

## Minutes of Board of Directors Meeting

December 19<sup>th</sup>, 2017 at 5:00 p.m.

Board Members	Corry Lapointe, President	Mike Tettenborn, Director	Jack Goad, Director
Present:	Lisa Miller, Vice President	Val Underwood, Director	Kathy Barrett, Director
	Cathie Locke, Past President	Michelle Scobie, Treasurer	
	Kathleen Murphy, Secretary	Susan Sankey, Director	

Regrets:

Others Present: Maria Canton, Theatre Manager

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### The meeting began at 5:05pm.

#### 1. Approval of Agenda –

- **Motion 2017/12/1.6** To approve the agenda as amended. Moved by Kathy Barrett; Second Michelle Scobie; Carried.

#### 2. Approval of Minutes –

- **Motion 2017/12/1.7** To approve the November 14<sup>th</sup>, 2017 Board meeting minutes. Moved by Val Underwood; Second Susan Sankey; Carried.

#### 3. Membership Coordinator's Report –

- No report

#### 4. Administrative –

- Business arising items – Business arising/action items will be added back to the monthly Board meeting agendas. A date by which each action item should be completed will also be include.
- January 10<sup>th</sup>, 2018 Board meeting agenda – Maria will create the agenda for this meeting as Kathleen will be away. Please send agenda items to Maria.

#### 5. Theatre Manager's Report –

- Maria reported that she has received some negative feedback from patrons who attended Sandcastle Theatre's latest production *Potter the Panto*. She encouraged these people to contact Stephanie Fowler directly and give her their feedback as Sandcastle Theatre is a rental and not a co-production with OSLT. It was decided that further discussion of Sandcastle Theatre's rental would be deferred to the January Board meeting pending more information. **Action:** Maria will schedule a meeting with Stephanie Fowler prior to the January Board meeting and then report back to the Board (January 2018).
- Discussed Maria's suggestion that OSLT pursue a co-production with Mark Vigneux re. his original play *Solomon*. **Action:** Susan, Kathy, and Corry will review the co-production document developed by OSLT to determine if Mark's play meets the criteria for co-productions. They will bring this back to the January Board meeting for further discussion (January 2018).
- The Theatre Manager's Report was accepted as presented.

#### 6. Treasurer's and Finance Team Report –

- The Finance Team met and reviewed the imposed minimum wage increase. Only the box office clerk position will be effected by this increase. There will be another increase in 2019.
- The team also discussed the cost of storage for set pieces. The Team would like to know who to approach to discuss this further.

- The Team reviewed the capital budget and are comfortable with where we are right now with respect to this.
- Treasurer's and Finance Team reports accepted as presented.

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

<b>Playbill (Mike):</b> Michael Rae presented historical documents to the Playbill Team outlining the responsibilities of the Playbill Team over the years, and where and when the Board of Directors takes over, acting upon the team's recommendations. A document from May 2015, titled OSLT PLAYBILL TEAM - TERMS OF REFERENCE specifically outlines the functions and composition of the team. The team feels they are functioning quite well, and the only rub at this time is a lack of directors. The team noted that it has been about 5 years since the whole group did a strategic plan. Mike discussed with the Board how they feel about the whole organization undergoing a strategic planning session. Mike also reported that there are currently two formal play submissions for the 2018-2019 season.	<b>Building and Maintenance/Workshop (Jack):</b> No report
<b>Properties (Kathy):</b> No report	<b>Directors (Corry):</b> No report
<b>Wardrobe (Val):</b> No report	<b>Health &amp; Safety (Mike):</b> One member has expressed interest in joining this team. The team will need input from staff going forward as there is currently no staff member on this team.
<b>Bar (Cathie):</b> No report	<b>Front of House (Cathie):</b> No report

