

Minutes of Board of Directors Meeting

January 8th, 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

Jack Goad, Director
Susan Sankey, Director
Michelle Scobie, Treasurer

Regrets:

Others Present: Melissa Monk, Administrative Assistant/Recorder
Pat O'Connor, OSLT member

Matt Evans, Executive Director
Gary Byers, Tech

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

1. Approval of Agenda –

- **Motion 2019/01/1.1** To approve the agenda. Moved by Jack Goad; Second Bill Murphy; Carried.

2. Approval of Minutes –

- **Motion 2019/01/1.2** To approve the December 11th, 2018 Board meeting minutes. Moved by Bill Murphy; Second Jack Goad; Carried.

3. Administrative –

- Feb 12th, 2019 next Board meeting – Lisa in charge of supper.

4. Executive Director's Report –

- See attached report. ED report accepted as presented
- Incident reports – going forward, incident reports are to be sent to the Health and Safety Board rep (Mike Tettenborn) to review and share with the Board. A file with all reports and follow-up materials will be maintained going forward.

5. Treasurer's and Finance Team Reports –

- Reports accepted as presented.
- Michelle reported that the new arrangement of work between Liz, Collene, and the Finance Team is working out well. Collene is already putting set processes in place to increase efficiency.
- The Trillium Grant process is still underway.
- Discussion re. grants. Michelle spoke about the current status of next years' grants, challenges, and how OSLT approaches granting in terms of capital grants vs operating grants, etc. **Action:** As requested by Jack Goad, Kathleen will contact Maria and ask how to locate show revenue/expenses/net profit figures for past 8-10 OSLT productions.

6. Team Reports –

Playbill (Mike): Currently meeting with each of the 7 directors who have submitted a play for next season. Playbill will have 3 plays to recommend to the Board at the Feb. Board meeting.	Building and Maintenance (Jack): See below in New Business.
Properties (Bill): Storage continues to be a challenge. The current show requires easily accessible, lockable storage. The new	Directors (Corry): No report.

Properties Team will meet to discuss options. Action: Kathleen to email previous team's report regarding prop storage to new team members.	
Wardrobe (Lisa): Will be having a team meeting soon. Action: Lisa to ask team about the tables in the green room.	Health & Safety (Mike): No report.
Tech (Bill): See Gary Byers' report in New Business below.	Front of House & Bar (Heather): See attached. Action: Matt to research cost of repairing current dishwasher or purchasing a new one and email his findings to the Board ASAP for discussion/decision. The physical copy of OLST's liquor license is expired, but if needed Matt has required documentation. The green room water cooler requires regular disinfecting.
Producers (Kathleen): No report.	Membership (Susan): Recent GM had an excellent turn out. This team will be meeting next week.

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

- i) Jack to review OSLT insurance policy and its wording to ensure adequate coverage. – Deferred.
- ii) Corry to bring in 'salted sidewalks' form. – Done.
- iii) Matt to review this year's donation from CFOS for Christmas Fund Broadcast. – Deferred. **Action:** Matt to check last year's minutes and/or contact Maria Canton regarding last year's contract.
- iv) Matt to secure other quotes for the new water system. – We currently are paying \$35/month for the water cooler upstairs (plus initial purchase price of \$200). **Action:** Matt to research cost of adding another downstairs cooler to this plan vs. buying one outright from another company and proceed with installation.
- v) Matt to investigate offering all patrons a receipt for their transactions, regardless of type of payment. – This can be a challenge for box office staff during busy hours or show nights, as it's about a 10-step process to generate and print receipts manually. **Action:** Matt to ask Collene if it's possible to have receipts automatically generated by Theatre Manager program for cash/gift certificate purchases. If not possible, Matt to suggest this improvement to Theatre Manager program. Going forward, all gift certificate purchases, regardless of type of payment, will be given with a receipt.
- vi) Matt will investigate wording for recognition of presence on First Nations territory. – Deferred. Matt has located wording and asked Melissa to contact Saugeen First Nation regarding oral/written etiquette.
- vii) Matt to research incorporating a handyman role into the cleaner contract, while putting cleaner contract out to tender in January 2019. – Deferred. Combining these two roles into one part-time position would save the theatre money, but it will be a challenge to find someone with all necessary skills. Will be investigated further.

8. New Business –

- i) Roxy Presents protocols – Deferred. **Action:** Corry will follow up with Gary Byers.
- ii) Tech update (Gary Byers) – Gary will attend 3 Board meetings annually (January, June and September) in order to keep the Board up-to-date re. tech. Gary reported that the LED upgrades and new stage cable trough have both been a huge success. 2019's to-do list includes: display TVs are in the process of being rewired; stage sound will soon be able to be heard in the lobby; will need to purchase a new wireless microphone to meet government regulations (\$1500 estimate). A projector/screen for Banff Mountain Film Festival is being rented to meet BMFF's specific tech requirements. Gary reported that says we may need to replace our outdated model within the next 2-3 years and should consider different options. **Action:** Matt and Gary to research projector leasing and Melissa to investigate tech grant opportunities.
- iii) Roxy Presents shows and OSLT members – Discussed the pros (e.g. audience appeal, good revenue stream, community partnership opportunities, acting roles, existing script to work from) and cons (e.g. scheduling conflicts, available stage dates, quantity of costumes/props needed, cast size, auditions,

dedicated director/production team/tech) needed for non-OSLT Roxy Presents productions like *A Christmas Carol*. The Board agreed that it needs to seek input on this from the membership at large.

- iv) Members theatre usage (Matt) – **Action:** 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.
- v) Building maintenance (Jack) – A building walkthrough was completed, and a list made of all the building upgrades that need to be done. Jack has requested that any additional repairs/improvements that occur be emailed to him to be added to the list. The Building and Maintenance Team will now meet to prioritize the list. Jack will also be including a piece in the newsletter about this project.
- vi) Transition piece for newsletter (Michelle) – Board approved that Michelle write a short piece about the staffing transition, explaining the new focus/direction and the Board’s 10-year vision.
- vii) *A Christmas Carol* (Kathleen) – See attached report and reconciliation received from Judy Beth Armstrong, Producer.
- viii) Insurance claim – Additional information was required for the insurance claim. Corry reported that staff are continuing to work through this.

9. Correspondence –

- None

10. Items Deferred for Future Discussion(s) –

- ii) Pursuit of an offsite rehearsal/storage space
- iii) Board Orientation Package

11. In Camera –

- **Motion 2019/01/1.3** To go *in camera* at 8:33pm. Moved by Susan Sankey; Second Lisa Miller; Carried.
- **Motion 2019/01/1.5** To end the *in camera* session at 8:51pm. Moved by Bill Murphy; Second Susan Sankey; Carried.

12. Next Meeting(s) –

- Board meeting – February 12th, 2019 at 5:30pm (supper at 5:00pm)

13. Adjournment –

- **Motion 2019/01/1.6** To adjourn the meeting. Moved by Lisa Miller; Second Kathleen Murphy; Carried.
- The meeting was adjourned at 8:52pm.

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
A Christmas Carol final report and reconciliation