

## Minutes of Board of Directors Meeting

April 24<sup>th</sup>, 2018 at 5:30 p.m.

Board Members Present: Corry Lapointe, President  
Lisa Miller, Vice President  
Cathie Locke, Past President  
Kathleen Murphy, Secretary

Mike Tettenborn, Director  
Val Underwood, Director  
Michelle Scobie, Treasurer  
Kathy Barratt, Director

Jack Goad, Director  
Susan Sankey, Director

Regrets:

Others Present: Maria Canton, Theatre Manager

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**The meeting began at 5:24pm as all Board members present.**

### 1. Approval of Agenda –

- **Motion 2018/04/1.1** To approve the agenda. Moved by Kathy Barratt; Second Jack Goad; Carried.

### 2. Approval of Minutes –

- **Motion 2018/04/1.2** To approve the March 8<sup>th</sup>, 2018 Board meeting minutes. Moved by Susan Sankey; Second Lisa Miller; Carried.

### 3. Administrative –

- May 8<sup>th</sup>, 2018 Board meeting – Cathie will be responsible for supper for this meeting.
- Please give receipts to Michelle for reimbursement of dinner costs.

### 4. Theatre Manager's Report –

- Renovations –
  - Refurbishment of the auditorium and the stage floor is to begin soon. In preparation for this, summer programs will need to be moved off-site. Maria has looked into moving the theatre summer camps to East Ridge Community School. Would need to be a minimum of 40 students registered for these camps in order to cover cost. There are a few options if less than 40 students register (e.g. offer one camp). Discussed the possibility of renting Knights of Columbus for the camps (the rental cost is cheaper) and hold only the performance at East Ridge Community School. Maria will investigate these options and make a decision.
  - A general contractor needs to be retained and booked. Maria has received a quote from Graham Construction and is waiting on two additional quotes (Thom Construction and JP Construction).
  - The Board agreed by consensus that a small renovation committee should be struck. Jack volunteered to sit on this committee. Maria will contact two additional OSLT members and ask them to be a part of this committee.
  - The auditorium will have to be cleaned and prepared for the renovations.
  - “Refresh the Roxy” campaign – All Board members committed to contributing to this campaign. Board members should give their donation to Maria or the box office prior to the next OSLT GM.
- The Board agreed by consensus to the following:
  - Board meeting – June 5<sup>th</sup> at 5:30pm
  - June GM – June 12<sup>th</sup> at 7:30pm
  - Appreciation Night – June 19<sup>th</sup>
- The Theatre Manager's Report was accepted as presented.

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

- i) Bank charges - Meeting to be set up after 3pm any weekday after April 22<sup>nd</sup>, 2018, to address existing bank charges and title search charges.
- ii) Minimum wage impact on salary grids – Currently worked into the budget. Will meet in the fall 2018 to review the grids if minimum wage is increased.
- iii) Operating budget – Reviewed budget in detail. Suggested raising ticket prices for OSLT plays by \$1 each. Also suggested raising the online fee by \$0.25
  - **Motion 2018/04/1.3** To raise OSLT play prices by \$1.00 and the online fee by \$0.50 starting in the 2018-2019 season. Moved by Michelle Scobie; Second Kathy Barratt; Carried.
- iv) Capital budget and capital campaign –
  - (a) Quotes for the auditorium walls (\$50,000). Will have to shut down the theatre for 2 months of the summer; focus on stage floor and auditorium walls, and move the stage floor to the 2017-2018 year instead of the following year.
  - (b) Plan to start June 25<sup>th</sup> as soon as the OSLT production is done; tell the contractor that we want them to be done by August 1<sup>st</sup>, 2018.
  - (c) Stage curtains replacement would be moved to 2018-2019 year.
  - (d) Stage lighting grant of \$25,000 was received and spent. Need to now focus on the sound system.
  - (e) Reviewed campaign brochure and plans.
- v) Next meeting: May 30<sup>th</sup> at 6:00pm. This meeting's focus will be to approve the operating budget and will be done by email if no new business is added.
  - Treasurer's and Finance Team reports accepted as presented.

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

<b>Playbill (Mike):</b> The team has not met since the last Board meeting.	<b>Directors (Corry):</b> No report
<b>Properties (Kathy):</b> Props need to be purged (this is a big job!). A suggestion was made that some items be put out for the Hottest Yard Sale Under the Sun. Jack and Kathy are going to look into this possibility.	<b>Health &amp; Safety (Mike):</b> The team is still looking for members. Gary and Mike have been discussing fall arrest and are looking into stage harnesses.
<b>Wardrobe (Val):</b> No report	<b>Front of House (Cathie):</b> No report
<b>Building and Maintenance (Jack):</b> The workshop is currently very full. There needs to be a decision re. what items should be kept and what items can be tossed. There is a meeting on May 6 <sup>th</sup> at 7:00pm that will include SMs, Directors, Producers, and Set Designers for the upcoming season. This will be discussed at this meeting.	<b>Bar (Cathie):</b> There is a meeting with some of the bartenders on April 27 <sup>th</sup> at 2:00pm.
<b>Producers (Cathie):</b> This team will meet in the fall. SMs will be invited to this meeting.	<b>Membership Team (Susan):</b> The team will be meeting in two weeks. Items for the agenda include the Senior's Fair, Doors Open, and One-Acts. <b>Action:</b> Maria will put out a last call for One-Acts.
<b>Tech (Lisa):</b> New lights have been purchased with the grant monies.	

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

- i) Kathleen will ask Jane Phillips, *Spamalot* Producer, to come to the next Board meeting to present the *Spamalot* final budget report. – Done (see final report included in Board package).
  - **Motion 2018/04/1.4** To accept the *Spamalot* final budget report as presented. Moved by Kathleen Murphy; Second Jack Goad; Carried.
    - Action:** Kathleen and Cathie will review the budget guidelines with the Producer's Team in the fall in order to ensure some consistency.
- ii) Noise from neighbouring businesses – **Action:** Kathleen and Maria are looking into this. – Ongoing

## 8. New Business –

- i) Membership Coordinator role/position – Focus group discussions (Lisa) –The focus groups were well attended and Lisa is continuing to receive input from members via emails. The Board provided their input as a team and responded to the focus group questions. The retreat day for the Board to review and analyze all the data collected is May 5<sup>th</sup> at 9:00am at Keystone. **Action:** Maria will ask Melissa to attend this meeting as the recorder.
- ii) Patron re-entry/late entry for shows (Corry) – Deferred
- ii) Capital campaign (Corry) – See Theatre Manager’s and Treasurer’s Reports
- iv) Role of Board Secretary (Cathie/Kathleen) – Deferred

## 9. Correspondence –

- None

## 10. In Camera –

- **Motion 2018/04/1.5** To go *in camera* at 6:19pm. Moved by Kathy Barratt; Second Susan Sankey; Carried.
- **Motion 2018/03/1.7** To end the *in camera* session at 6:26 pm. Moved by Lisa Miller; Second Michelle Scobie; Carried.

## 11. Next Meeting(s) –

- Retreat Day – May 5<sup>th</sup>, 2018 at 9:00am
- Board Meeting – May 8<sup>th</sup>, 2018 at 5:30pm

## 12. Adjournment –

- **Motion 2018/04/1.8** To adjourn the meeting. Moved by Lisa Miller; Second Susan Sankey; Carried.
- The meeting was adjourned at 7:32pm.

**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

Theatre Manager's Report

*Spamalot* final budget report

Minutes from Golf Committee meeting

Acoustic Study

Graham Construction quote