

Minutes of Board of Directors Meeting

January 10th, 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
Susan Sankey, Director

Jack Goad, Director
Kathy Barrett, Director

Regrets:

Others Present: Maria Canton, Theatre Manager

The meeting began at 5:28pm with all Board members present.

1. Approval of Agenda –

- **Motion 2018/01/1.1** To approve the agenda as amended. Moved by Jack Goad; Second Kathy Barrett; Carried.

2. Approval of Minutes –

- **Motion 2017/01/1.2** To approve the December 19th, 2017 Board meeting minutes. Moved by Val Underwood; Second Kathy Barrett; Carried.

3. Administrative –

- Jack will be responsible for supper for the Feb. 13th Board meeting.

4. Theatre Manager's Report –

- Maria reported that she has received two requests from OSLT members to co-present original/semi-original works and that both appear to meet the criteria for a co-production as set out in the OSLT Co-Production Agreement Evaluation Document. Consequently, Maria suggests that OSLT move forward with co-producing both shows. After some discussion the Board agreed to defer this item until further review of these proposals and the Co-Production Agreement Evaluation Document. **Action:** Corry, Susan, and Kathy will review both proposals. Once completed, Corry will send an email to all Board members and the Board will vote re. co-presenting these productions (Feb. 2018).
- Maria would like to hire a part-time student for the box office. Melissa is currently working full-time hours in the box office. Kate is continuing to work casually. A student could work show nights at a rate of \$13.15/hr. The Board agreed by consensus to support Maria's recommendations to hire a part-time student for the box office.
- There is a 6 week improve workshop scheduled starting Feb. 6th, and two more workshops being discussed. Maria suggested that we put these other two workshops on hold for now. The Board agreed by consensus to support Maria's recommendation to put these workshops on hold.
- The Theatre Manager's Report was accepted as presented.

5. Treasurer's and Finance Team Report –

- No report.
- Financial statements accepted as presented.

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

Playbill (Mike): The team will be meeting soon to review 5 new play submissions and then will	Bar (Cathie): Current income statements reveal that bar sales are stronger as compared to this time last year. A meeting will be scheduled with
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vote. The recommended submissions will be brought to the Board once the team has voted.	bartenders in the near future. There are Smart Serve tokens available in the box office. Discussed that the cabinet door in the bar needs to be repaired. Action: Maria will ask Andrew Dinsmore to look at this (Feb. 2018).
Properties (Kathy): No report	Directors (Corry): No report
Wardrobe (Val): No report	Health & Safety (Mike): No report
Producers (Cathie): No report	Front of House (Cathie): No report
Building and Maintenance/Workshop (Jack): No report	

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

- i) Maria will contact Stephanie Fowler to schedule a meeting. – Done
- ii) Susan, Kathy, and Corry will review the Co-Production Agreement Evaluation Document developed by OLSL. – Deferred
- iii) Kathleen will advise Carrie Keeling of the Board’s decision re. karaoke night and suggest that she take her idea to the Membership Team – Done.
- iv) Corry will advise Yvonne of the Board’s decision re. the WODL Festival so she can take this back to WODL. – Corry will email Yvonne.

8. New Business –

- i) **Backstage after each production/event** – Discussed that backstage is often left in a mess after shows/events close. There needs to be something in place to advise that the stage/backstage needs to be cleaned up and left as it was found. This should be the responsibility of the stage manager. Discussed that this can become a health and safety issue. There needs to be a system for inspecting the stage/backstage after a show closes. Discussed the possibility of a cleaning fee/deposit for rentals. It was also suggested that the box office clerk do a quick check of the stage/backstage after a show closes and if any action needs to be taken bring this to Maria and Maria will connect with the individual(s) (e.g. stage manager) responsible. **Action:** Kathy and Jack will inventory backstage items and give this to the box office clerk (Feb. 2018).
- ii) **The Ghost Island Light budget** – John Prettie, Producer, reviewed the proposed budget for *Ghost Island Light*. **Motion 2018/01/1.3** To approve the budget for *The Ghost Island Light* as presented. Moved by Mike Tettenborn; Second Val underwood; Carried.
- iii) **Budget guidelines** – Discussed that budget guidelines for shows should be reviewed by the Producers Team. **Action:** Kathleen and Cathie will take this item to the next Producers Team meeting for discussion and review for the upcoming season.
- iv) **Workshop request** – Michelle was approached by a non OSLT member about a workshop coming to Owen Sound in April and the possibility of using the Roxy stage. Discussed that this could be a possible rental and that rental costs are online. If this individual is interested in renting the Roxy they can contact Maria.
- v) **2018 musical** – A producer and stage manager need to be selected for this production. Discussed that these should be experienced individuals who can mentor. Also discussed that those who are not already producing and/or stage managing a production next season should be considered. This will be discussed further at the Feb. Board meeting.
- vi) **Storage** – Discussed the Finance Teams recommendation to purge items and not continue paying for storage. **Action:** Kathy and Jack will go through storage and determine what items should be kept and what can be purged. Discussed pursuing alternate/free storage space. **Action:** Maria will put something about looking for storage space in the next OSLT newsletter.

9. Correspondence –

- None

10. In Camera –

- **Motion 2018/01/1.4** To go *in camera* at 6:38pm. Moved by Val Underwood; Second Susan Sankey; Carried.
- **Motion 2018/01/1.8** To end the *in camera* session at 7:07pm. Moved by Mike Tettenborn; Second Val Underwood; Carried.

11. Next Meeting(s) –

- Board Meeting – Tuesday Feb. 13th, 2018 at 5:30pm

12. Adjournment –

- **Motion 2018/01/1.9** To adjourn the meeting. Moved by Val Underwood; Second Lisa Miller; Carried.
- The meeting was adjourned at 7:18pm.

Approved:

Corry Lapointe – President

Kathleen Murphy – Secretary

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

Agenda

Minutes

Theatre Manager's Report

Financial statements

Proposed budget for *The Ghost Island Light*