

Minutes of Board of Directors Meeting

November 14th, 2017 at 5:00 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
Kathy Barrett, Director

Regrets: Leanne Bellamy, Membership Coordinator
Susan Sankey, Director

Others Present: Maria Canton, Theatre Manager

The meeting began at 4:58pm as all Board members present.

1. Approval of Agenda –

- **Motion 2017/11/1.1** To approve the agenda. Moved by Jack Goad; Second Kathy Barrett; Carried.

2. Approval of Minutes –

- **Motion 2017/11/1.2** To approve the October 10th, 2017 Board meeting minutes as amended. Moved by Kathy Barrett; Second Lisa Miller; Carried.

3. Membership Coordinator's Report –

- The Membership Team discussed the Volunteer Fair and decided that this will be coordinated with Doors Open and held every other year. **Action:** Maria will follow-up with the Membership Team about this and report back to the Board re. holding the Volunteer Fair every other year.
- Board is unsure if the Membership Coordinator's Report is posted to the OSLT website. **Action:** Maria will follow-up with Leanne and ask her if her MC's Report is posted to the OSLT website.
- The Membership Coordinator's report was accepted as presented.

4. Administrative –

- December 19th Board meeting will start at 5:00pm at the Roxy, followed by the GM at 7:30pm. Maria will be responsible for supper for this Board meeting.
- January 9th and February 13th Board meetings will be back at the Roxy and starting at 5:30pm.

5. Theatre Manager's Report –

- The air conditioner unit was replaced and the amount still owing for this is \$3,390. There is money in the Building Reserve Fund that could be used to cover the cost of the A/C unit. The intention would be to replace this with grant monies should the grants that Maria has applied for be successful. **Motion 2017/11/1.3** To approve the Theatre Manager's request to borrow funds from the Building Reserve Fund to pay for the A/C unit with the intention of replacing these funds with grant money, should the grants be successful. Moved by Mike Tettenborn; Second Jack Goad; Carried.
- OSDSS has requested a co-op student placement with OSLT. The Board agreed by consensus that OSLT cannot support this request at this time. **Action:** Maria will advise the guidance counselor at OSDSS of this decision.
- The Theatre Manager's Report was accepted as presented.

6. Treasurer's and Finance Team Report –

- The Finance Team will be meeting in December to review the capital plan and operating budget, and the impact of the minimum wage increase.

- Treasurer's and team report, and financial statements and balance sheets accepted as presented.

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

<p>Playbill (Mike): There have been a few play submissions to date. No musical submissions. The deadline for musical submissions is Dec. For play submissions the deadline is Jan/Feb. 2018.</p>	<p>Building and Maintenance (Jack): Jack reported that two temporary doors have been built and will be in place for the run of the current show. Discussed that this could be a fire hazard to leave these doors in place after the show closes therefore it was decided that they will be removed when the show closes. There was a report of mice in the wardrobe area but there has been no evidence of this to date.</p>
<p>Properties (Kathy): Kathy reported that the props inventory could not be uploaded to the OSLT website. The inventory is available in PowerPoint and can be emailed to any member who may want this. Kathy also reported that the items that were lent to the Sarnia theatre have been returned.</p>	<p>Directors (Corry): No report</p>
<p>Front of House (Cathie): Some new ushers have been recruited recently. Discussed that it is not a requirement that ushers have first aid training but that we should take note of those ushers who do have first aid.</p>	<p>Health & Safety (Mike): Mike reported that this team needs to recruit some new members (members at large).</p>
<p>Wardrobe (Val): Val reported that she and Joan have started to catalogue inventory.</p>	<p>Bar (Cathie): Some of the Smart Serve tokens that OSLT has purchased are about to expire, but Leanne is going to purchase more of these.</p>

