

Minutes of Board of Directors Meeting

February 19th, 2019 at 5:30 p.m.

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

Bill Murphy, Director
Mike Tettenborn, Director
Heather Maxwell, Director

Susan Sankey, Director
Michelle Scobie, Treasurer

Regrets: Jack Goad, Director

Others Present: Matt Evans, Executive Director

The meeting began at 5:30pm with all Board members present.

1. Approval of Agenda –

- **Motion 2019/02/1.1** To approve the agenda. Moved by Bill Murphy; Second Michelle Scobie; Carried.

2. Approval of Minutes –

- **Motion 2019/02/1.2** To approve the January 8th, 2019 Board meeting minutes. Moved by Lisa Miller; Second Susan Sankey; Carried.

3. Administrative –

- Next Board meeting is moved to March 5th – Kathleen is responsible for supper for this meeting.
- GM moved to March 12th – Send Kathleen agenda items.

4. Executive Director's Report –

- See attached report. ED's report was accepted as presented.
- Discussion re: Wednesday night: decided to continue having a "3-4-4" nights for musicals (Thursday, Friday, Saturday, then Wednesday, Thursday, Friday for the next 2 weeks); discount for each Wednesday of a show run; also continue the Wednesday discount day for regular plays.
- Hard to find a maintenance and custodial combined person; thinking of hiring a custodial person, and then hire maintenance as needed; hoping to find a family business.
- Water cooler; replace cooler in the lobby and purchase; no discount for renting 2 units; very expensive to get the style that can refill a personal water bottle; this is a business decision, Matt will get quotes and follow through with the best option (rent vs buy, at his discretion).
- Auditorium floor continues to be an issue re: painting; Matt continues to work on the issue.
- Dishwasher is running the way it needs to for the health inspection requirements; Matt suggests that perhaps we move away from glassware and move to some kind of environmentally friendly recyclable model; suggest discussion with bar team; also suggest waiting until the dishwasher breaks again and then re-discuss.
- Discussion about raising Christy's march break camp remuneration by \$500; agreed by board as a decision Matt can make himself.
- Google calendar might be a solution to double bookings that are happening in the Lobby; currently people are just dropping in.
- Appreciation Night: more focus on fun night, engaging sponsors, members coming out; family; board engagement and participation; create some "in house" awards for a variety of reasons.
- Trillium grant has been completed; good work!
- Annual Returns Office Ontario; Corry to complete.
- Discussion re: patron who felt unhappy with *Shorthanded* drug or alcohol use, and who left at intermission; situations such as these to be handled by the ED at his discretion; no refund in this case.

- Matt will put out a call to membership for the volunteer recruitment fair.
- Board agreed to an indigenous opening statement at the opening of the season, and again at the volunteer appreciation event.

5. Treasurer's and Finance Team Reports –

- The treasurer's report was accepted as presented.
- Can the budget line and the actual line on the comparative income statement be the same dates, so we can see if we are "on track".

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

Playbill (Mike):	Building and Maintenance (Jack):
Properties (Bill):	Directors (Corry):
Wardrobe (Lisa):	Health & Safety (Mike):
Tech (Bill):	Front of House & Bar (Heather):
Producers (Kathleen):	Membership (Susan):

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

- Kathleen will locate show revenue/expenses/net profit figures for past 8-10 OSLT productions. – Done
- Matt to check last year's minutes (TM report) and/or contact Maria Canton regarding last year's contract re. the CFOS Christmas Fund Broadcast. – Done
- Matt to research cost of adding another downstairs cooler to current plan vs. buying one outright from another company and proceed with installation of best option. – Done
- Matt to ask Collene if it's possible to have receipts automatically generated by Theatre Manager program for cash/gift certificate purchases. – In progress; one staff still to be updated.
- Corry will follow up with Gary Byers re. Roxy Presents protocols. – To do; unsure of what we meant!
- Matt and Gary to research projector leasing and Melissa to investigate tech grant opportunities. – In progress, still working on it.
- 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
- Action:** Michelle will send a budget request to all Board Liaisons, for them to send out to the teams; Budget requests will be considered by Finance when the yearly operating budget is created; all requests are due to Michelle by March 31, 2019.

