



OFFERING our members opportunities for developing skills in the art and business of theatre
 SUPPORT FOR a broad range of performers and artists who use the Roxy Theatre
 LOCAL partnership-building with community groups to support our mission
 THEATRE performances, repertory and original, regularly produced by members

Minutes of Board of Directors Meeting August 23, 2022

Board Members Present	Cathie Locke, President Val Underwood, Vice President Jack Goad, Treasurer	Anne Thompson, Secretary Dale Albrecht, Director	Fiona McConachie-Anderson, Director Jed Phillips, Director
Not Present	Kathleen Cassidy – came in on the phone at 8:59pm.		
Others Present	Marcia Cunningham, Executive Director		
1) <i>Call to order</i>	The meeting commenced at 6:25 p.m.		
2) <i>Land Acknowledgment</i>	The Land Acknowledgment was read by Cathie Locke.		
3) <i>Approval of agenda</i>	MOTION 2022/08/23:1 BIRT the Board approve the agenda, with any amendments. Dale Albrecht; seconded Val Underwood; CARRIED.		
4) <i>Approval of the minutes of the previous meeting</i>	Approval of minutes. MOTION 2022/08/23:2 BIRT the Board approve June 10, 2022 minutes, with any amendments. Val Underwood; seconded Jed Phillips; CARRIED.		
5) <i>Strategic Plan Review</i>	To be reviewed at September Board Meeting –team training sessions going through, notifications from WODL & Stratford about their training sessions are forwarded to members. The Membership Team sponsored event on September 14 will highlight some training opportunities.		
6) <i>Business Arising</i>	<p>Action Items from previous meeting(s):</p> <p>a) 2022 Board Elections: Cathie Locke & Jack Goad – Full roster – issues around Board presenting a slate of nominations. The whole board stand for re-election/election each year based on 1968 policy. Action: Proxy Forms to be provided at September 14th meeting and sent by email prior to the AGM. A roster will be shared at the September 14th meeting. Action: Cathie & Jack to meet with potential candidates to review expectations. Marcia Cunningham advised that non-profit organizations that incorporated prior to October 2021, have until October 18, 2024 to bring by-laws up to date and in compliance with current non-profit legal guidelines. Marcia to send link to government website Non-for-Profit Corporations Act. Jed suggested recommendation to new board for potential Election Team/Committee for 2023.</p> <p>b) Roxy Presents/Co-productions definitions: Val Underwood & Jed Phillips -postponed to next meeting. Action: Marcia to provide ED definitions to</p>		

	<p>Jed. Discussion ensued about OSLT performing theatre, and Roxy looking after rentals & co-pros, but not theatre. A need for clarification at the membership level was identified.</p>
7) <i>Executive Director's Report</i>	<p>Report was submitted prior to the meeting. -re: OTF Resilient Communities grant – allows other funds to be allotted to Capital Plan, dependent on annual financial report.</p> <ul style="list-style-type: none"> • Recommendation re: hiring FOH Manager – not to be pursued at this point. Marcia to provide feedback to Tiffany regarding inclusionary practices re: putting together committees. <p>Roxy Star Company Motion 2022/08/23: 3 BIRT that Roxy Star Company proposal be accepted in its entirety. Dale Albrecht, Val Underwood seconded; CARRIED</p> <p>Marcia meeting with other arts organizations (Billy Bishop, Tom Thomson Gallery, Grey Roots, Georgian Bay Symphony) to participate in the Open Card Program (offered through Public Library). -staffing – box office hired, volunteer coordinator interviews happening; staff performance reviews pending. ED review was completed by Jed Phillips and Val Underwood.</p>
8) <i>Treasurer's Report</i>	<p>Treasurer's Report, Balance Sheet and Comparative Income Statement June 30, 2022 were submitted prior to the meeting.</p>
9) <i>Team Reports</i>	<p>BUILDING MAINTENANCE TEAM - Jack Goad MEMBERSHIP TEAM – Dale Albrecht WODL – Yvonne Korince</p>
10) <i>Production Reports</i>	<p>Beauty and the Beast – Fiona McConachie-Anderson/Lacey Mooney. Fiona reported that music rehearsals twice a week had started beginning of August. Waltz lesson scheduled for September 1, costumes some made/some rented. Work started on merchandizing. You, Me and a Bit of Driftwood – Sandi Holland/Kevin Haxell – no report The Game's Afoot – Jodi Armstrong/John Flynn – no report Gorgeous Gallivanting Goddess – Kathleen Murphy/Bill Murphy – no report</p>
11) <i>New Business</i>	<p>a) -Protocol for OSLT General Meetings – Jack Goad raised concern about process of filing motions, as happened at the June general meeting. In error, the vote on Motion 2022-06-28:3 was allowed to proceed without discussion. Board agreed that we follow the protocol of Robert's Rules in future. Recommendation that expert in Robert's Rules should be supporting Board Chair on process at future meetings.</p> <p>b) - Kathleen Murphy Motion 2022/08/23: 4 BIRT "In the event that rental of a Roxy theatre space is requested but the desired space has been previously booked by an OSLT production for auditions and/or rehearsal(s), the Producer of the OSLT production will be given no less than 3 weeks notice to find alternative rehearsal space. In the event that less than 3 weeks notice is given, it will be at the discretion of the Producer of said OSLT production to decline or accept the request to find alternative rehearsal space." Kathleen Murphy, Jed Phillips seconded. CARRIED</p>

