

Minutes of Board of Directors Meeting

October 9th, 2018 at 5:30 p.m.

Board Members Present: Corry Lapointe, President Bill Murphy, Director Jack Goad, Director
Lisa Miller, Vice President Mike Tettenborn, Director Susan Sankey, Director
Kathleen Murphy, Secretary Heather Maxwell, Director

Regrets: Michelle Scobie, Treasurer

Others Present: Melissa Monk, Administrative Assistant/Recorder Matt Evans, Executive Director

The meeting began at 5:32 pm with all Board members present.

1. Approval of Agenda –

- **Motion 2018/10/1.1** To approve the agenda. Moved by Mike Tettenborn; Second Susan Sankey; Carried.

2. Approval of Minutes –

- **Motion 2018/10/1.2** To approve the Sept. 11th, 2018 Board Meeting Minutes. Moved by Lisa Miller; Second Jack Goad; Carried.

3. Administrative –

- Welcome to the two new Board members for the 2018-2019 season: Heather Maxwell and Bill Murphy
- Next Board meeting will be November 13, 2018 at 5:30 pm – Jack is in charge of supper

4. Executive Director's Report –

- The Executive Director's report was accepted as presented.
- **Motion 2018/10/1.3** To accept Gary Byer's revised contract as submitted. Moved by Jack Goad; Second by Heather Maxwell; Carried.
- The Board agreed by consensus to approve the purchase of a new computer for the office as requested by the Executive Director.

5. Treasurer's and Finance Team Reports – Michelle Scobie

- *"Liz, Collene, Matt, and I had a productive meeting just over a week ago, and will be meeting monthly over the next year. We have started developing our approach to reviewing the monthly financials. Please accept the financials as presented. So early in the fiscal year, there is nothing yet to report. We also discussed the \$15000 bequest made to us by Mary Smith, and Liz confirmed that the funds were spent on the air conditioning system this past summer. The tech team, via Yvonne Korince, has made a request to purchase a Mac computer for the tech booth. Yvonne and Gary have suggested costs of less than \$2000. I would like the Board's support to make this purchase and to also identify the computer as having been purchased with the bequest funds (even though that money was technically used for the A/C in the last fiscal year). I think a bequest to the theatre should support the creative aspect of OSLT, as well as its building. I believe we can find the money in our budget and will work with Liz and Collene at our next meeting to identify the budget line."*
- The Board agreed by consensus to approve the purchase of a new Mac computer for the tech booth as requested by the Tech Team. The Board also agreed by consensus to approve repairs to the broken monitor and cables.
- Treasurer and Finance Team reports accepted as presented.

- Financial statements accepted as presented.

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

Playbill (Mike): Met Oct 1st; a few new members on the team; have received 2 plays for next season and are encouraging more submissions.	Building and Maintenance (Jack): Jack will be doing a walkthrough of the building.
Properties: N/A	Directors (Corry): Will have a one-act presented at the March 2019 GM.
Wardrobe: N/A	Health & Safety (Mike): Meeting TBA
Tech (Lisa): N/A	Front of House & Bar: N/A
Producers: Meeting scheduled for Oct. 10 th	Membership (Susan): Met Sept 24 th ; Board approved a \$300 budget for December 2018 GM for refreshments.

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

- Matt to look into emergency fire lighting system quote. – Done.
- Corry to investigate vulnerable sector policy at school board. – Done.
- Kathleen to request written permission from parent for adult crew member to drive youth cast member of *A Christmas Carol* home. – Done.
- Corry to meet with OSLT member Eric Endersby re. One-Act presentation. – Done.
- Matt to get a quote from Cook's Plumbing re. getting the water cooler in the lobby hard-wired. – Deferred. **Action:** Matt to request quote from Cook's or other company for this.
- Corry to purchase a change table for the family washroom. – Done.
- Corry to research rehoming the sculpture in the back hallway. – Deferred.

8. New Business –

- Motion 2018/10/1.4** Be it resolved that all members of the OSLT Board of Directors shall be indemnified and saved harmless out of the funds of the Organization from and against:
 - All costs, charges and expense whatsoever which such Director sustains or incurs in or about any action, suit or proceedings which is brought, commenced or prosecuted against him or her, for or in respect of any act, deed, matter or thing whatsoever made, done, or permitted by him or her, in or about the execution of the duties of his or her office
 - All other costs, charges and expenses which he or she sustains, or incurs, in or about in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his or her own willful neglect or default.

Moved by Susan Sankey; Second Jack Goad; Carried.

- Board liaisons re. teams – The Board liaisons will be as follows:
 - Lisa Miller – Wardrobe
 - Bill Murphy – Tech
 - Kathleen Murphy – Producers
 - Heather Maxwell – Bar/Front of House
 - Mike Tettenborn – Playbill and Health/Safety
 - Susan Sankey – Membership
 - Corry Lapointe – Directors
 - Jack Goad – Building/Maintenance
 - Michelle Scobie – Finance
 - Unassigned – Props
- Review of *Policy re. Criminal Reference – Volunteers* (Matt) – Board reviewed current policies that are in place and discussed possible improvements. **Action:** Matt to check with insurance company for suggested policy. **Action:** Kathleen to review current interim policy with the Producers Team. **Action:** Matt to have old policy removed from the website. **Action:** Mike to discuss vulnerable sector ruling and new members' policies with Health and Safety team.

- iv) Managing box office processes re. 50/50 and bar/cash float (Lisa) – **Action:** Heather will seek recommendations for improvements to this process from Front of House Team.
- v) New staff job titles (Matt) – Collene – Board agreed to amend staff job titles to: *Executive Director* (Matt Evans), *Business Manager* (Collene Bullock), *Administrative Assistant* (Melissa Monk) and *Box Office Assistant* (Lily Bailey, Kate Baker, Kathryn Warren).
- vi) Shakespeare production (Mike) – Mike discussed the idea of a possible OSLT production/stagecraft workshop opportunity. **Action:** Mike to continue investigating.
- vii) Team Budgets – **Action:** Matt to look for Membership Team mandate. **Action:** Michelle to provide Board with last year’s budgets for each team and what they’ve spent year-to-date. **Action:** Corry to request written description of each team from team leads to be emailed to Melissa for an e-blast.
- viii) Preliminary budget before show taken to Board – **Action:** Mike to discuss with the Playbill team that preliminary/rough budgets be requested from Directors during the play submission stage.
- ix) Preshow announcements/signage for lobby – Signage currently in production. **Action:** Heather to connect with Cathie regarding preshow announcements and signage production.

9. Correspondence –

- None

10. Items Deferred for Future Discussion –

- Hiring a part-time/contract employee for maintenance/repairs
- Pursuit of an offsite rehearsal/storage space

11. In Camera –

- **Motion 2018/10/1.5** To go *in camera* at 7:40pm. Moved by Bill Murphy; Second Lisa Miller; Carried.
- **Motion 2018/10/1.7** To end the *in camera* session at 7:52pm. Moved by Mike Tettenborn; Second Susan Sankey; Carried.

12. Next Meeting(s) –

- Board Meeting – Nov. 13th, 2018 at 5:30pm (supper at 5:00pm)

13. Adjournment –

- **Motion 2018/10/1.8** To adjourn the meeting. Moved by Lisa Miller; Second Kathleen Murphy; Carried.
- The meeting was adjourned at 7:53pm.

Approved:

Corry Lapointe – President

Kathleen Murphy – Secretary

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

Agenda
Minutes
Financials
Treasurer & Finance Team Reports
Policy re. Criminal Reference – Volunteers
Executive Director’s Report