

## Minutes of Board of Directors Meeting

June 5<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  
Michelle Scobie, Treasurer  
Mike Tettenborn, Director  
Kathy Barratt, Director  
Susan Sankey, Director  
Jack Goad, Director

Regrets:

Others Present: Melissa Monk, Administrative Assistant

**The meeting began at 5:15pm with all Board members present.**

### 1. Approval of Agenda –

- **Motion 2018/06/1.1** To approve the agenda. Moved by Corry Lapointe; Second Jack Goad; Carried.

### 2. Approval of Minutes –

- **Motion 2018/06/1.2** To approve the May 8<sup>th</sup>, 2018 Board Meeting Minutes. Moved by Kathy Barratt; Second Susan Sankey; Carried.

### 3. Administrative –

- July 10<sup>th</sup>, 2018 Board meeting – Kathleen will be responsible for supper at this meeting.
- If possible, *in camera* portion of Board meetings will be left until the end of the meeting. Kathleen will take minutes during *in camera* sessions.

### 4. Theatre Manager's Report –

- Auditorium renovations – A team consisting of the new Theatre Manager, Gary Byers, Jack Goad and Paul Nicholson will oversee the renovations. Jack and Paul would like to meet with the contractor to formalize this arrangement. A cut-off date for when work must end should be provided, so as not to interfere with the fall performances. If the work is not complete, pieces of the project will be moved to other dark periods in the theatre's schedule. Gary would like to take down and clean all lighting fixtures during the renovation process. The Board agreed by consensus to support this team's formation.
- Brochures – These have been mailed out to 30,000 households in Owen Sound and surrounding area. There is a mistake in *The Long Weekend's* dates that wasn't noticed until after they had been sent out, but has been corrected on all subsequent marketing materials.
- The Theatre's Manager's Report was accepted as presented.

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

- **Motion 2018/06/1.3** To accept the Owen Sound Little Theatre 2018-2019 Operating Budget as presented. Moved by Michelle Scobie; Second Kathy Barratt; Carried.
- The Finance Team has seen the budget and recommends it to the Board.
- Michelle reviewed the budget with the Board and addressed questions.
- The Treasurer's and Finance Team Reports were accepted as presented.

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

<b>Playbill (Mike):</b> Is holding a gathering for this team in June.	<b>Directors (Corry):</b> This team will be meeting in late-summer, early-fall.
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<b>Front of House/Bar (Cathie):</b> This team is looking for more bartenders.	<b>Health &amp; Safety (Mike):</b> This team will be meeting in September. There is a proposed Health & Safety rebuild to address certain policies.
<b>Wardrobe:</b> No report.	<b>Properties (Kathy):</b> Will be selling props at the Hottest Yard Sale (July 7 <sup>th</sup> ). <b>Action:</b> Kathy and Jack to go through props for things to sell.
<b>Building and Maintenance (Jack):</b> Suggests that OSLT consider hiring a part-time/contract maintenance person to handle small tasks at The Roxy. Suggestion deferred for further discussion.	<b>Producers (Cathie):</b> This team will meet in June or July. All producers will be invited to this meeting, including the producers for next season's productions. The focus of the meeting will be production budgets.
<b>Membership Team (Susan):</b> Struggled with volunteer cancellations (8 hours of coverage was cancelled) at Doors Open; had 100 visitors. The new retractable sign has arrived and Jed Phillips has said he can make smaller ones, as well. Susan is coordinating the Hottest Yard Sale. No one-acts will be held this year. Discussion about how fundraising funds are applied to budget. Discussion about how specific team budgets are submitted and to whom. <b>Action:</b> Michelle will create a template for team budget submission.	<b>Tech (Lisa):</b> Some discussion about investing in a Mac for sound booth.

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

- i) Noise concerns from neighbouring businesses – Kathleen and Maria met with the owner of the neighbouring business on May 5<sup>th</sup> to discuss. An arrangement has been made where the outdoor music will not begin until after the OSLT production ends. A runner will be sent over when the play ends each night to let them know. In return, we will give them a thank you in the program. The producer of the June production should always be made aware of this arrangement.
- ii) Message about re-entry included in the pre-show announcements – deferred until next season begins.
- iii) Investigation of prices for change tables – deferred.

## 8. New Business –

- i) Dance Workshop – The dance workshop beginning on June 14<sup>th</sup> only has one registrant. **Action:** Corry to contact Collene and Melissa with instructions to cancel the workshop.
- ii) Vocal Workshop – Judy Leigh Johnson, OSLT member, met with Corry to discuss ways she could contribute her vocal training skills to OSLT. She has offered accent training for *Noises Off* and will work with stage managers and directors to teach preshow warm-ups if directors are interested. Corry has asked her to prepare a possible workshop outline to present and also to outline what services she would offer on a volunteer basis vs. what she would request payment for. Further discussion is planned for upcoming producers' meeting.
- iii) OSLT Appreciation Night – Jane Phillips is organizing with Melissa as staff contact. The entertainment program is set and Corry will be hosting the evening.
- iv) WODL 2020 –
  - **Motion 2018/06/1.4** To host the 2020 WODL Festival. Moved by Michelle Scobie; Second Cathie Locke; Deferred. *Discussion* – Discussed the feasibility of hosting WODL in 2020. Yvonne Korince has been added to the agenda for the upcoming GM to share what hosting this festival entails and to look for volunteer interest in participating/organizing/chairing. It will also be put out in an e-blast to the membership. This will be discussed further at the next Board meeting.
- v) Off-site Workshop – an OSLT member will possibly be acquiring a large off-site workshop and would possibly be able to offer OSLT workshop/storage space for a fee. There was discussion about this,

including possible insurance implications. **Action:** Jack will work with this OSLT member to investigate further.

- vi) Elevator – The elevator key will not allow access to the third floor. **Action:** Corry will investigate.
- vii) Southampton Summer Theatre – This theatre group is currently looking for someone that can run their lighting board. **Action:** Lisa will take this to the Tech Team.
- viii) Roxy Theatre Charity Golf Tournament – Discussion about how plans for this fundraiser are progressing. **Action:** Corry will check with Yvonne Korince for a status update.

#### 9. Correspondence –

- i) Michelle shared an email from the Board email account. A gentleman loaned OSLT a piece of lighting equipment in 1989 and was looking to have it returned. Upon investigation, this piece of equipment is no longer at The Roxy. Michelle sent an email response explaining this which was well received.

#### 10. In Camera –

- **Motion 2018/06/1.5** To go *in camera* at 6:56pm. Moved by Kathy Barratt; Second Lisa Miller; Carried.
- **Motion 2018/06/1.8** To end the *in camera* session at 8:32pm. Moved by Mike Tettenborn; Second Susan Sankey; Carried.

#### 11. Next Meeting(s) –

- GM – June 12<sup>th</sup>, 2018 at 7:30pm
- Board Meeting – July 10<sup>th</sup>, 2018 at 5:30pm (supper at 5:00pm)

#### 12. Adjournment –

- **Motion 2018/06/1.9** To adjourn the meeting. Moved by Lisa Miller; Second Kathleen Murphy; Carried.
- The meeting was adjourned at 8:33pm.

**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  
Financials