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|  | ***O****FFERING our members opportunities for developing skills in the art and business of theatre*  ***S****UPPORT FOR a broad range of performers and artists who use the Roxy Theatre*  ***L****OCAL partnership-building with community groups to support our mission*  ***T****HEATRE performances, repertory and original, regularly produced by members* |

**Minutes of Board of Directors Meeting**

November 9th 2022

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| Board Members  Present  Others Present | Kathie Locke, Past President  Corry Lapointe, President  Sheila Spur, Vice President  Jack Goad, Treasurer  Marcia Cunningham, Executive Director | Michael Johnston, Secretary  John Flynn, Director  James Moyse, Director | Aidan Ware, Director  Kathleen Murphy, Director  Mike Tetttenborn, Director |
| 1. *Call to order* | The meeting commenced at 17:30 p.m. | | |
| 1. *Land Acknowledgement* | The Land Acknowledgement was read by Michael Johnston | | |
| 1. *Approval of agenda* | **Motion 2022/11/09 BIRT the Board approve the agenda, with any amendments.**  **John Flynn; seconded Jack Goad; CARRIED.** | | |
| 1. *Approval of the minutes of the previous meeting* | Approval of the minutes from the October 11 2022 meeting, including in camera minutes.  **Motion 2022/11/09:2 BIRT the Board approve the October 2022 minutes.**  **Michael Johnston; seconded Kathleen Murphy; CARRIED.** | | |
| 1. *Business Arising* | a) Action Items from last Board meeting   * none | | |
| 1. *Executive Director’s Report* | Report was submitted prior to the meeting.  Additions to the report:   1. Motion 2022/11/09;3 BIRT we accept the changes to the dates of the 2024 musical as suggested in the Executive Director’s report. Moved by Sheila Spur seconded by jack Goad, Carried. 2. Motion 2022/11/09;4 BIRT we accept the changes to the dates of the 2024 RYC production as suggested in the Executive directors report. Moved by Kathleen Murphy, Seconded by Michael Johnston, Carried | | |
| 1. *Treasurer’s Report* | TREASURER’S REPORT WAS PRESENTED.  Balance Sheet and Comparative Income Statement 09/30/2022 attached. | | |
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| 1. *Team Reports* | BUILDING MAINTENANCE TEAM - Jack Goad - Submitted  DIRECTORS TEAM – Corry Lapointe  No report  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  FINANCE TEAM – Jack Goad  Submitted  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_  FRONT-OF-HOUSE TEAM – John Flynn  No report.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  HEALTH AND SAFETY TEAM – Mike Tettenborn  No report.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  MEMBERSHIP TEAM – Aiden Ware  No report.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  PLAYBILL TEAM – Michael Johnston  No report.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  POLICIES AND BYLAWS – Kathie Locke  No report.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  PRODUCERS TEAM – Kathleen Murphy  Verbal  The board understands that the producers are under a lot of stress but we see value in keeping rehearsals on the team calendar. For reasons of security and liability we encourage producers to submit changes to the calendar. Kathleen to respond to the producers.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  PROPERTIES TEAM – John Flynn  Submitted. The boxes are spare acoustic tiles  Props team investigate storage space (Barry Moore)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  SOCIAL TEAM – John Flynn  No report.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  TECH TEAM – Michael  Johnston  No report.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  WARDROBE TEAM – Kathleen Murphy  No report.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  WODL Delegate – Michael Johnston  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_WORKSHOP/SET BUILDING TEAM – Jack Goad  No report. | | |
| 1. *New Business* | New Business     1. As Producer of The Christmas Tree Jodi Armstrong approached the board with the issue of appreciating our volunteers. As this is a Roxy Presents Production the board agreed to support Marcia in her decision, whatever that may be. 2. Motion 2022/11/09;5 BIRT We accept the Budget Guidelines presented by the Producers team once they remove the lines for Advertising and the Technical Director. We also would like to remind the Producers not to include HST in their budgets. Moved by John Flynn, Seconded by Michael Johnston, Carried 3. Motion 2022/11/09;6 BIRT The Executive Director be involved in the ribbon cutting ceremony for the 2022-2023 season. Moved by Aiden Ware Seconded by Michael Johnston, Carried 5 for-1against-1 abstention | | |
| 1. *Correspondence* | None | | |
| 1. *In Camera* | In Camera  No in camera meeting was held. | | |
| 1. *Future Meetings* | Board Meeting – Tuesday, December 13 2022, 5:15 p.m.  General Meeting – Tuesday, December 20 2022, 7:30 p.m. | | |
| 1. *Adjournment* | **Motion 2022/11/09:7 BIRT the meeting is adjourned.**  **John; CARRIED.**  Adjourned at 07:15 p.m. | | |

Attachments: These were sent out prior to this meeting or made available at the meeting. They are available upon request. (Listed in order presented)

* Agenda
* Draft Minutes of October 11th 2022
* Executive Directors Report November 9th 2022
* Balance Sheet As at 09/30/2022
* Comparative Income Statement, 09/30/2022
* Team Report – Building and Maintenance
* Team Report-Properties
* Team Report- Producers

Approved: December 13th 2022 (pending)

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President Secretary

Corry Lapointe Michael Johnston