

Minutes of Board of Directors Meeting

Sept. 10th, 2019 at 5:00 p.m.

Board Members Present: Corry Lapointe, President
Kathleen Murphy, Secretary
Michelle Scobie, Treasurer

Bill Murphy, Director
Mike Tettenborn, Director
Lisa Miller, Vice President

Jack Goad, Director
Heather Maxwell, Director
Susan Sankey, Director

Regrets:

Others Present: Rick Twinning, OSLT Member
Liz Thompson, OSLT Bookkeeper

Matt Evans, Executive Director
Cathie Locke, OSLT Member

The meeting began at 5:01pm.

1. Approval of Agenda –

- **Motion 2019/09/1.1** To approve the agenda. Moved by Bill Murphy; Second Susan Sankey; Carried.

2. Approval of Minutes –

- **Motion 2019/09/1.2** To approve the July 9th, 2019 Board meeting minutes. Moved by Jack Goad; Second Mike Tettenborn; Carried.

3. New Business –

- i) Auditor's report @ 5:00pm (Liz Thompson) –
 - **Motion 2019/09/1.3** To accept the Auditor's financial statements as of June 30th, 2019. Moved by Bill Murphy; Second Susan Sankey; Carried.
- ii) New Board recruits (Lisa) – Lisa reported that there are four resignations from the Board. The following OSLT members have put their names forward to fill these vacancies: Dan Herrick, Jason Detrick; Cathie Locke, and Emma McConchie-Anderson. Heather will replace Kathleen as Secretary and Jack will replace Lisa as VP (for a 2 year term). Cathie has agreed to put her name forward as Treasurer. Corry will remain as President. **Action: Kathleen will send Matt the proxy form so this can be sent out to the Membership prior to the AGM.**
- iii) AGM (Jack) – Michelle will present the motions re. financials to the membership at the AGM. Lisa will present the nominations (as above) for the Board elections.
- iv) New Board members orientation package (Lisa) – Lisa is collecting materials and continuing to work on this. **Action: Jack will send Lisa a description of staff roles/responsibilities so this information can be included in the package.**
- v) *The Long Weekend* budget reconciliation (Kathleen) – *The Long Weekend* budget reconciliation was accepted as presented.
- vi) Show reconciliations (Kathleen) – It was discussed that going forward all OLST show reconciliations should be included electronically in Board packages as this is helpful for the audit. **Action: Kathleen will take this to the Producers Team.**

4. Executive Director's Report –

- Matt discussed the Indigenous 150 request and asked for Board direction. **Action: Corry will follow-up re. this request.**
- **Motion 2019/09/1.4** To allot sufficient money (up to \$700) to pay for two hotel rooms and up to three members to attend training workshops in Toronto re. the Xe lighting control system. Moved by Bill Murphy; Second Susan Sankey; Carried.
- **Action:** Matt to send information re. the new Marketing Team to Lisa for inclusion in the new Board members orientation package.
- There was discussion that absolutely no company/sponsor job advertising should be posted to the bulletin board in the front lobby. Other suggestions re. job advertising were discussed (e.g. cards on the tables in the bar area). **Action: As directed by the Board, Matt will advise Caframo that the**

OSLT Board of Directors will not allow/support company job advertising on the front lobby bulletin board.

- The ED report was accepted as presented.

5. In Camera –

- **Motion 2019/09/1.5** To go *in camera* at 5:59pm. Moved by Lisa Miller; Second Susan Sankey; Carried.
- **Motion 2019/07/1.7** To end the *in camera* session at 7:58pm. Moved by Michelle Scobie; Second Heather Maxwell; Carried.

6. Administrative –

- None

7. Business Arising (including action items from previous meetings) –

- Jack and the committee will prepare a proposal re. green room and kitchen renovations and send this to the Board for review and decision. – Jack discussed the strategic plan for capital expenditures.
 - **Motion 2019/09/1.8** To accept the proposed capital expenditure plan as presented. Moved by Michelle Scobie; Second Susan Sankey; Carried.
- Matt will speak with OSLT’s RBC banking representative re. banking options/offers. – Ongoing
- An e-blast will be sent out to the membership to see if anyone is interested in organizing the Roxy golf tournament. – Done

8. Treasurer’s and Finance Team Reports –

- Accepted as presented.

9. Team Reports (including a review of team liaison positions):

Playbill (Mike): The team will be meeting again later in September.	Building and Maintenance (Jack): No report
Properties (Jack): No report	Directors (Corry): No report
Wardrobe (Lisa): No report	Health & Safety (Mike): No report
Tech (Bill): No report	Front of House & Bar (Heather): See written report submitted by Heather.
Producers (Kathleen): The team recently met to discuss standardizing show programs and to develop audition forms. The next team meeting is Oct. 16 th .	Membership (Susan): Susan reported that Dale Albrecht is the new chair of this team.

10. Correspondence –

- None

11. Items Deferred for Future Discussion(s) –

- Pursuit of an offsite rehearsal/storage space

12. Next Meeting(s) –

- AGM – Sept. 17th, 2019 at 7:30pm
- Board Meeting – Oct. 8th, 2019 at 5:30pm

13. Adjournment –

- **Motion 2019/09/1.9** To adjourn the meeting. Moved by Michelle Scobie; Second Kathleen Murphy; Carried.
- The meeting was adjourned at 8:09pm.

Approved:

Corry Lapointe – President

Kathleen Murphy – Secretary

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

Agenda

Minutes

Financials

Executive Director's report

Final budget for *The Long Weekend*

Minutes from FOH meeting