

## Minutes of Board of Directors Meeting

April 9<sup>th</sup>, 2019 at 5:30 p.m.

Board Members Present: Corry Lapointe, President      Bill Murphy, Director      Jack Goad, Director  
 Mike Tettenborn, Director      Susan Sankey, Director  
 Heather Maxwell, Director      Michelle Scobie, Treasurer

Regrets: Kathleen Murphy, Director      Lisa Miller, Vice President

Others Present: Melissa Monk, Administrative Assistant/Recorder      Matt Evans, Executive Director

The meeting began at 5:30pm with all Board members present.

**1. Approval of Agenda –**

- **Motion 2019/04/1.1** To approve the agenda. Moved by Heather Maxwell; Second Susan Sankey; Carried.

**2. Approval of Minutes –**

- **Motion 2019/04/1.2** To approve the March 5<sup>th</sup>, 2019 Board meeting minutes. Moved by Bill Murphy; Second Jack Goad; Carried.

**3. Administrative –**

- Next meeting April 23<sup>rd</sup> at 5:30pm (Roxy)
- May 14<sup>th</sup> meeting at 5:30pm (Roxy) – Susan Sankey in charge of supper

**4. Executive Director's Report –**

- Accepted as presented.
- Waivers – OSLT Board dictates if any type of waiver is needed for a production, not the production team.
- Engaging new members – Reinforce to production teams that crews for productions should be made at cast/crew audition/recruitment dates rather than beforehand, to ensure new OSLT members are incorporated into shows. **Action: Corry to communicate this to upcoming producers/directors.**
- Marketing budget line on OSLT production budgets – Discussion about removing the marketing budget line from show budgets, as producers don't control or spend this item. ED/Treasurer will decide and inform producers.

**5. Treasurer's and Finance Team Reports –**

- Accepted as presented.
- Meeting with Liz/Matt/Collene tomorrow to discuss next year's budget.
- Insurance is now paid yearly rather than monthly.
- Liz will change how the financial information is presented to Board, for added clarity.
- 2018-2019 financials: Roxy Presents series is coming in lower than anticipated (expenses are lower as well); OSLT production income about \$11k short; advertisement sales are \$6k under.

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

<p><b>Playbill (Mike):</b> None.</p>	<p><b>Building and Maintenance (Jack):</b> New paint storage space working well. New props cupboard will be constructed after Spelling Bee. Looking to change the office space to allow for private offices for ED and Business Manager.</p>
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	Did a building tour with Benedict Electrical and developed a large list of improvements – B&M recommends we do about half of these.
<b>Properties (Bill):</b> Paul and Debbie now have the USB slideshow of props.	<b>Directors (Corry):</b> None.
<b>Wardrobe (Lisa):</b> None.	<b>Health &amp; Safety (Mike):</b> None.
<b>Tech (Bill):</b> See below.	<b>Front of House &amp; Bar (Heather):</b> Had first meeting with Cathie/Collene (to meet monthly going forward), which was a success. <b>Action: Matt to give Cathie the safe combination.</b>
<b>Producers (Kathleen):</b> None.	<b>Membership (Susan):</b> None.

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

- i) A small working group of Mike, Corry and Susan will create a policy on OSLT members use of the theatre for non-ticketed events, with a focus on OSLT's vision and mission. – Deferred.
- ii) Corry to ask Michelle for team budget template. – Done.
- iii) Bill to get quotes and discern how high the purchase of a new mic system ranks in tech priorities. – Done; new mic system deemed too expensive.
- iv) Corry to communicate Board decisions to the Director and Producer of *The Curious Incident of the Dog in the Nighttime*. – Done.

## 8. New Business –

- i) Collene Bullock, OSLT Business Manager, presenting reports at monthly Board meetings (Kathleen) – Discussed, Board decided against this.
- ii) 2016/17 motion re. move in time for plays (Corry) – This motion has been overlooked since being made. Cannot be applied to this year's productions due to timing, however if an existing rental show cancels/changes their date within this timeframe, it will be left open.
- iii) Refresh the Roxy campaign (Corry) – **Action: Michelle to ask Liz for an update on the campaign's standing. Action: Mike and Jack to explore options/quotes for the Green Room, which is the campaign's next priority space.**
- iv) June GM & Appreciation Night (Corry) – The GM shall be moved to June 11<sup>th</sup> so that it's further from the Appreciation Night.
- v) Quotes for electrical work for Benedict Electrical (Jack) – Done.
- vi) Developing a process for recording key Board decisions (Jack) – **Action: Melissa to email the Motion log to all Board members.**
- vii) Email correspondence (Michelle) – A letter of concern was presented to the Board and discussed.

## 9. Correspondence –

## 10. Items Deferred for Future Discussion(s) –

- i) Pursuit of an offsite rehearsal/storage space
- ii) Board Orientation Package

## 11. In Camera –

## 12. Next Meeting(s) –

- Board Meeting – April 23<sup>rd</sup> at 5:30pm
- Board Meeting – May 14<sup>th</sup> at 5:30pm (supper at 5:00pm)

## 13. Adjournment –

- The meeting was adjourned.

**Approved:**

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Corry Lapointe – President

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Kathleen Murphy – Secretary

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

Agenda

Minutes

Financials

Executive Director's report