

Minutes of Board of Directors Meeting

June 11, 2019 at 5:30 p.m.

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

The meeting began at 5:32pm with all Board members present.

1. Approval of Agenda –

- **Motion 2019/06/1.1** To approve the agenda. Moved by Bill Murphy; Second Mike Tettenborn; Carried.

2. Approval of Minutes –

- **Motion 2019/06/1.2** To approve the April 9th, 2019 Board meeting minutes. Moved by Bill Murphy; Second Mike Tettenborn; Carried.

3. Administrative –

- Next meeting on July 9th, 2019 – Michelle Scobie in charge of supper
- Appreciation Night on June 20th, 2019

4. Executive Director's Report –

- Accepted as presented.
- **Action: Matt to ask Collene about adding specific time ranges for all items added to Google calendar.**

5. Treasurer's and Finance Team Reports –

- Accepted as presented.

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

Playbill (Mike): The team will be meeting again in September.	Building and Maintenance (Jack): Action: Jack to purchase new mops and magnetic broom for stage.
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): No report
Producers (Kathleen): No report	Membership (Susan): No report

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

- Matt to sign a letter for Kevin Haxell absolving Kevin of any responsibility for any potentially lost/damaged props he is storing for OSLT. – Done.
- Matt to schedule quarterly Roxy cleaning bees. – Date has been secured for first bee. **Action: Matt to ask Membership Committee to organize.**
- Corry to do a final push for David Leslie Scholarship. – Done.
- Matt to talk to Rick Twining about possible changes to bank account. – Deferred.
- Matt to check rental contracts to see if there's a damages and/or extra cleaning cost deposit in contracts, and to make any suggestions he has for contract additions. – Done.

- vi) Matt to investigate and bring a recommendation forward to the Board re. offering electronic tickets. - Ticket scanners: the technology exists to implement actual ticket scanners, but would cost around \$3,500. **Action: 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 chance would affect ticket exchanges and duplicate seat problems.**
- vii) Matt to review building use during rentals policy and clarify for the new season, if necessary. – Done.

8. New Business –

- i) *Spelling Bee* budget reconciliation @ 6:00pm (Lacey Mooney, Producer) – Accepted as presented. *Spelling Bee* yielded a profit of approximately \$35,000.
- ii) Tech report @ 6:30pm (Gary Byers) – Gary told the Board about an opportunity to secure a new projector for a very good price and answered questions. Board has given Gary the go-ahead to research further.
- iii) Proposed budget for *Sister Act* (Cathie Locke, Producer) — **Motion 2019/06/1.3** To approve the proposed *Sister Act* budget as presented. Moved by Bill Murphy; Second Jack Goad; Carried.
- iv) Comp tickets for members (Kathleen) – Board discussed. No comp tickets shall be issued for members, except in unusual circumstances as per Producer’s discretion.
- v) Marketing team (Kathleen) – Board liaison for the new Marketing Team to be appointed in September when the new Board is selected.

9. Correspondence –

- Email from Tim Dwyer, Experience Grey Bruce (dated May 29, 2019). **Action: Matt to contact Tim Dwyer.**

10. Items Deferred for Future Discussion(s) –

- i) Pursuit of an offsite rehearsal/storage space
- ii) Board Orientation Package – Lisa has created an outline for a Board orientation package and will send it out for feedback once finished.

11. In Camera –

- None

12. Next Meeting(s) –

- Board Meeting – July 9th, 2019 at 5:30pm (supper at 5:00pm)

13. Adjournment –

- **Motion 2019/06/1.4:** To adjourn the meeting. Moved by Jack Goad; Second Mike Tettenborn; Carried.
- The meeting was adjourned at 7:20pm.

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
Proposed budget for *Sister Act*
Final budget for *Spelling Bee*
Minutes from FOH meeting
Minutes from Golf Committee meeting(s)
Email from Tim Dwyer (dated May 29th, 2019)