

Minutes of Board of Directors Meeting

July 9, 2019 at 5:00 p.m.

Board Members Present:	Corry Lapointe, President Kathleen Murphy, Secretary Susan Sankey, Director	Bill Murphy, Director Mike Tettenborn, Director	Jack Goad, Director Heather Maxwell, Director Lisa Miller, Director
Regrets:	Michelle Scobie, Treasurer		
Others Present:	Matt Evans, Executive Director Cathie Locke, OSLT Member		

The meeting began at 5:00pm with all Board members present.

1. Approval of Agenda –

- **Motion 2019/07/1.1** To approve the agenda. Moved by Susan Sankey; Second Mike Tettenborn; Carried.

2. Approval of Minutes –

- **Motion 2019/07/1.2** To approve the June 11th, 2019 Board meeting minutes. Moved by Heather Maxwell; Second Jack Goad; Carried.

3. Administrative –

- Board meeting tentatively scheduled for August 13th at 10:00am at Bill's house.

4. Executive Director's Report –

- Matt reported that printing show tickets at home is doable. Ushers will need to be updated re. this change – Cathie Locke will meet with ushers to discuss this. Collene will work on this and the plan is to have this ready for Sept. 2019.
- Every Producer and Director for next season's OSLT shows have been contacted and advised about the plan for radio ads for next season.
- A small committee has been put together to manage the gallery submissions.
- *Grant Advance* is an organization that will help groups find unpublicized grants. It is a 2 year subscription that has to be purchased. Matt is recommending that OSLT purchase this.
- **Motion 2019/07/1.3.** That the ED purchase the *Grant Advance* subscription. Moved by Bill Murphy; Second Susan Sankey; Carried.
- Discussion re. renovating the green room and kitchen. **Action: Taking into consideration the current budget and timeline, Jack and his committee will prepare a proposal re. these renovations and send this to the Board for review and decision.**
- **Action: Matt will speak with OSLT's RBC representative re. banking offers/options.**
- The ED report was accepted as presented.

5. Treasurer's and Finance Team Reports –

- Balance sheet accepted as presented.

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

Playbill (Mike): No report	Building and Maintenance (Jack): A new magnetic sweeper has been purchased.
Properties (Jack): Paul Welch and Jack are finishing work on the new props room.	Directors (Corry): No report

Wardrobe (Lisa): <i>Nunsense</i> and Cork Screw City Tour are keeping the wardrobe team busy!	Health & Safety (Mike): No report
Tech (Bill): No report	Front of House & Bar (Heather): Heather submitted a written report (see attached). Cathie Locke will talk to Matt about purchasing compostable cups.
Producers (Kathleen): The Producers Team will be meeting July 10 th at 10:30am. The team will be reviewing the current budget guidelines.	Membership (Susan): No report

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

- i) Matt to ask Collene about adding specific time ranges for all items added to Google calendar. – Deferred
- ii) Jack to purchase new mops and magnetic broom for stage. – The magnetic broom has been purchased. Mops have not been purchased yet as Jack is going to ask for input from some OSLT members.
- iii) Matt to ask Membership Committee to organize regular cleaning bees. – Done
- iv) Matt to talk to Rick Twining about possible changes to bank account. – Done
- v) Matt to have Collene investigate a way of allowing tickets to be sent to patrons by email, who can then print and/or show them on their phone. Matt to also have her investigate how this change would affect ticket exchanges and duplicate seat problems. – Done
- vi) Matt to contact Tim Dwyer re. *Experience Grey Bruce*. – Done

8. New Business –

- i) Letter from John Tamming (Corry) – Corry provided a letter from John Tamming for review (see attached).
Motion 2019/07/1.4 Move that the OSLT Board respond to John Tamming and have him proceed with spending \$400 on the Court Reporter to further investigate Leanne Bellamy's available assets and income. Moved by Jack Goad; Second Mike Tettenborn; Carried. {Six for; one against}
- ii) Proposal from Pat O'Connor (Corry) – The Board agreed by consensus to not move forward with Pat's proposal.
- iii) Golf Tournament (Kathleen) – The Roxy golf tournament was a great success! Members of this year's committee have stepped down. Discussed how/if OSLT should move forward with this tournament.
Action: An e-blast will be sent out to the membership to see if anyone wants to volunteer for this.

9. Correspondence –

- Email from Shirley Holmes, OSLT member (dated June 28th, 2019).

10. Items Deferred for Future Discussion(s) –

- i) Pursuit of an offsite rehearsal/storage space – The BGCS building is not available. Discussed that Georgian College is not an ideal rehearsal space. OSLT is continuing to look for rehearsal space/storage space.
- ii) Board Orientation Package – Lisa has created an outline for a Board orientation package and has sent this out to the Board for review and input. Lisa will resend this as some Board members did not receive this.

11. In Camera –

- **Motion 2019/07/1.5** To go *in camera* at 6:24pm. Moved by Mike Tettenborn; Second Susan Sankey; Carried.
- **Motion 2019/07/1.7** To end the *in camera* session at 7:58pm. Moved by Bill Murphy; Second Susan Sankey; Carried.

12. Next Meeting(s) –

- Board Meeting(s) –
 - i) August 13th at 10:00am (Bill Murphy's house)
 - ii) September 10th, 2019 at 5:30pm (supper at 5:00pm)
- AGM – September 17th, 2019 at 7:30pm

13. Adjournment –

- **Motion 2019/07/1.8** To adjourn the meeting. Moved by Bill Murphy; Second Heather Maxwell; Carried.
- The meeting was adjourned at 8:03pm.

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
Minutes from FOH meeting
Minutes from Bar Team meeting
Email from Shirley Holmes (dated June 28th, 2019)
Letter from John Tamming, Lawyer