

## Minutes of Board of Directors Meeting

December 11<sup>th</sup>, 2018 at 5:30 p.m.

Board Members Present: Corry Lapointe, President  
Lisa Miller, Vice President  
Bill Murphy, Director  
Mike Tettenborn, Director  
Heather Maxwell, Director  
Jack Goad, Director  
Susan Sankey, Director  
Michelle Scobie, Treasurer

Regrets: Kathleen Murphy, Secretary

Others Present: Melissa Monk, Administrative Assistant/Recorder  
Matt Evans, Executive Director

The meeting began at 5:25pm with all Board members present.

### 1. Approval of Agenda –

- **Motion 2018/12/1.1** To approve the agenda. Moved by Bill Murphy; Second Susan Sankey; Carried.

### 2. Approval of Minutes –

- **Motion 2018/12/1.2** To approve the November 13<sup>th</sup>, 2018 Board meeting minutes. Moved by Bill Murphy; Second Jack Goad; Carried.

### 3. Administrative –

- Next Board meeting is January 8, 2019 – Heather is in charge of supper

### 4. Executive Director's Report –

- See attached report. ED report accepted as presented.
- **Action:** Jack to review OSLT insurance policy and its wording to ensure adequate coverage.
- **Action:** Corry to bring in 'salted sidewalks' form.
- **Action:** Matt to review this year's donation from CFOS for Christmas Fund Broadcast.

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

- The Treasurer's report, financial statements and balance sheets, and Finance Team report were accepted as presented.

### 6. Team Reports –

<b>Playbill (Mike):</b> The team is endorsing the one musical submission for the 2019-2020 season. <b>Motion 2018/12/1.3</b> To accept Corry Lapointe's submission for <i>Sister Act</i> in 2019. Moved by Bill Murphy; Second Michelle Scobie; Carried.	<b>Building and Maintenance (Jack):</b> Has scheduled a tour of the building with the goal of making a prioritized to-do list of improvements needed.
<b>Properties:</b> Two OSLT members have volunteered to be on this team. Bill Murphy will act as the Board liaison.	<b>Directors (Corry):</b> A meeting of this team will be held in the new year.
<b>Wardrobe (Lisa):</b> Lisa will communicate information about team members and wardrobe policies to the team.	<b>Health &amp; Safety (Mike):</b> See New Business.
<b>Tech (Bill):</b> No report	<b>Front of House &amp; Bar (Heather):</b> See attached report.
<b>Producers (Kathleen):</b> No report	<b>Membership (Susan):</b> This team is looking for a chair. Team will be providing food at the GM and requesting donations from members to cover the cost.

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

- i) Matt to create proposal for water cooler installation and send to Treasurer and Finance Team to review and approve. – Done. **Motion 2018/12/1.4** To proceed with a plumbed-in water system to replace the water cooler in the lobby. Moved by Mike Tettenborn; Second Bill Murphy; Carried. **Action:** Matt to secure other quotes for the new water system before proceeding.
- ii) Matt to contact the artist of the sculpture in the back hallway and research rehoming. – Done. Grey County staff coming to see sculpture and hopefully rehouse in the County building.
- iii) Matt to check with OSLT's insurance company for suggested policy re. criminal reference checks. – Done.
- iv) Corry will request written descriptions of each team from team leads and email these to Melissa for an e-blast. – Done. Descriptions will be sent out in the winter newsletter, rather than in an eblast.
- v) Matt to contact individual who inquired about relaying a theatre related opportunity to OSLT members and advise of the Board's decision re. this request. – Done. All similar situations shall be reviewed with the criteria set forth in the "Criteria for Evaluating Co-Pros" or "Criteria for Evaluating Training or Educational Opportunities" documents by Executive Director. If it's deemed a good fit, the Board can then review and decide how to proceed.
- vi) Matt to move the front window's "Late Arrivals" sign to a more appropriate location. – Done.
- vii) Matt to investigate offering all patrons a receipt for their transactions, regardless of type of payment. – Deferred.
- viii) Matt to research Georgian College as a potential rehearsal space for OSLT. – Done. Georgian College can offer us space in exchange for sponsorship. Reports back that, for musical rehearsals, the space did not offer ideal conditions (poor acoustics, excess noise bleed-through, etc.) and parking is unavailable on site. Matt is currently researching other options with the help of the DIA.

## 8. New Business –

- i) Health & Safety Draft Policy (Mike) – See attached. Mike will review the draft policy in detail with Lisa and a few other qualified volunteers in order to further develop the policy and processes it contains.
- ii) Support for Treasurer's job/responsibilities (Michelle) – This will be Michelle's last year as Treasurer. She is looking for someone to begin training that would consider stepping into this role, or who would consider helping her with its workload this term. Michelle will discuss this at the GM to see if any member would be interested in the role or in joining the Finance Team.
- iii) 2 for 1 Tenneco (Matt) – A proposed discount for *Shorthanded* tickets for Tenneco staff. Board rejected this proposal.
- iv) Members theatre usage (Matt) – Deferred
- v) OSLT events/parties/staff (Matt) – A policy will be put in place to ensure that Roxy staff are invited to all OSLT production wrap parties.
- vi) Recognition of presence on First Nations Territory (Bill) – Suggestion that OSLT recognize its presence on First Nations Territory in writing (e.g. in the season program) or verbally (e.g. at the season opening performance). **Action:** Matt to investigate this further re. wording.
- vii) Annual performance of *A Christmas Carol* (Bill) – Discussion re. the Roxy should producing *A Christmas Carol* annually. Further discussion will be deferred until Jan. Board meeting.
- viii) Civil suit – Corry will be attending law office for paperwork relating to OSLT's civil suit.
- ix) Staff transition update – Board reps met with staff on Nov. 27<sup>th</sup> to share the Board's vision for the Executive Director/staff's direction moving forward. Also celebrated the successes of the new staff team and discussed staff goals for 2019.
- x) Hiring a part-time/contract employee for maintenance/repairs - **Action:** Matt to research incorporating a handyman role into the cleaner contract, while putting cleaner contract out to tender in January. Deferred until next Board meeting.

## 9. Correspondence –

- The Board received a "thank you" card from OSLT member Krystal Walser (received Dec. 11<sup>th</sup>, 2018).

## 10. Items Deferred for Future Discussion(s) –

- i) Hiring a part-time/contract employee for maintenance/repairs – next Board meeting
- ii) Pursuit of an offsite rehearsal/storage space

- iii) Board Orientation Package
- iv) Roxy Presents shows consisting of OSLT members – next Board meeting

**11. In Camera –**

- None.

**12. Next Meeting(s) –**

- GM – Dec. 18<sup>th</sup>, 2018 at 7:30pm
- Board meeting – January 8<sup>th</sup>, 2019 at 5:30pm (supper at 5:00pm)

**13. Adjournment –**

- **Motion 2018/12/1.5** To adjourn the meeting. Moved by Lisa Miller; Second Jack Goad; Carried.
- The meeting was adjourned at 7:40pm.

**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  
Draft Health & Safety Policy