	<p>c) Cathie Locke recommends that next Board commit to set schedule for Board/General meetings.</p> <p>d) -Use of Google Docs folder for collection and distribution of Board Meeting materials was viewed as favourable method. Each volunteer team has an assigned Board Liaison. It was agreed that each Board Liaison should collect Team Reports, and deposit them in the Google Docs folder for each upcoming meeting. Anne will update the Secretary’s Guidebook to reflect change in workflow.</p> <p>e) -Program Item – confirmation that we paper programs will be provided for OSLT productions. Consensus was to proceed with black & white program option as outlined by ED.</p> <p>f) - Masking Recommendation / Covid Team/Re-opening Team – Marcia C. Letter to the Board from Lacey Mooney</p> <p>Motion 2022-08-23:5 – BIRT that the Board supports the recommendation of the Re-opening Team. Fiona McConachie-Anderson. Not seconded.</p> <p>Motion 2022-08-23:6– BIRT that the Board rejects the recommendations as outlined by the Re-opening committee. Val Underwood, Dale Albrecht seconded. Motion defeated.</p> <p>Motion 2022-08-23:7 – BIRT that the Board accepts the recommendations as submitted by the Re-Opening Team. Fiona McConachie: Jack Goad seconded. In Favour: Jed Phillips, Jack Goad, Fiona McConachie-Anderson, Kathleen Cassidy. Against: Val Underwood, Dale Albrecht, Anne Thompson Motion carried.</p> <p>Val Underwood announced her resignation from the Board. Confirmation in writing to follow.</p> <p>g) -WODL Adjudication selection process – Beauty & the Beast to be adjudicated. Selection of shows to be adjudicated by WODL is not a decision for the Board.</p> <p>h) -Production Budgets – deferred to September 13/23 meeting. Cathie Locke</p>
12) Correspondence	none
13) In Camera	In Camera No in camera meeting was held.
14) Future Meetings	Board Meeting – Tuesday, September 13, 2022, 6:30 p.m.

Annual General Membership Meeting – Wednesday, September 21, 2022, 7:00 pm
Board Meeting - Tuesday, October 11, 2022, 6:30 p.m.

15) *Adjournment*

**MOTION 2022/08/23:8 BIRT the meeting is adjourned.
Val Underwood; seconded Fiona McConachie-Anderson. CARRIED.**

Adjourned at 10:02 p.m.

Attachments: These were sent out prior to this meeting or made available at the meeting. They are available upon request.

- Agenda
- Draft Minutes of June 10, 2022
- Executive Director’s Report as at August 16, 2022
- Comparative Income Statement as at June 30, 2022
- Balance Sheet as at June 30, 2022
- Treasurer’s Report as at August 2022
- Team Report – Building, Membership
- Email from Kathleen Murphy re: Motion 2023/08/23: #
- Brochure Item – Marcia Cunningham
- Masking Recommendation – Marcia Cunningham & Kathleen Cassidy
- Letter from Lacey Mooney 23/08/22
- Production Budgets – Cathie Locke

Approved: NEXT September 13, 2022 (**pending**)

President
Cathie Locke

Secretary
Anne Thompson