

Minutes of Board of Directors Meeting

May 8th, 2018 at 5:30 p.m.

Board Members Present: Corry Lapointe, President Mike Tettenborn, Director Susan Sankey, Director
 Lisa Miller, Vice President Kathy Barratt, Director
 Cathie Locke, Past President
 Kathleen Murphy, Secretary

Regrets: Michelle Scobie, Treasurer Jack Goad, Director

Others Present: Maria Canton, Theatre Manager

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

1. Approval of Agenda –

- **Motion 2018/05/1.1** To approve the agenda. Moved by Kathy Barratt; Second Susan Sankey; Carried.

2. Approval of Minutes –

- **Motion 2018/05/1.2** To approve the April 24th, 2018 Board meeting minutes. Moved by Lisa Miller; Second Kathy Barratt; Carried.
- **Motion 2018/05/1.3** To approve the May 5th, 2018 Board of Directors Retreat Meeting minutes. Moved by Mike Tettenborn; Second Lisa Miller; Carried.

3. Administrative –

- June 5th, 2018 Board meeting – Susan will be responsible for supper for this meeting.
- July 10th, 2018 – Kathleen will be responsible for supper for this meeting.

4. Theatre Manager's Report –

- Currently, seven Board members have made their donations to the Refresh the Roxy Capital Campaign.
- Graham's Construction will be handling the renovation.
- Box office hours will be reduced over the summer months. Maria will be away June 20 to July 3. Collene will be in to cover Maria during this time.
- Summer Camps/Musical Theatre – there are currently 25 students registered. These camps will be held at East Ridge Community School.
- OSLT's liquor license will be renewed this week for another four years.
- The Theatre Manager's Report was accepted as presented.

5. Treasurer's and Finance Team Reports –

- Maria advised that the final draft of the operating budget will be presented at the June Board meeting for final approval.
- Balance Sheets and Income Statements were accepted as presented.

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

Playbill (Mike): No report	Directors (Corry): Currently this team includes Corry, Bill Murphy, Kathleen Cassidy, and Michael Rea. The team will be meeting in late-summer, early-fall.
Front of House/Bar (Cathie): Currently there are 78 potential ushers, ~30 potential	Health & Safety (Mike): Mike reported that there currently is no policy re. use of open flame/fire in

bartenders, and five Front of House managers. Cathie advised that it has been difficult getting people, especially for the daytime shows.	the theatre. This was discussed as <i>Rabbit Hole</i> would like to consider the use of a lit candle during the show.
Wardrobe: No report	Properties (Kathy): No report
Building and Maintenance (Jack): No report	Producers (Cathie): This team will meet sometime in June/July. All Producers will be invited to this meeting, including the Producers for next season's productions.
Membership Team (Susan): Doors Open is planned for Saturday June 2, 10am-4pm. This team needs 18 volunteers for this (currently have six). Would also like a Board member(s) present. The Seniors Fair is Wednesday June 6, 10am-3pm. Maria is going to help with set-up at the Bayshore. Gwynda McKee is taking the lead on this. The team is looking for 4-6 volunteers to assist with this. Maria is going to put out one last call for one-act submissions. Member Appreciation Night is planned for Tuesday June 19. Jane Phillips is taking the lead on this. The Hottest Yard Sale Under the Sun is scheduled for Saturday July 7. Susan is going to contact all Team chairs to discuss possible items that could be included in this sale.	Tech (Lisa): No report

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

- i) Maria will put out a last call for one-act submissions. – Done
- ii) Kathleen and Maria will meet to discuss how to address noise concerns from neighbouring businesses. – Kathleen and Maria met on May 5th. Maria is going to meet with the owner of the neighbouring business next week to discuss proposed options/solutions.

8. New Business –

- i) *The Ghost Island Light* final budget report (John Prettie, Producer) – The Board accepted the final budget report as presented.
- ii) Patron re-entry/late entry for shows (Corry) – Discussion re. how to handle late entries/re-entries. Discussed signage in the lobby advising patrons that they will be escorted into the theatre at the discretion of an usher (and in consultation with the SM). Consequently, one usher would have to be stationed outside the theatre (rear) door. Also discussed dimming rear hallway lights during shows. Could also include something about this in the program. **Action:** Maria will have a message about re-entry included in the pre-show announcements for the upcoming OSLT show. Cathie will schedule a meeting with Front of House managers to advise them of this plan going forward.
- iii) Exit interviews (Michelle) - Defer
- iv) Nominating committee/filling Board position vacancies (Cathie) – Currently, there is one Board position that needs to be filled for the upcoming term. There are nine Board positions in total.
- v) Retractable Banner – The Membership Team would like to purchase a retractable banner that could be taken to functions (e.g. the Seniors Fair) and used to help promote OSLT. The team would like to have this for June 2018 and got a quote of ~\$350 from Jed Phillips. The Board approved this request by consensus. **Action:** Maria will send some images to Jed Phillips.
- vi) Change Table (Susan) – Discussed installing a change table in the family washroom. **Action:** Maria will investigate prices for change tables and bring this to the next Board meeting.

9. Correspondence –

- None

10. In Camera –

- **Motion 2018/05/1.4** To go *in camera* at 6:16pm. Moved by Kathy Barratt; Second Mike Tettenborn; Carried.
- **Motion 2018/05/1.6** To end the *in camera* session at 6:22pm. Moved by Lisa Miller; Second Susan Sankey; Carried.

11. Next Meeting(s) –

- Board Meeting – June 5th, 2018 at 5:30pm (supper at 5:00pm)
- GM – June 12th, 2018 at 7:30pm

12. Adjournment –

- **Motion 2018/05/1.7** To adjourn the meeting. Moved by Kathleen Murphy; Second Lisa Miller; Carried.
- The meeting was adjourned at 7:00pm.

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

The Ghost Island Light final budget report