

Minutes of Board of Directors Meeting

October 10th, 2017 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

Susan Sankey, Director
Kathy Barrett, Director
Jack Goad, Director

Regrets: Leanne Bellamy, Membership Coordinator

Others Present: Maria Canton, Theatre Manager

The meeting began at 5:28pm.

1. Approval of Agenda –

- **Motion 2017/10/1.1** To approve the agenda. Moved by Michelle Scobie; Second Mike Tettenborn; Carried.

2. Approval of Minutes –

- **Motion 2017/10/1.2** To approve the Sept. 12th, 2017 Board meeting minutes as amended. Moved by Jack Goad; Second Lisa Miller; Carried.

3. Membership Coordinator's Report –

- Maria provided a report re. the bar sales to date.
- **Action:** Maria will meet with Leanne re. amendments to the Membership Coordinator's report and will then ask Leanne to send her report to Corry and Kathleen.
- The Membership Coordinator's report was accepted pending amendments.

4. Administrative –

- A light supper will continue to be provided at each meeting with each Board member paying \$5 and OSLT contributing no more than \$30. A Board member will volunteer to be responsible for organizing and providing supper for each meeting on a rotating basis. Receipts should be provided to Michelle.
- November 14th Board meeting will be held at the Knights of Columbus Hall starting at 5:00pm. Kathy Barrett will be responsible for supper for this meeting.
- December 19th Board meeting will start at 5:00pm, 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 –

- There are currently 21 students registered in the Roxy Young Company. Colleen Martin will be the choreographer for the Dec. 21st RYC production of *A Charlie Brown Christmas*. Kathy Barrett put her name forward to help with props for this production.
- Oct. 27th between 4:00-5:00pm will be the unveiling of local artist Julia White's The Ripple Project in the lobby of the Roxy. All Board members are invited to attend this. Maria will send out a reminder.
- *Gas Head Willy* will be brought back for one night only on Dec. 8th. Ticket prices are \$20 (\$15/student).
- The Theatre Manager's Report was accepted as presented.

6. Treasurer's Report –

- There will be a Finance Team meeting in December 2017.
- Michelle and Maria have started the process to update those who will have signing privileges.
- Treasure's report and financial statements accepted as presented.

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

<p>Playbill (Mike): Mike distributed a copy of the Play Submission form as requested. This form is difficult to find on the OSLT webpage and is only accessible to members. Discussed at the team meeting that this be made accessible to the public. Board agrees that this form should not be made available to the public as it's too premature. Will continue to try to recruit new directors. Mike also reported that there are no new play submissions to date. Deadline for musical submissions is Dec. Other play submissions are due in Jan/Feb. Action: Kathy will investigate the possibility of an OSLT Facebook page and report back to the Board.</p>	<p>Building and Maintenance (Jack): No report</p>
<p>Properties (Kathy): Props inventory is available online. There are currently only 2 members on the props team. Kathy is going to try and recruit new members and report back to the Board.</p>	<p>Directors (Corry): No report</p>
<p>Front of House (Cathie): A diaper change area was brought up to Cathie. Discussed the possibility of a fold up change table attached to the wall. Action: Jack will look into this. Cathie also reported that there are 4 new ushers but that we still need HMs. Cathie is going to continue trying to recruit HMs. Michelle asked to be added to the list of HM</p>	<p>Health & Safety (Mike): This team includes Leanne, Mike, and Gary. Mike sent to some members a copy of the draft policy on how to handle health and safety on play productions and asked for feedback/suggestions. The team will meet again to review this draft and those suggestions provided. Discussed following up with directors and producers. Action: Mike will send this draft policy to the Board for review.</p>
<p>Wardrobe (Val): The team met recently and did some purging of older wardrobe items.</p>	<p>Bar (Cathie): No report</p>

8. **New Business –**

- Storage and rehearsal space –** Rehearsal space issues have been addressed as we now have the Knights of Columbus Hall. Storage space continues to be an issue. Cathie has an upcoming meeting with Bellwyck to discuss the possibility of keeping a storage unit on their property. Items currently being stored at the Harmony Centre need to be moved asap. Kathy advised that she will be available on the day of the move to inventory and decide what items to keep or purge.
- Solar panels –** Cathie would like to meet with Betty Berglund (she helped with the solar panel project at First United Church) and Richard Bonet (project advisor) for the purpose of gathering information re. solar panels. Cathie invited Maria to attend this meeting.

9. **Correspondence –**

- None

10. **In Camera –**

- **Motion 2017/10/1.3** To go *in camera* at 6:27pm. Moved by Lisa Miller; Second Michelle Scobie; Carried
- **Motion 2017/10/1.4** To approve the Sept. 12th, 2017 *in camera* Board meeting minutes. Moved by Mike Tettenborn; Second Lisa Miller; Carried.

- **Motion 2017/10/1.5** To end the *in camera* session at 6:40pm. Moved by Val Underwood; Second Susan Sankey; Carried.

11. Adjournment –

- **Motion 2017/10/1.6** To adjourn the meeting. Moved by Kathy Barratt; Second Kathleen Murphy; Carried.
- The meeting was adjourned at 6:41pm.

12. Next Meeting(s) –

- Board Meeting – Nov. 14th, 2017 at 5:00pm at the Knights of Columbus Hall
- 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
Membership Coordinator's Report
Theatre Manager's Report
Financial statements for the current fiscal year