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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 MembersPresent Others Present | Kathie Locke, Past PresidentCorry Lapointe, PresidentSheila Spur, Vice PresidentJack Goad, TreasurerMarcia Cunningham, Executive Director | Michael Johnston, Secretary John Flynn, Director James Moyse, Director | Aidan Ware, DirectorKathleen Murphy, DirectorMike 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
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| 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 - SubmittedDIRECTORS TEAM – Corry LapointeNo report\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_FINANCE TEAM – Jack GoadSubmitted\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_FRONT-OF-HOUSE TEAM – John FlynnNo report.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_HEALTH AND SAFETY TEAM – Mike TettenbornNo report.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_MEMBERSHIP TEAM – Aiden WareNo report.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PLAYBILL TEAM – Michael JohnstonNo report.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_POLICIES AND BYLAWS – Kathie LockeNo report.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PRODUCERS TEAM – Kathleen MurphyVerbalThe 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 FlynnSubmitted. The boxes are spare acoustic tilesProps team investigate storage space (Barry Moore)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SOCIAL TEAM – John FlynnNo report.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TECH TEAM – Michael JohnstonNo report. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_WARDROBE TEAM – Kathleen MurphyNo report.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_WODL Delegate – Michael Johnston\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_WORKSHOP/SET BUILDING TEAM – Jack GoadNo 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 CameraNo 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