8. **New Business –**

a) **Team liaison positions/team members 2017 – 2018 –**

- i) Playbill – Mike
- ii) Health & Safety – Mike
- iii) Properties – Kathy
- iv) Finance – Michelle
- v) Bar – Cathie
- vi) Front of House – Cathie
- vii) Wardrobe – Val
- viii) Directors – Corry
- ix) Building & Maintenance – Jack

b) **Feeding casts (cost and work load) –** Discussion re. the cost of food, specifically: Friday night socials, fruit tray for opening nights, GMs/AGMs. It is estimated that approximately \$750-\$1000 is spent each year on food. The Board agreed by consensus to no longer provide food or purchase any food for AGMs/GMs, Friday night socials, and/or opening nights. Members will be advised that they are more than welcome to bring food/snacks to AGMs/GMs should they wish to do so. **Action:** Corry will compose a message re. the Board's decision and bring this to the Board for review. Once reviewed, Maria and Leanne will send this message out to the membership.

c) **Play reading –** Corry has been in discussions with a possible professional director for the 2018-2019 musical (Virginia Reh). *Into the Woods* is this director's top choice. This submission will have to be taken to the Playbill team as is the case for all play submissions and go through the same selection process. **Action:** Maria will find out the cost for this particular production. Virginia's fee is ~ \$4000 plus travel/accommodations. The Board will determine the process for selecting the production team for Virginia should this production be selected and approved.

d) **Membership Team meeting – Items for discussion –**

- i) **Play writing group/club** – This club/group would like to meet at the Roxy once a month. Discussed that this meeting time(s) could not be in conflict with other events happening at the theatre and that the Board/OSLT would not be sponsoring this group. The Board agreed by consensus to approve this group/clubs request to meet at the Roxy once a month. **Action:** Maria will book these meeting date(s) on the calendar when contacted by someone from this group.
- ii) **Dress rehearsals** – The Board agreed by consensus that only members/ushers and family of cast and crew should attend dress rehearsals.
- e) **Storage** – Storage continues to be a concern. There are a number of members who are currently storing items in their own homes/garages/basements. There is currently no room to store big items. One moveable storage unit could be placed behind the Roxy in the interim. However, this will not hold everything that currently needs to be stored. Also, there will be no room for both this and a dumpster during the winter months. Discussed the possibility of sharing a dumpster with a neighbouring business (e.g. Jazzmyn's, The Bean Cellar). The storage unit that is currently being rented will continue for now. A small working group (including Jack, Cathie, and Maria) will be formed to investigate options and determine a permanent solution.
- f) **Bar** – A team (including Maria and Cathie) will be created and will come up with process/procedure for running the bar. Once developed, this will be reviewed with the bartenders. This team will plan to meet in January 2018.
- g) **Facebook page for OSLT** – The Roxy currently has a Facebook page, so a page for OSLT will not be created at this time.
 - **A Children's Hour proposed budget – Motion 2017/11/1.4** To accept the budget submission for *A Children's Hour* as presented. Moved by Cathie Locke; Second Val Underwood; Carried.

9. Correspondence –

- None

10. In Camera –

- **Motion 2017/11/1.5** To go *in camera* at 6:02pm. Moved by Val Underwood; Second Kathy Barrett; Carried.
- **Motion 2017/11/1.6** To approve the October 10th, 2017 *in camera* Board meeting minutes. Moved by Val Underwood; Second Lisa Miller; Carried.
- **Motion 2017/11/1.7** To end the *in camera* session at 6:54pm. Moved by Lisa Miller; Second Jack Goad; Carried.

11. Adjournment –

- **Motion 2017/11/1.8** To adjourn the meeting. Moved by Val Underwood; Second Kathleen Murphy; Carried.
- The meeting was adjourned at 6:56pm.

12. Next Meeting(s) –

- Board Meeting – Dec. 19th, 2017 at 5:00pm at the Roxy
- GM – Dec. 19th, 2017 at 7:30pm at the Roxy

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 with three attachments:

1) A/C invoice

2) Proposed cost analysis for golf tournament

3) Map of land behind theatre

Membership Coordinator's Report

Minutes from Membership Team meeting, Nov. 1/17

Financial Statements

Storage Space update provided by Cathie Locke

Proposed Children's Hour Budget provided by Cathie Locke