

Minutes of Board of Directors Meeting

March 5th, 2019 at 5:30 p.m.

Board Members Present:	Corry Lapointe, President Lisa Miller, Vice President Kathleen Murphy, Secretary	Bill Murphy, Director Heather Maxwell, Director	Jack Goad, Director Susan Sankey, Director
Regrets:	Mike Tettenborn, Director	Michelle Scobie, Treasurer	
Others Present:	Melissa Monk, Administrative Assistant/Recorder Cathie Locke, OSLT member Pat O'Connor, OSLT member	Matt Evans, Executive Director Laura Wood, OSLT member	

The meeting began at 5:29pm with all Board members present.

1. Approval of Agenda –

- **Motion 2019/03/1.1** To approve the agenda. Moved by Susan Sankey; Second Heather Maxwell; Carried.

2. Approval of Minutes –

- **Motion 2019/03/1.2** To approve the February 19th, 2019 Board meeting minutes. Moved by Corry Lapointe; Second Lisa Miller; Carried.

3. Administrative –

- Next Board meeting is April 9th, 2019 at 5:30 PM – Bill is in charge of supper
- Any agenda items for the upcoming General Meeting should be emailed to Kathleen ASAP.

4. Executive Director's Report –

- ED report accepted as presented.
- Staffing policy and procedure – Communication misses occurring between the staff and Board; appropriate communication channels to be discussed at the next Transition Team meeting. Going forward, Collene will be cc'd on the Board meeting minutes.

5. Treasurer's and Finance Team Reports –

- Financial statements and balance sheets accepted as presented.

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

Playbill (Mike): No report.	Building and Maintenance (Jack): Has a list of around 80 repairs/improvements to be completed. Approximately 30 are small/low cost repairs; planning to organize a repair day to take care of these items soon. Request that this team be informed of any and all repairs that occur by any staff/volunteers.
Properties (Bill): See attached report. Proposed props cupboard can be built by OSLT volunteers, possibly this summer. Action: Jack to create a budget for its creation. Photo inventory of props exist, but is very out-of-date.	Directors (Corry): No report.

Action: Jack to email a link to props photos to Props team leads (Paul Welch and Debbie Morris).	
Wardrobe (Lisa): Team is made up of around 6 volunteers. Had a wardrobe clean out around a month ago. Team has experienced challenges around costume rentals (pieces taken without paying rental fee); need to enforce and/or possibly amend existing rental policy. Plans to organize a team meeting in the near future.	Health & Safety (Mike): No report.
Tech (Bill): See attached report.	Front of House & Bar (Heather): See February report. Action: Matt to ask Cathie to organize once a month meetings between Matt, Collene, Cathie and Heather to discuss Front of House/Bar/Staff protocols. Immediate concerns to be communicated as needed in addition. Action: Matt to add an extra \$100 for bar float in advance of Mudmen show.
Producers (Kathleen): New production budget guidelines were shared with the Board in Nov. 2018. If any Board member has questions/concerns re. these guidelines please contact Kathleen.	Membership (Susan): Focus has been selected for June Appreciation Night. Motion 2019/03/1.3 That the Membership Committee has \$400 to buy snacks for June Appreciation Night, subsequent to approval by the Finance Team. Moved by Susan Sankey; Second Corry Lapointe; Carried.

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

- i) Matt and Gary to research projector leasing and Melissa to investigate tech grant opportunities. – Research into grant opportunities shows that Canada Cultural Spaces may be most applicable. They have an ongoing application process. If interested, the next step would be to contact our advisor.
- ii) 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.
- iii) Michelle will send a budget request to all Board liaisons, for them to send out to the teams. Budget requests will be considered by Finance when the yearly operating budget is created. All requests are due to Michelle by March 31, 2019. – **Action:** Corry to ask Michelle for team budget template.
- iv) Mike will work with Michael Rae and the Playbill Team to advise the Directors of the selection/approval of their play submissions for the 2019-2020 season. – Done.
- v) Corry will ask Mark for past policy binders. Corry to write the inclement weather policy draft; which will then be given to Collene or Melissa for review and further input/sub policies in relation etc. – Done, existing policy shall be used until Matt, Collene, Cathie and Heather meet to discuss further.

