

Minutes of Board of Directors Meeting

September 12th, 2017 at 5:30 p.m.

Board Members Present: Cathie Locke, President
Kathleen Murphy, Secretary
Corry Lapointe, Vice President

Mike Tettenborn, Director
Val Underwood, Director
Michelle Scobie, Treasurer

Lisa Miller, Director
Jack Goad, Director

Regrets: Kathy Barratt, Director

Others Present: Maria Canton, Theatre Manager
Leanne Bellamy, Membership Coordinator
Liz Thompson, Accountant

The meeting began at 5:31pm.

1. Approval of Agenda –

- **Motion 2017/09/1.1** To approve the agenda. Moved by Mike Tettenborn; Second Val Underwood; Carried.

2. Approval of Minutes –

- **Motion 2017/09/1.2** To approve the July 11th, 2017 Board meeting minutes. Moved by Corry Lapointe; Second Val Underwood; Carried.

3. Audited Financials – Liz Thompson

- Liz reviewed the results of the audited 2016-2017 financials.
- The draft audited financial report was accepted as amended.
- Bob Scheifele will be presenting the auditor's report at the AGM.

4. Membership Coordinator's Report –

- Leanne reported that she is continuing to work on the motions log. There are some minutes that are still unaccounted for.
- Continuing to track volunteer hours as this information can be used when applying for grants. Leanne reported that there is a program that can be used to help track these hours (*Volgistics*). Grey Roots is currently using this program and the cost is \$30/month. There is an option for a one month free trial. **Action:** Leanne will investigate this further and bring it back to the Board in a few months for review.
- Leanne is looking for approval to buy a safe to put in the box office. This could be used to secure bar money, floats, 50/50, etc. in the box office. Leanne presented quotes. **Motion 2017/09/1.3** That Leanne and Maria buy a safe appropriate for OSLT's use to a max of \$500 + tax. Moved by Corry Lapointe; Second Lisa Miller; Carried.
- There are still tickets available for the October 11th bus trip to Toronto to see *The Curious Incident of the Dog in the Night*.
- The Membership Coordinator's report was accepted as amended.

5. 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 (to be decided at the October Board meeting). Receipts should be provided to Michelle.
- Going forward, the Treasurer's Report and Financial Team's Report will be combined.

6. Theatre Manager's Report –

- **Motion 2017/09/1.4** The OSLT Board of Directors approves applying for a Canadian Arts Presentation Grant to secure funding for professional presentations in the 2018-2019 season. Moved by Corry Lapointe; Second Michelle Scobie; Carried.
- **Motion 2017/09/1.5** The OSLT Board of Directors approves applying for a Canada Cultural Spaces Grant to secure funding for capital repairs and upgrades to the Roxy Theatre, the venue owned and operated by OSLT. Moved by Val Underwood; Second Jack Goad; Carried.
- The Theatre Manager's Report was accepted as presented.

7. Treasurer's Report –

- No report as the audited financials were reviewed by Liz Thompson.

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

Playbill (Mike): The team recently met. There have been a few play submissions received to date.	Building and Maintenance (Jack): Jack is going to take a crew through the building after the next production to identify anything that may need maintenance/repaired.
Properties (Kathy): Lisa reported that 8 people attended the props workshop. This workshop was well received. Kathy is going to explore the possibility of another workshop.	Directors (Corry): No report
Finance Team (Michelle): The team is meeting in December to discuss the increase in minimum wage and how it may impact OSLT.	Health & Safety (Mike): No report
Wardrobe (Val): No report	Social/Front of House (Cathie): Cathie reported that she is currently training 2 new ushers. There was some discussion re. protocol for late-arrivals to a show. Discussed signage advising patrons when they will be seated if they arrive late. Decided that the House Manager should check with the Stage Manager of the production to determine when a late-arrival can be let into the theatre. This will be added to Front of House duties.
Nominating Committee (Cathie): Cathie reviewed the nominations for the upcoming season.	

9. New Business –

- Discussion re. hiring a Director for the 2018-2019 musical – Discussed support of this as it would allow for a workshop-like atmosphere. Concerns were also discussed. Would have to ensure that this submission still go through and be approved by the process. Discussed looking at Theatre Ontario and vetting a few names of potential directors.
 - The OSLT Board agrees by consensus to actively pursue the hiring of a professional musical director to direct the 2018-2019 musical in a workshop atmosphere subject to cost and OSLT requirements as approved by the Board of Directors. **Action:** Corry will look into this and send potential candidates to the Board via email for review/discussion.
 - Discussed that other directors should still be encouraged to submit musicals for the 2018-2019 season.
- Set-building/workshop – An inventory system was established for set-building/workshop in the last few years and has been working well. In some recent set-builds, materials have changed and the inventory system is no longer working (e.g. making it harder to track materials, storage of larger pieces is becoming an issue). Although OSLT wants to foster and maintain the creative process for set-building, discussed the need for better communication as new people to set-building often do not know who to

ask/go to when they have questions about the workshop/set-builds. Storage is becoming a greater issue. Discussed creating a working group to address these issues/concerns (storage, cost, inventory system, etc.). **Action:** Cathie and Jack will form a working group to further investigate this and consult with others and will bring this back to the Board.

- iii) Producer's report for *Miracle Worker* (Cathie) – This show was a great success and very well received. The show came in under budget and made a profit of \$26 608.96.

10. Correspondence –

- None

11. In Camera –

- **Motion 2017/09/1.6** To go *in camera* at 7:44pm. Moved by Lisa Miller; Second Jack Goad; Carried.
- **Motion 2017/09/1.7** To end the *in camera* session at 7:59pm. Moved by Jack Goad; Second Mike Tettenborn; Carried.

12. Adjournment –

- **Motion 2017/09/1.8** To adjourn the meeting. Moved by Jack Goad; Second Corry Lapointe; Carried.
- The meeting was adjourned at 8:01pm.

13. Next Meetings –

- Annual General Meeting – September 19th, 2017 at 7:30pm
- Board Meeting – October 10th, 2017 at 5:30pm

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 and supplemental material on the bar, including minutes from a bar meeting and a spreadsheet of bar sales

Theatre Manager's Report

Financial statements for the current fiscal year

The Miracle Worker final reconciliation