

## Minutes of Board of Directors Meeting

February 13<sup>th</sup>, 2018 at 5:30 p.m.

Board Members Present: Corry Lapointe, President  
Lisa Miller, Vice President  
Cathie Locke, Past President  
Kathleen Murphy, Secretary

Mike Tettenborn, Director  
Val Underwood, Director  
Michelle Scobie, Treasurer

Jack Goad, Director  
Kathy Barrett, Director

Regrets: Susan Sankey, Director

Others Present: Maria Canton, Theatre Manager

**The meeting began at 5:36pm.**

### 1. Approval of Agenda –

- **Motion 2018/02/1.1** To approve the agenda. Moved by Kathy Barrett; Second Lisa Miller; Carried.

### 2. Approval of Minutes –

- **Motion 2018/02/1.2** To approve the January 10<sup>th</sup>, 2018 Board meeting minutes. Moved by Jack Goad; Second Val Underwood; Carried.

### 3. Administrative –

- The date of the next Board meeting has been changed to March 8<sup>th</sup> at 5:30 at the Roxy.
- March 8<sup>th</sup>, 2018 Board meeting supper – Corry will be responsible for supper for this meeting.

### 4. Theatre Manager's Report –

- Volunteer of the Year Nominations – The deadline for these nominations is Feb. 23<sup>rd</sup>. If anyone has any suggestions for nominations send these to Maria and she will complete the nomination form(s).
- Chi Cheemaun Grant Application – The Board agreed by consensus to approve Maria's recommendation that OSLT apply for this grant, and if successful apply the monies to the capital campaign.
- *Gas Head Willy* at Meaford Hall – The Board agreed by consensus to approve Maria's recommendation that OSLT co-present one evening (May 11<sup>th</sup>) of *Gas Head Willy* with Meaford Hall.
- The Theatre Manager's Report was accepted as presented.

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

- Board team representatives should connect with team leads and inquire about specific/particular expenses that teams feel should be considered/factored into the budget. There is no guarantee that these specific items will be included in the budget this year.
- Financial statements accepted as presented.

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

<b>Playbill (Mike):</b> Five Directors (6 submissions) have been interviewed by the team. The final submission date has been moved to Feb. 26 <sup>th</sup> . Consequently, recommendations are not ready to be presented to the Board at this time. The team's recommendations will be brought to the March Board meeting.	<b>Directors (Corry):</b> No report
<b>Properties (Kathy):</b> No report	<b>Health &amp; Safety (Mike):</b> No report

<b>Wardrobe (Val):</b> No report	<b>Front of House (Cathie):</b> No report
<b>Building and Maintenance/Workshop (Jack):</b> <b>Action:</b> Jack will investigate the possibility of installing a second bannister in the stairwell leading to the women's washroom.	<b>Bar (Cathie):</b> A recommendation has been made that the bar consider offering two white and two red wines (currently there is only one of each). Also, it was discussed that tea and hot chocolate should continue to be available for sale. <b>Action:</b> Maria is going to investigate the possibility of plumbing a water cooler as a solution to eliminating the sale of plastic water bottles. The Board agreed by consensus to approve Cathie's request to open the bar before the <i>Menopause The Musical</i> show as there is no intermission for this show.
<b>Producers (Cathie):</b> No report	

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

- i) Maria will inquire about repairing the cabinet door in the bar (Feb. 2018). – Done. The cabinet door has been repaired.
- ii) Susan, Kathy, and Corry will review OLST's Co-Production Agreement Evaluation Document and the proposals received from two OLST members requesting OSLT to co-present original/semi-original works. – The Board agreed by consensus to support the recommendation as presented. **Action:** Maria will advise the two OLST members who submitted these requests of the Board's decision.
- iii) Kathy and Jack will inventory backstage items and give this to the box office clerk. – Deferred (April 2018)
- iv) Kathy and Jack will go through storage and determine what items should be kept and what can be purged. – Deferred (April 2018)
- v) Maria will put something re. storage space in the next OSLT newsletter. – Done. Maria advised that no members replied.
- vi) Corry will advise Yvonne of the Board's decision re. the WODL Festival. – Done.

#### 8. New Business –

- i) Policy re. video recording shows – Every producer needs to be made aware/reminded that shows are NOT to be video recorded. Maria advised that recording of shows being prohibited is outlined explicitly in contracts that are signed. **Action:** Kathleen and Cathie will take this item to the next Producers Team meeting for discussion and further action if necessary.
- ii) 2018 musical production team – Deferred (March 2018).
- iii) *Rabbit Hole* proposed budget (Kathleen) – **Motion 2018/02/1.8** To accept the proposed budget for OSLT's production of *Rabbit Hole* as presented. Moved Val Underwood; Second Cathie Locke; Carried.
- iv) One-Acts – Deferred (March 2018).

#### 9. Correspondence –

- Email from Michael Wilmot, Canadian playwright, dated Jan. 30<sup>th</sup>, 2018 re. his play *A Red Plaid Shirt*. **Action(s):** Val will read this play and report back to the Board. Mike will take this to the Playbill Team for discussion.

#### 10. In Camera –

- **Motion 2018/02/1.3** To go *in camera* at 5:48pm. Moved by Kathy Barrett; Second Michelle Scobie; Carried.
- **Motion 2018/02/1.7** To end the *in camera* session at 6:24pm. Moved by Val Underwood; Second Kathleen Murphy; Carried.

#### 11. Next Meeting(s) –

- Board Meeting – Thursday March 8<sup>th</sup>, 2018 at 5:30pm (supper at 5:00pm)

- GM – March 20<sup>th</sup>, 2018 at 7:30pm

**12. Adjournment –**

- **Motion 2018/02/1.9** To adjourn the meeting. Moved by Lisa Miller; Second Kathleen Murphy; Carried.
- The meeting was adjourned at 7:19pm.

**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

Theatre Manager's *In Camera* Report

Email from Michael Wilmot, Canadian playwright

Budget submission for OLST's production of *Rabbit Hole*

Summary of discussion re. OSLT's Co-Production Agreement Evaluation Document