

Minutes of Board of Directors Meeting

July 10th, 2018 at 5:30 p.m.

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

Michelle Scobie, Treasurer
Mike Tettenborn, Director
Kathy Barratt, Director

Jack Goad, Director

Regrets: Susan Sankey, Director
Lisa Miller, Vice President

Others Present: Melissa Monk, Administrative
Assistant/Recorder

The meeting began at 5:29pm with all Board members present.

1. Approval of Agenda –

- **Motion 2018/07/1.1** To approve the agenda. Moved by Kathy Barratt; Second Mike Tettenborn; Carried.

2. Approval of Minutes –

- **Motion 2018/07/1.2** To approve the June 5th, 2018 Board Meeting Minutes. Moved by Jack Goad; Second Kathy Barratt; Carried.

3. Administrative –

- There will be no Board meeting in August
- September 11, 2018 will be the next Board meeting – Michelle will be responsible for supper

4. Theatre Manager's Report –

- No report.

5. Treasurer's and Finance Team Reports –

- Collene is drafting a policy re. co-signature for all returns or changes in type of payment. Staff or Front of House initials will be needed to confirm that type of transaction. The draft policy will be brought to the Board for input, when ready.
- Michelle will write a policy that all cheques need to have 2 signatures, and that 1 of those signatures must always be that of an approved Board member. The draft policy will be brought to the Board for input, when ready.
- The Treasurer's and Finance Team Reports were accepted as presented.

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

Playbill (Mike): This team met in June and has approved 3 new members.	Directors (Corry): This team will be meeting in the new future.
Front of House/Bar (Cathie): This team met and has created an additional bar-specific team. They are still looking for a Board representative.	Health & Safety (Mike): No report.

Wardrobe: No report.	Properties (Kathy): Lots of props sold at the Hottest Yard Sale. What remains in the basement still needs to be organized.
Building and Maintenance (Jack): Will be purchasing a new shop vac and mops for the stage.	Producers (Cathie): This team will be meeting in the next two weeks.
Membership Team (Susan): No report.	Tech (Lisa): No report.

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

- i) Michelle will create a template for Team budget submissions. – This will be made by April 2019.
- ii) Jack will further investigate the possibility of an off-site workshop/storage. – Done and not being pursued.
- iii) Corry will follow-up re. the elevator key not allowing access to the third floor. – Done and the elevator is working.
- iv) Follow-up re. change table in the family washroom. – Deferred.
- v) WODL 2020 (Corry) – **Motion 2018/06/1.4** To host the 2020 WODL Festival. Moved by Michelle Scobie; Seconded by Cathie Locke; Defeated. **Action:** Corry will contact WODL to let them know.
- vi) Review of Policy re. Criminal Reference – Volunteers (Jack) – Deferred to the next meeting.

8. New Business –

- i) Roxy renovations update (Jack) – Auditorium renovations are going well and are on target time-wise. The stage renovation project is also underway, with required materials to be purchased this week.
- ii) Email discussions (Kathy) – Reminder that email correspondence between Board members should be reserved for urgent or time-sensitive matters. All else should be saved for Board meetings.
- iii) *Rabbit Hole* budget reconciliation (Kathleen) – Accepted as presented.
- iv) Chamber of Commerce (Corry) – The Chamber is currently restructuring. OSLT sponsor Marg Benedict is now involved and would like OSLT to consider becoming a member again. **Action:** Matt to discuss with Marg once he starts.
- v) Roxy Theatre Charity Golf Tournament (Corry) – The inaugural tournament was a success. Yvonne Korince has offered to chair the Golf Tournament committee going forward. **Action:** Matt will meet with Yvonne to discuss this year's tournament and plans for next year's.

9. Correspondence –

- No correspondence.

10. Items Deferred for Future Discussion –

- Hiring a part-time/contract employee for maintenance/repairs
- Auditor for the next fiscal year
- Existing offsite storage
- Pursuit of an offsite rehearsal/storage space
- Getting the water cooler in the lobby hard-wired in
- Emergency contact system (Matt)
- Change table in family washroom
- Criminal Reference Check Policy (deferred to September meeting)

11. In Camera –

- **Motion 2018/07/1.3** To go *in camera* at 7:14pm. Moved by Mike Tettenborn; Second Cathie Locke; Carried.
- **Motion 2018/07/1.6** To end the *in camera* session at 8:16pm. Moved by Kathy Barratt; Second Jack Goad; Carried.

12. Next Meeting(s) –

- Board Meeting – Sept. 11th, 2018 at 5:30pm (supper at 5:00pm)

13. Adjournment –

- **Motion 2018/07/1.7** To adjourn the meeting. Moved by Cathie Locke; Second Kathleen Murphy; Carried.
- The meeting was adjourned at 8:18pm

Approved:

Corry Lapointe – President

Kathleen Murphy – Secretary

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

Agenda

Minutes

Financials

Rabbit Hole budget reconciliation

Auditorium and Interior Upgrade 2018