

Minutes of Board of Directors Meeting

March 8th, 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
Jack Goad, Director
Susan Sankey, Director

Regrets: Kathy Barratt, Director

Others Present: Maria Canton, Theatre Manager

The meeting began at 5:24pm.

1. Approval of Agenda –

- **Motion 2018/03/1.1** To approve the agenda. Moved by Mike Tettenborn; Second Jack Goad; Carried.

2. Approval of Minutes –

- **Motion 2018/03/1.2** To approve the February 13th, 2018 Board meeting minutes. Moved by Val Underwood; Second Susan Sankey; Carried.

3. Administrative –

- March 20th, 2018 General meeting – agenda items:
 - Membership Coordinator position review and evaluation (Lisa)
 - Playbill 2018-2019 (Michael Rea)
- April 24th, 2018 Board meeting – Lisa will be responsible for supper for this meeting.

4. Theatre Manager's Report –

- There are currently 24 students registered for the March Break Camp.
- Collene will be away for the next 2 weeks.
- Maria will be meeting with Liz on March 19th. The Finance Team will be meeting April 4th.
- The elevator will be out of service ½ day this month for service and repair.
- OSLT was approved for a Canada Cultural Spaces Technical grant in the amount of \$12 500.
- Dance workshop – The Board agrees by majority to support offering a dance workshop to members and nonmember this spring. The Board also agrees by majority to ask Paula Mercer (OSLT member) to run this workshop.
- Maria advised that a water cooler technician was in and can easily plumb a water cooler in the lobby. Discussed the loss of revenue by not selling bottled water. Also discussed the possibility of selling OSLT/Roxy reusable water bottles, however this is expensive. Will continue to sell bottled water for now. **Action:** Maria will check with Cook's to see if they can plumb a water cooler in the lobby at no cost. If not, she will investigate other options/quotes (April 2018).
- Membership Team – Susan volunteered to be the Board liaison for the Membership Team.
- The Theatre Manager's Report was accepted as presented.

5. Treasurer's and Finance Team Reports –

- Michelle reported that while reviewing bank statements she noted an unusual charge in one of OSLT's bank accounts. Consequently, Maria contacted the bank and was advised that every 3 years the deed to the building is checked and that there is a charge for this. With the Boards approval, Michelle would like to discuss OSLT account service charges with the Finance Team to investigate options for reducing these charges. The Board agreed by consensus to support Michelle's request.

- Michelle met with Maria to discuss the capital plan/budget. The Finance Team will be meeting in April to review the operating budget and the minimum wage increase that will come into effect in 2019.
- Collene and Michelle met and reviewed/updated the process for the 50/50 lottery.
- OSLT was declined a \$5000 request for capital funding from Bruce Power. There was some discussion re. including grant monies in the budget. Michelle will take this back to the Finance Team for further discussion.
- Treasurer's and team report, and financial statements and balance sheets accepted as presented.

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

Playbill (Mike): See below	Directors (Corry): Virginia Rea's fee will come out of regular budget.
Properties (Kathy): No report	Health & Safety (Mike): No report
Wardrobe (Val): Val reported that Joan Spence has submitted a budget for wardrobe.	Front of House (Cathie): No report
Building and Maintenance (Jack): No report	Bar (Cathie): No report
Producers (Cathie): No report	Membership Team (Susan): Susan will be the Board liaison for this team.
Tech (Lisa): Lisa will be the Board liaison for this team.	Producers (Cathie): No report

- Discussed the possibility of creating a Production Team. This would include Producers and Stage Managers. Deferred further discussion until fall 2018.

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

- Maria is going to investigate the possibility of plumbing a water cooler as a solution to eliminating the sale of plastic water bottles. – Done
- Maria will advise the two OSLT members who submitted requests for co-productions with OSLT of the Board's decision. – Done
- Jack will investigate the possibility of installing a second bannister in the stairwell leading to the women's washroom. – In progress

8. New Business –

- The Children's Hour* – The show came in under budget for expenses and made a profit of \$16 092.20. The final budget report was accepted as presented.
- 2018-2019 OSLT season – Play recommendations (Mike) – Val recused herself from this discussion. The following plays are being recommended by the Playbill Team:
 - February 2019 – *Shorthanded* (Shirley Holmes)
 - April 2019 – *The 25th Annual Putnam County Bee Spelling Contest* (Cory Laycock)
 - June 2019 – *Noises Off* (Kevin Haxell)
- Motion 2018/03/1.3** To approve the play recommendations for the 2018-2019 OSLT season as submitted by the Playbill Team. Moved by Mike Tettenborn; Second Cathie Locke; Carried.
- 2018 musical production team – Still need to find a Musical Director, Stage Manager, and Producer for this production. Corey will know by the end of the week if the individual asked to be the Musical Director for this production will accept. Will start recruiting/approaching producers and stage managers once the playbill has been announced.
- One-Acts – One-acts will continue and Susan as the new Board liaison for the Membership Team will help to get this organized going forward.
- Membership Coordinator position review and evaluation (Lisa) – Kathleen, Lisa, and Michelle met and came up with a proposed job evaluation/review plan. They also developed a questionnaire which will be used to help facilitate focus group discussions and one-to-one interviews. Focus group discussions will be held April 22nd & 23rd. Each focus group will include no more than 8 individuals. Members will be asked to sign-up to participate in a focus group. Lisa will present this plan to the membership at the March GM. The retreat day for the Board to review all of this information/data will be May 5th at 9:00am.

- vi) Michael Wilmot's play *A Red Plaid Shirt* (Val) – Val read this play and reported that she it enjoyed it. She has also been in contact with Michael Wilmot. Val is going to give a copy of this script to the Playbill Team.. She would be interested in directing this play for OSLT.
- vii) *Spamalot* final budget report – **Action:** Kathleen will ask Jane Phillips, *Spamalot* Producer, to come to the next Board meeting to present the *Spamalot* final budget report.
- viii) Preproduction (Jack) – It is recommended that each production have two full weekends in the theatre for preproduction. The fall musical is allotted 3 ½ weeks in the theatre for preproduction. If a production feels there is a need for more time in the theatre for preproduction (e.g. complex set) this should be discussed at production meetings.

9. Correspondence –

- None

10. In Camera –

- **Motion 2018/03/1.4** To go *in camera* at 7:37pm. Moved by Mike Tettenborn; Second Val Underwood; Carried.
- **Motion 2018/03/1.6** To end the *in camera* session at 8:08 pm. Moved by Lisa Miller; Second Val Underwood; Carried.

11. Next Meeting(s) –

- GM – March 20th, 2018 at 7:30pm
- Board Meeting – April 24th, 2018 at 5:30pm

12. Adjournment –

- **Motion 2018/03/1.7** To adjourn the meeting. Moved by Susan Sankey; Second Kathleen Murphy; Carried.
- The meeting was adjourned at 8:09pm.

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
Minutes from Membership Team meeting (Feb. 21, 2018)
Membership Coordinator position review and evaluation