8. New Business –

- Playbill 2020-2021(Mike) –
 - **Motion 2019/02/1.3** (amended) To accept the presented 2020/2021 playbill as submitted by the playbill team and subject to budget approval by the Board. Moved by Mike Tettenborn; Second Kathleen Murphy; Carried. **Action:** Mike will work with Michael Rae and the team to advise the Directors of the approval.
February 2020 – *West Moon* (Kathleen Cassidy)
April 2020 – *Curious Incident of the Dog in the Nighttime* (Pat O'Connor)
June 2020 – *Born Yesterday* (Kevin Haxell)
 - Discussion – potential tech costly plays should be discussed with Gary Byres prior to submission; one of the above submissions will involve projectors which could be very costly to rent; a suggestion was made that budgets should be submitted to the Playbill Team at time of play submission; Directors and Producers need to remember that there are guidelines for budgets; Board agreed to request that an accurate/itemized budget for *Curious Incident of the Dog in the Nighttime* be submitted to the Board for review within the next 2 weeks (by next Board meeting); if over budget, the Board needs to decide/determine how much over is acceptable; Mike advised that there was a request by one Director for an extra week in the theatre but this is not doable as there are other possible shows that could be booked during that time; the Board values the Playbill Team and all their hard work. **Action:** Mike will speak with Pat O'Connor about submitting an itemized and accurate budget within the next 2 weeks for review by the Board on March 5, 2019.

- ii) Budget reconciliation for *Noises Off* @ 6:30pm (John Prettie, Producer); budget reconciliation accepted as presented, congratulations to cast and crew!
- iii) Proposed budget for *The 25th Annual Putnam County Spelling Bee* @ 6:45pm (Lacey Mooney, Producer)
 - See attached budget submission form
 - Lacey found the new guideline for musicals to be easy to use, and very accurate
 - Royalties include a refund from “into the woods”
 - Scripts are low due to photocopying
 - Musical director \$1000 is going towards Don, despite him saying he doesn’t need any money; Lacey feels she is learning, and so needs no money for herself
 - Music Program: MTI rehearsal tracks and program for phones; and 2 weeks before show with show track; costs are fixed
 - Microphone rental: Cory is a “sound guy” and he doesn’t like the house microphones; Gary supported that the house microphones are not as good as we would like; costs shown include rental for all cast, plus one extra for a total of 10 microphones for 3 weeks
 - Lacey reduced the cost of the closing party in order to help balance the budget
 - **Motion 2019/02/1.4** To approve the budget with an increase to \$600 for the closing party, bringing the proposed total to \$30580. Moved by Michelle Scobie, Second Heather Maxwell; Carried.
 - This show requires some audience participation: Cory would like to ask a few members to come in to participate in the 2 weeks prior to the show; suggestion that crew be asked to participate; during the show Lacey will “choose” the audience member and will work with the board to create appropriate consent forms/waivers etc; another idea is to invite the sponsors to participate; perhaps also the council members.
- iv) Chairing meetings (Michelle) – Discussion about board taking turns chairing meetings; this allows the president, who often has historical knowledge of the organization; to participate; this also allows the board to learn more about the chair role; board agreed that we would take turns chairing meetings; Bill will chair next meeting; Secretary position is excluded from chairing, unless he/she wants to chair/, due to the high amount of pre-work that is included in the secretary’s role
- v) Inclement weather policy (Michelle) – What is policy? Cory let us know that policy is that patron can exchange a ticket for a different night for the same show; no other options; this policy appears to be oral tradition at this point. **Action:** Cory will ask Mark for past policy binders; Cory to write the inclement weather policy draft; which will then be given to Collene or Melissa for review and further input/sub policies in relation etc.
- vi) Staff unable to attend work due to weather – If staff are not able to attend due to weather, they will call the ED. If the ED is away they will call the president; Lisa will write that policy and protocol draft; it will then be reviewed by ED
- vii) Succession planning (Lisa) – Discussion deferred to next meeting; asking all board members to reflect on new directions for the board; as well as personal goals or input for the year; Bill offered to host a retreat at his house; probably early May 2019.
- viii) Legal update – No news, all is before the judge.
- ix) Insurance update – No news, all documents are with them; Cory will check-in in one week.

9. Correspondence –

- None

10. Items Deferred for Future Discussion(s) –

- ii) Pursuit of an offsite rehearsal/storage space
- iii) Board Orientation Package
- iv) Need to discuss purchase of new microphone systems in the future

11. In Camera –

- The standing “in camera” item is deferred to a future Board meeting when all Board members can be present for the discussion.

12. Next Meeting(s) –

- Board meeting – March 5th, 2019 at 5:30pm (supper at 5:00pm); Bill to chair this meeting.
- GM – March 12th, 2019 at 7:30pm

13. Adjournment –

- **Motion 2019/02/1.5** To adjourn the meeting. Moved by Mike Tettenborn.
- The meeting was adjourned at 8:25pm.

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
OSLT Production earnings/revenue
25th Annual Putnam County Spelling Bee proposed budget
Noises Off budget reconciliation