations and maintenance. Quotes for levels of service were reviewed and consensus was to accept the \$500 proposal from Randy's Lock Service. **Action: Jack** will respond to all reviewed quotes. Update: new chairs are in place in the lobby, green room is scheduled for floor replacement January 2020, booth clean out and installation of new shelving.
- **Front of House & Bar (Cathie/Heather):** Request that the closed off cloakroom be made lockable with keys available for FOH and Office staff. This would allow better storage for the bar and eliminate frequent trips to the LCBO and Brewer's retail. **Action: Jack.** The new green cups are not easily recycled. **Action: Cathie** to take to Bar and FOH Teams to make final decision about use of green cups and how to improve recycling information.
- **Health & Safety (Mike):** Jason has agreed to join this Committee as a team member. **Action: Mike** to recruit a Staff member to join this Committee. **Action: Mike** to review current H & S procedures with Gary (independent contractor) and Lisa Miller. **Action: H & S Team** to create a policy outlining H & S roles.
- **Membership Team (Margaret):** The Membership Team does not have a database of the number of years each of our members has belonged to the organization. This is not a task that the Committee members want to develop due to the time involved in creating a Volunteer Tracking System. If such a database currently exists it may be on Leanne Murphy's laptop. **Action: Staff Support Team** to ask staff to review the laptop files. **Action: Cathie** to check the Provincial Volunteer Recognition Process as OSLT used to be included in the Recognition Ceremony. Update: refreshing the kitchen, developing a Survey Monkey to gain membership input about an oven, reviewing quotes for December GM with a \$200 food budget.
- **Tech (Bill):** Board has requested a budget for the LED replacement of all remaining incandescent lighting. **Action: Bill.** In process.
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Building and Maintenance (Jack): above	Directors (Corry): No report
Front of House & Bar (Cathie/Heather): Report from Lobby attached; above in addition	Health & Safety (Mike): above
Staff Search for ED (Jack): Position is advertised	Marketing (Dan): No report
Membership (Margaret): above	Playbill (Mike): Nothing concrete to report; submissions are being reviewed
Producers (Cathie): Meeting to be scheduled soon	Properties (Bill): No report
Staff Support (Jack):	Tech (Bill): No report
Wardrobe (?): Bill has met with Joan	

8. Correspondence -

- Email from Jan Willemsen dated November 23rd, 2019. Corry has responded. Dan suggested The ROXY add a resource page to our website.
- Email from Val Underwood dated November 26th, 2019. Corry has responded.
- Email from Shirley Holmes dated December 1st, 2019. **Action: Corry** to respond to Shirley.

- Email from Catherine Stewart dated December 2nd, 2019. General discussion regarding matinees for OSLT shows. Consensus was that it is a show-by-show decision. **Action: Corry** to respond to Catherine.

9. **In Camera -**

- **Motion 2019-12-1.6** To go *in camera* at 7:30. Moved by Jack; Second Jason. Carried.
- **Motion 2019-12-1.7** To end the *in camera* session at 8:32pm. Moved by Mike; Second Jason. Carried.


10. **Next Meeting(s) -**

- General Meeting – December 17th, 2019 at 7:00pm
- Board Meeting – January 14th, 2020 at 5:30pm (supper at 5:00pm)

11. **Adjournment -**

- **Motion 2019-12-1.8** To adjourn the meeting. Moved by Cathie; Second Bill; Carried.
- The meeting was adjourned at 8:36pm.

Approved:



Corry Lapointe – President



Heather Maxwell – Secretary

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

Agenda for December 10th, 2019 Board Meeting
Minutes for November 12th, 2019 Board Meeting
Griffin Gallery Artist Selection and Guidelines November 26th, 2019
Sister Act Preliminary Budget
West Moon Proposed Budget
Liz Palmieri Proposal
November 15th, 2019 Balance Sheet
November 15th, 2019 Income Statement
Report from Lobby December 10th, 2019
Executive Director Ad November 2019
Email from Jan Willemsen dated November 23rd, 2019
Email from Val Underwood dated November 26th, 2019
Email from Shirley Holmes dated December 1st, 2019
Email from Catherine Stewart dated December 2nd, 2019