

Minutes of Board of Directors Meeting

May 14, 2019 at 5:30 p.m.

Board Members Present: Corry Lapointe, President
Kathleen Murphy, Secretary
Michelle Scobie, Treasurer

Bill Murphy, Director
Mike Tettenborn, Director

Jack Goad, Director
Susan Sankey, Director

Regrets: Heather Maxwell, Director

Others Present: Melissa Monk, Administrative Assistant/Recorder
Shirley Holmes, 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 2019/05/1.1** To approve the agenda. Moved by Bill Murphy; Second Jack Goad; Carried.

2. Approval of Minutes –

- **Motion 2019/05/1.2** To approve the April 9th, 2019 Board meeting minutes. Moved by Bill Murphy; Second Mike Tettenborn; Carried.

3. Administrative –

- Next meeting on June 11, 2019 at 5:30pm – no supper that night
- General Meeting on June 11, 2019 at 7:30pm
- Appreciation Night on June 20, 2019

4. Executive Director's Report –

- Accepted as presented.
- **Action: Matt to sign a letter for Kevin Haxell absolving Kevin of any responsibility for any potentially lost/damaged props he is storing for OSLT.**
- **Action: Matt to schedule quarterly Roxy cleaning bees.**
- **Action: Corry to do a final push for David Leslie Scholarship.**
- **Action: Matt to talk to Rick Twining about possible changes to bank account.**
- **Motion 2019/05/1.3** To recognize the transfer of \$15,000 from the RBC lottery account into the OSLT main account to assist with the payment for the rights and permissions for the musical production of *Sister Act*. Moved by Lisa Miller; Second Bill Murphy; Carried.

5. Treasurer's and Finance Team Reports –

- Accepted as presented.
- Capital project is currently \$1,592.74 to the negative.
- **Motion 2019/05/1.4** To accept the 2019/2020 operating budget as presented. Moved by Michelle Scobie; Second Susan Sankey; Carried.

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

Playbill (Mike): None.	Building and Maintenance (Jack): New props cupboard constructed in Green Room.
Properties (Bill): Jack to be new Board liaison.	Directors (Corry): None.
Wardrobe (Lisa): None.	Health & Safety (Mike): None.
Tech (Bill): None.	Front of House & Bar (Heather): None.

Producers (Kathleen): None.	Membership (Susan): Need volunteers for Doors Open and Corkscrew City.
------------------------------------	---

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) Michelle to ask Liz for an update on the Refresh the Roxy campaign's standing. – Done; Liz said she will be able to provide for next month's meeting.
- iii) Mike and Jack to explore options/quotes for the Green Room. – Investigation has begun.

8. New Business –

- i) Roxy/OSLT Co-pros (Shirley Holmes & Cathie Locke) – Presented a co-production criteria document to the Board for review.
- ii) Refresh the Roxy campaign launch (Jack) – Refresh the Roxy will be acknowledged at the General Meeting in June. The Board will seek advice on how best to re-launch the campaign (**Action: Jack to ask Laura Wood if she would advise**), with the intention of fully re-launching at the AGM in September.
- iii) Green Room/kitchen renovation (Jack) – Jack has begun looking into options for this.
- iv) Charging rentals for cleaning (Jack) – The stage was left in disarray after a recent rental. **Action: 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.**
- v) Ticket sales and the 10-year plan (Michelle) – Recommendation from Finance Team that The Roxy look into offering electronic tickets that can be printed at home or shown on a patron's phone as a method to modernize and appeal to new demographics. Also advised to compare the cost of perforated vs. non-perforated tickets. **Action: Matt to investigate and bring a recommendation forward to the Board on these items.**
- vi) Building use during rentals (Bill) – Concerns brought forth from a recent rental about noise from lobby usage conflicting with the rental's activities in the building. **Action: Matt to review building use during rentals policy and clarify for the new season, if necessary.**

9. Correspondence –

- None

10. Items Deferred for Future Discussion(s) –

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

11. In Camera –

- **Motion 2019/05/1.5** To go *in camera* at 7:49pm. Moved by Bill Murphy; Second Lisa Miller; Carried.
- **Motion 2019/05/1.8** To end the *in camera* session at 8:38pm. Moved by Lisa Miller; Second Michelle Scobie; Carried.

12. Next Meeting(s) –

- Board Meeting – June 11, 2019 at 5:30pm
- Quarterly General Meeting – June 11, 2019 at 7:30pm

13. Adjournment –

- The meeting was adjourned at 8:39pm.

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

Golf Tournament Report

Co-Production Document