**8. Business Arising (including action items from previous Board meetings) –**

- 2018-2019 Musical – Corry has been in touch with Virginia Rae. Virginia will meet with Corry and her team in the new year. The team for this production has not been chosen yet, this will be discussed/decided at the January Board meeting. Virginia does have a set builder and painter.
- Maria will advise the guidance counselor at OSDSS of the Board's decision to not take a co-op student at this time. – Done
- Corry will formulate a message re. the Board's decision to not provide food for Friday night socials, opening nights, and AGMs/GMs and bring this to the Board for review. Once reviewed, Maria will send this message out to the membership. – Done
- Maria will find out the cost for *Into the Woods*. Maria reported the cost for this show is \$14 000 USD – Done

**9. New Business –**

- Motion 2017/12/1.11** Be it resolved that all members of the OSLT Board of Directors shall be indemnified and saved harmless out of the funds of the Organization from and against:
  - All costs, charges and expense whatsoever which such Director sustains or incurs in or about any action, suit or proceedings which is brought, commenced or prosecuted against him or her, for or in respect of any act, deed, matter or thing whatsoever made, done, or permitted by him or her, in or about the execution of the duties of his or her office
  - All other costs, charges and expenses which he or she sustains, or incurs, in or about in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his or her own willful neglect or default.
 Moved by Michelle Scobie; Second Jack Goad; Carried.
- Producer's Team/liaison – This team will be included in team reports going forward.

- iii) Curling/Karaoke Fun Night (Carrie Keeling) – Although the Board agreed that this would be a fun event, as it is not theatre specific it does not fit the mandate/vision of OSLT therefore it cannot be supported by the Board. Discussed that this could possibly be promoted as a social activity and sent out to the membership (similar to bus trips) by the Membership Team. Suggested that Carrie take this idea to the Membership Team. **Action:** Kathleen will advise Carrie of the Board’s decision and suggest that she take this idea to the Membership Team (January 2018).
- iv) Hosting WODL Festival 2019 – WODL has asked OSLT to host this festival in March 2019. This would be a co-production with WODL and OSLT. As this is a big undertaking, Yvonne Korince has agreed to mentor whoever takes this on. The Board agrees by consensus to not host the WODL Festival 2019, but would consider this for 2020. **Action:** Corry will advise Yvonne of the Board’s decision so she can take this back to WODL (January 2018).
- v) Reading of *A Christmas Carol* – This is not going forward this year.
- vi) Proposed budget for *The Ghost Island Light* – As John Prettie (Producer) was not available to present this proposed budget to the Board it was decided that this would be deferred. **Motion 2017/12/1.12** To defer discussion of the proposed budget for *The Ghost Island Light* to the January 10<sup>th</sup>, 2018 Board meeting. Moved by Cathie Locke; Second Lisa Miller; Carried.

#### 10. Correspondence –

- Email received Dec. 19<sup>th</sup>, 2017 by OSLT member Carrie Keeling re. Curling/Karaoke Fun Night for OSLT members.

#### 11. In Camera –

- **Motion 2017/12/1.8** To go *in camera* at 5:41pm. Moved by Kathy Barret; Second Val Underwood; Carried.
- **Motion 2017/12/1.10** To end the *in camera* session at 5:54pm. Moved by Lisa Miller; Second Mike Tetttenborn; Carried.
- **Motion 2017/12/1.13** To go *in camera* at 6:34pm. Moved by Kathy Barrett; Second Val Underwood; Carried.
- **Motion 2017/12/1.15** To end the *in camera* session at 6:36pm. Moved by Kathy Barrett; Second Lisa Miller; Carried.

#### 12. Next Meeting(s) –

- GM – December 19<sup>th</sup>, 2017 at 7:30pm
- Board Meeting – Wednesday January 10<sup>th</sup>, 2018 at 5:30pm

#### 13. Adjournment –

- **Motion 2017/12/1.16** To adjourn the meeting. Moved by Val Underwood; Second Kathleen Murphy; Carried.
- The meeting was adjourned at 6:40pm.

**Approved:**

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Corry Lapointe – President

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Kathleen Murphy – Secretary

**Attachments sent prior to the meeting or made available at the meeting:**

Agenda

Minutes

Theatre Manager's Report

Financial statements

Email from OSLT member Carrie Keeling dated Dec. 19<sup>th</sup>, 2017

