

Minutes of Board of Directors Meeting

November 13th, 2018 at 5:30 p.m.

Board Members Present:	Corry Lapointe, President Lisa Miller, Vice President Kathleen Murphy, Secretary	Bill Murphy, Director Heather Maxwell, Director	Jack Goad, Director Michelle Scobie, Treasurer
Regrets:	Mike Tettenborn, Director Susan Sankey, Director		
Others Present:	Melissa Monk, Administrative Assistant/Recorder Yvonne Korince, OSLT member Cathie Locke, OSLT member		
		Matt Evans, Executive Director	

The meeting began at 5:12 pm.

1. Approval of Agenda –

- **Motion 2018/11/1.1** To approve the agenda. Moved by Bill Murphy; Second Jack Goad; Carried.

2. Approval of Minutes –

- **Motion 2018/11/1.2** To approve the October 9th, 2018 Board meeting minutes. Moved by Lisa Miller; Second Bill Murphy; Carried.

3. Administrative –

- The next Board meeting will be on December 11th, 2018 – Corry is in charge of supper.
- The next General Meeting will be on December 18th, 2018 at 7:30pm
- Going forward, only 5 hard copies of the Board package will be printed for those Board members who requested hard copies.

4. Executive Director's Report –

- See attached ED report. The ED report was accepted as presented.
- **Action:** Matt to investigate offering all patrons a receipt for their transactions, regardless of type of payment.
- **Action:** Matt to research Georgian College as a potential rehearsal space for OSLT.

5. Treasurer's and Finance Team Reports –

- Treasurer's and Finance team reports accepted as presented.
- Reviewed the OSLT balance sheet and budget reconciliation process.
- If Treasurer is absent from a Board meeting, going forward any spending will be approved in principle and then reviewed by Treasurer afterwards, unless in an emergency.
- There is a surplus of funds still available for the capital project to be put towards other aspects of Refresh the Roxy.

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

Playbill (Mike): N/A	Building and Maintenance (Jack): N/A
Properties: N/A	Directors (Corry): N/A
Wardrobe (Lisa): A reminder that there is no policy in place that a new volunteer can't head wardrobe for an OSLT production. There is a process for orientation, however, so new	Health & Safety (Mike): N/A

wardrobe leads must check in with the wardrobe mistress first.	
Tech (Bill): Reported that the new Mac laptop is working well.	Front of House & Bar (Heather): See attached reports. Action: Corry to set a meeting date between Collene, Heather and Cathie to discuss PEIs, the Google Calendar, and bar floats.
Producers (Kathleen): Recently met. It will be stressed to production teams that all expenses must be channeled through the producer, including any charges made to accounts OSLT holds. A new budget submission form has been created to more accurately represent OSLT play and musical budgets. Action: Kathleen to contact this season's producers to stress regular production team meetings and to notify them that all production rehearsal dates for Knights of Columbus should be sent directly to Corry, who will handle all these bookings.	Membership (Susan): N/A

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

- i) Matt to get a quote re. getting the water cooler in the lobby hard-wired. – Done, received a quote of approximately \$800 from Cook's. **Action:** Matt to create proposal for water cooler installation and send to Treasurer and Finance Team to review and approve.
- ii) Corry to research rehoming the sculpture in the back hallway. – Deferred. **Action:** Matt to ask the artist permission to rehome.
- iii) Matt to check with OSLT's insurance company for suggested policy re. criminal reference checks - Deferred
- iv) Michelle will provide the Board with last year's team budgets and what each team has spent to date for this current year. – Done, there is a budget of \$2000 to be shared amongst the teams. If a team requires funds, they should send a request directly to the Treasurer.
- v) Corry will request written descriptions of each team from team leads and email these to Melissa for an e-blast. – Deferred.

8. New Business –

- ii) Golf Tournament (Yvonne Korince) @5:30pm – See attached report.
 - **Motion 2018/11/1.3** To approve the proposed budget for The Roxy 2nd Annual Charity Golf Tournament. Moved by Bill Murphy; Second Heather Maxwell; Carried.
- iii) *Shorthanded* proposed budget (Cathie Locke – Producer) @6:00pm – See attached.
 - **Motion 2018/11/1.4** To approve the budget for *Shorthanded*. Moved by Jack Goad; Second Kathleen Murphy; Carried.
- iv) Health & Safety Draft Policy (Mike) - Deferred
- v) Support for Treasurer's job/responsibilities (Michelle) – Michelle is hoping to take a step back from this role in the near future and has offered to begin mentoring another Board member interested in stepping into the role. Anyone interested can email/call her with questions. **Action:** To be added as an agenda item for the next meeting.
- vi) Laptop purchase for tech booth (Michelle) – Deferred.
- vii) Staff expenses re. representation of OSLT at community events (Michelle) – All staff expenses are covered if OSLT requests a staff member's attendance at an event.
- viii) Promoting opportunities to the membership (Matt) – An individual has requested that an opportunity relating to theatre, but separate from OSLT, be communicated directly to OSLT members. After discussion, it was decided that such requests should be reviewed using the information found in the document outlining *Board Criteria for Evaluating OSLT Co-Pro Proposals*. **Action:** Matt to contact individual to advise of the Board's decision of this request.

- ix) Performance sponsors (Matt) – Revamping this type of sponsor to allow performance sponsors to be added throughout the year, closer to the show dates. They will be added to the show-specific program insert rather than put in the glossy program.
- x) Snow day *Shorthanded* (Lisa) – The director has requested that the second Sunday of the run be reserved as a potential snow date and will consult with her cast/crew to see if they are available for this date.
- xi) Lobby signage (Jack) – Some of the new signage in the lobby should be better positioned to present a more welcoming first impression to patrons. **Action:** Matt to move the front window’s “Late Arrivals” sign to a more appropriate location and Heather will advise the Front of House Team this is done.
- xii) Large set builds (Jack) – There is concern about large set builds and their cost in terms of financial expense, volunteer time and landfill waste created. Proposed that this issue should be discussed amongst the Producers team, specifically the possibility of these issues being flagged by directors/producers during the production budget submission process. **Action:** Kathleen to review this discussion with the Producers Team.
- xiii) OSLT set strikes (Matt) – Production teams should recruit assistance from the membership at large for set strikes. **Action:** Kathleen to tell producers that, going forward, they can give the time/date of set strikes to Matt and a request for volunteer help will be sent out in an e-blast.

9. Correspondence –

- None

10. Items Deferred for Future Discussion(s) –

- i) Hiring a part-time/contract employee for maintenance/repairs
- ii) Pursuit of an offsite rehearsal/storage space
- iii) Board Orientation Package – urgent

11. In Camera –

- **Motion 2018/11/1.5** To go *in camera* at 8:50pm. Moved by Bill Murphy; Second Kathleen Murphy; Carried.
- **Motion 2018/11/1.7** To end the *in camera* session at 10:05pm. Moved by Jack Goad; Second Lisa Miller; Carried.

12. Next Meeting(s) –

- Board meeting – Dec. 11th, 2018 at 5:30pm (supper at 5:00pm)
- GM – Dec. 18th, 2018 at 7:30pm

13. Adjournment –

- **Motion 2018/11/1.8** To adjourn the meeting. Moved by Lisa Miller; Second by Kathleen Murphy; Carried.
- The meeting was adjourned at 10:06pm.

Approved:

Corry Lapointe – President

Kathleen Murphy – Secretary

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

Agenda
Minutes
Financials

Charity Golf Tournament documents
Executive Director's report
The Lost Tire Gang final budget
Shorthanded proposed budget
Front of House Team report (October)
Draft Health & Safety Policy