8. New Business –

- i) Proposed budget for *The Curious Incident of the Dog in the Nighttime @ 5:30pm* (Laura Wood, Producer and Pat O'Connor, Director) – See attached draft budget. Line items equal or are under budget for almost all sections to allow for special budget items. Videography will be done with the assistance of Richard Thomas, Dan Herrick and Gary Byers. The set will be very simple with three cut-outs and rear projector screens (rear projection won't interfere with audience sightlines). Gary has provided costs for all tech elements and the video production will be free. \$500 line item is to allow for possible stock graphic elements that may need to be purchased. Director suggested the addition of an extra performance with a percentage of sales benefitting Owen Sound Autism Centre. Director also inquired if it would be possible to offer complimentary tickets to local model train club which will be supporting the production. **Motion 2019/03/1.4** To accept *The Curious Incident of the Dog in the Nighttime* as part of the 2019-2020 playbill. Moved by Jack Goad; Second Heather Maxwell; Carried. **Motion 2019/03/1.5** To allow an additional performance of *The Curious Incident of the Dog in the*

Nighttime, with the only expense removed being the cost of the royalties. Moved by Corry Lapointe; Second Susan Sankey; Defeated. **Action:** Corry to communicate Board decisions to Director and Producer.

- ii) Budget reconciliation for *Shorthanded* @ 6:30pm (Cathie Locke, Producer) – See attached budget. \$200 cost was added for the transportation of the mats used in the set. Producer expressed concern about incomplete photocopying records. Show was a huge success; Producer commended Director Shirley Holmes for her marketing dedication. The run yielded excellent 50/50 and bar sales, as well. Front of House had to throw out hundreds of extra programs at the end of the run – advised that programs should only be printed for one or two shows at a time going forward.
- iii) Succession planning (Lisa) – Projected to have significant Board turnover at the end of this season. This is a good opportunity for the current Board to look at the vision for the Board's future. Proposal to hold a succession planning retreat in order to identify who is remaining on the Board and discuss Board challenges, vision, recruitment, and improvements going forward. Retreat will be held Tuesday, April 23rd at 5:30pm at the Roxy. **Action:** Lisa to create retreat agenda.
- iv) Dumpster (Jack) – The dumpster was completely full on the day of the *Shorthanded* set strike. Jack suggests that, going forward, the staff arrange to have the dumpster emptied before every OSLT set strike in preparation.
- v) Proposed budget for *The Long Weekend* (Kathleen, Producer) – See attached budget. **Motion 2019/03/1.6** To approve the proposed budget for *The Long Weekend*. Moved by Heather Maxwell; Second Corry Lapointe; Carried.
- vi) Ongoing staff evaluation (Lisa) – Lisa has offered to design a program by which to evaluate and provide staff evaluation and feedback. **Action:** Matt to look for existing performance review forms and provide to Lisa.
- vii) Waiver form for *Spelling Bee* audience volunteers – **Action:** Matt will create a waiver form and Corry will advise Lacey Mooney, Producer, of this plan.

9. Correspondence –

- None

10. Items Deferred for Future Discussion(s) –

- i) Pursuit of an offsite rehearsal/storage space
- ii) Board Orientation Package
- iii) Need to discuss purchase of new microphone systems in the future – **Action:** Bill to get quotes and discern how high this purchase ranks in tech priorities.

11. In Camera –

- **Motion 2019/03/1.7** To go *in camera* at 7:53pm. Moved by Susan Sankey; Second Heather Maxwell; Carried.
- **Motion 2019/03/1.9** To end the *in camera* session at 8:26pm. Moved by Lisa Miller; Second Jack Goad; Carried.

12. Next Meeting(s) –

- GM – March 12th, 2019 at 7:30pm
- Board Meeting – April 9th at 5:30pm (supper at 5:00pm)

13. Adjournment –

- **Motion 2019/03/1.10** To adjourn the meeting. Moved by Heater Maxwell; Second Kathleen Murphy; Carried.
- The meeting was adjourned at 8:27pm.

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

Front of House Team report

Tech Team report

Prop Team report

The Long Weekend proposed budget

Shorthanded budget reconciliation

The Curious Incident of the Dog in the Nighttime draft budget