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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 Members  Present  Not Present  Others Present | Corry Lapointe, President  Jack Goad, Treasurer    Cathie Locke Past President  Mike Tettenborn, Director  Marcia Cunningham, Executive Director | Michael Johnston, Secretary  John Flynn, Director  Sheilah Spurr, vice President. | Aiden Ware, Director  Kathleen Murphy, Director  James 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 | | |
| 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 Goad  Submitted  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  DIRECTORS TEAM – Corry Lapointe  No report  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  FINANCE TEAM – Jack Goad  No report.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  FRONT-OF-HOUSE TEAM – John Flynn  No report.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  HEALTH AND SAFETY TEAM – Mike Tettenborn  No report.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  MEMBERSHIP TEAM – Aiden Ware  No 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 Locke  No report.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  PRODUCERS TEAM – Kathleen Murphy  Submitted last months report  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  PROPERTIES TEAM – John Flynn  Marcia will eblast to members about borrowing Christmas decorations.  Props team investigate storage space (barry moore)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Bar – John Flynn  Bar team to look into delivery from beer store and LCBO so we can be billed directly.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  TECH TEAM – Michael Johnston  No report.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  WARDROBE TEAM – Kathleen Murphy  No report.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  WODL Delegate – Michael Johnston  Report Circulated  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  WORKSHOP/SET BUILDING TEAM – Jack Goad  No report. | | |
|  | Hair and Makeup Team – Kathleen Murphy  No 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** | | |
| 1. *Correspondence* | Thank you letter from CFOS, Included | | |
| 1. *In Camera* | In Camera  No 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