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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**

December 13th 2022

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| Board MembersPresent Not PresentOthers Present | Corry Lapointe, PresidentJack Goad, Treasurer Cathie Locke Past PresidentMike Tettenborn, DirectorMarcia Cunningham, Executive Director | Michael Johnston, Secretary John Flynn, Director Sheilah Spurr, vice President.  | Aiden Ware, DirectorKathleen Murphy, DirectorJames Moyse, Director |
| 1. *Call to order*
 | The meeting commenced at 17:34   |
| 1. *Land Acknowledgement*
 | The Land Acknowledgement was read by Jack Goad |
| 1. *Approval of agenda*
 | **Motion 2022/12/13;1 BIRT the Board approve the agenda, with any amendments.****John Flynn ; seconded Aiden Ware; 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 2022/12/13 :2 BIRT the Board approve the MONTH 20XX minutes, with any amendments.****Jack Goad; seconded John Flynn; 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: John Flynn will be the Bar liaison and the Front of house, Fundraising and Marketing will be handled by staff. Discussion: please think about the need for a Liaison for the front of house committee. |
| 1. *Treasurer’s Report*
 | TREASURER’S REPORT WAS PRESENTED.Balance Sheet and Comparative Income Statement 10/31/2022 attached. |
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| 1. *Team Reports*
 | BUILDING MAINTENANCE TEAM - Jack GoadSubmitted\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DIRECTORS TEAM – Corry LapointeNo report\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_FINANCE TEAM – Jack GoadNo report.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_FRONT-OF-HOUSE TEAM – John FlynnNo report.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_HEALTH AND SAFETY TEAM – Mike TettenbornNo report.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_MEMBERSHIP TEAM – Aiden WareNo report.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PLAYBILL TEAM – Mike Tettenborn**Motion 12/13/2022;3 BIRT OSLT accepts the 2023 and 2024 playbill. Moved by Kathleen Murphy seconded by Michael Johnston and carried.****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**POLICIES AND BYLAWS – Kathie LockeNo report.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PRODUCERS TEAM – Kathleen MurphySubmitted last months report\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PROPERTIES TEAM – John FlynnMarcia will eblast to members about borrowing Christmas decorations.Props team investigate storage space (barry moore)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Bar – John FlynnBar team to look into delivery from beer store and LCBO so we can be billed directly.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TECH TEAM – Michael JohnstonNo report. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_WARDROBE TEAM – Kathleen MurphyNo report.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_WODL Delegate – Michael JohnstonReport Circulated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_WORKSHOP/SET BUILDING TEAM – Jack GoadNo report. |
|  | Hair and Makeup Team – Kathleen MurphyNo Report |
| 1. *New Business*
 | New Business 1. Dale and Jane on NON-Members – Tabled to February
2. Front of house incident –front of house team to look into answers for further security.
3. **Financial analysis Marcia – Motion 2022/12/13;4 BIRT Aiden moved Jack creates a working group to develop a report for financial analyses to look at the suggestions by the focus group. Seconded by John, Carried**
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| 1. *Correspondence*
 | Thank you letter from CFOS, Included |
| 1. *In Camera*
 | In CameraNo in camera meeting was held.  |
| 1. *Future Meetings*
 | Board Meeting – Tuesday, January 10th 2022, 5:30 p.m. General Meeting – Tuesday, March 21st, 2023, 7:30 p.m. |
| 1. *Adjournment*
 | **Motion 20022/12/13;5 BIRT the meeting is adjourn.****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 MMMMM DD, 20YY
* Theatre Manager’s Board Report MONTH XX, 20XX
* Balance Sheet As at MM/DD/YYYY
* Comparative Income Statement, MM/DD/YYYY
* Team Report – Name of Team
* Motion – Title of Motion

Approved: NEXT MONTH XX, 20XX (pending)

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 President Secretary