|  |  |
| --- | --- |
| Cathie | ***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*  |

**Board Meeting - Minutes**

April 11thth 2023 at 5:30 pm

**Attendance: Corry Lapointe, Sheliah Spurr, Jack Goad, Michael Johnston, Kathleen Murphy, James Moyse, John Flynn, Mike Tettenborn, Marcia Cunningham.**

**Regrets: Aiden Ware, Cathie Locke**

1. **Call to Order 5:32 PM**
2. **Land Acknowledgement Read by Corry Lapointe**
3. **Approval of Agenda Motion: 2023-04-11;1 BIRT the board approves the Agenda with any amendments. Moved by Mike Tettenborn, Seconded by John Flynn, Carried**
4. **Approval of Minutes of March 14th 2023-04-11; BIRT the board approves the minutes from the March 14th Moved by Sheilah Spurr seconded by Jack Goad, Carried**
5. **Executive Director’s Report** – Marcia Cunningham

Submitted

* Proposal of the change of membership age will be handed off to the Membership Team for discussion
* Kathleen Murphy pointed out that on the website there is no box to attest that you have no criminal record when you go to renew membership. Marcia to investigate.
* We believe there is a policy that members do not get paid to run workshops Corry Lapointe will contact Mark Vinoux to see if we have a policy.
* Marcia has provided the agenda for the Conference in new York. Marcia is asking for approximately $3000 for staff training in theatre manager**. Motion:2023-04-11;3 BIRT the board approves the spending of money to attend theatre Manager training in New York Moved by Jack Goad, Seconded by Sheliah Spurr. Carried.**
* Marcia is proposing we raise Gary Byers’ retainer from 12,500 to 13,250. That would break down to 3,750 per OSLT production in 2023-2024
* Mike Tettenborn brought up the issue of if something were to happen to Gary we need a contingency plan. Marcia will talk to Gary about this.
* Marcia has adjusted the Flex Pass pricing to reflect three shows instead of four.
1. **Treasurer’s Reports** – Jack Goad

Submitted

1. **Team Reports –**
	1. Archives – James Moyse
		* The Archive team is asking for photos of backstage and work behind the scenes.
	2. Bar – John Flynn
		* No Report
	3. Building and Maintenance
		* No Report
	4. Directors – Corry Lapointe
		* No Report
	5. Front of House – John Flynn
		* Circulated
	6. Health and Safety – Mike Tettenborn
		* Mike Tettenborn will meet with Gary and Marcia to talk about the future of Health and Safety in this organization.
	7. Library – James Moyse
		* James reported that the library is still there.
	8. Makeup and Hair – Kathleen Murphy
		* No Report
	9. Membership – Aiden Ware
		* No Report
	10. Newsletter – Michael Johnston
		* No Report
	11. Playbill – Mike Tettenborn
		* No Report
	12. Policies and Bylaws – Cathie Locke
		* No Report
	13. Producers – Kathleen Murphy
		* No Report
	14. Properties – John Flynn
		* No Report
	15. Technical – Michael Johnston
		* No Report
	16. Wardrobe – Kathleen Murphy
		* An individual has asked to rent costumes. The wardrobe team is happy to do this at $50 dollars per costume. They are looking for board support. The board will support the Wardrobe team’s decision.
	17. WODL – Michael Johnston
		* No Report
2. **Business Arising from the Minutes of February 7th 2023-03-12**
	1. Streaming more shows
		* Tabled
	2. Matinees
		* Tabled
	3. Co-Production between Georgian Bay Choir and OSLT/Roxy
		* Tabled
	4. Merch Discounts for cast and crew
		* **Motion:2023-04-11;4 BIRT effective the beginning of the next fiscal year(2023-2024) any OSLT member participating in an OSLT production be given a show T-shirt including cast and or crew identifiers at no cost. Moved by Kathleen Murphy seconded by John Flynn carried**
		* Marcia is going to work to try and acquire the current cast and crew a t-shirt at cost.
	5. Staff working from home
		* This issue is to the discretion of the Executive director. There will always be someone in the building during box office hours.
3. **New Business**
	1. Adding cleaner schedule to the OSLT/ROXY calendar – Kathleen Murphy
		* Marcia pointed out that this is a logistical issue and the answer is if a production would like to use the building for any reason this should be communicated with the staff.
	2. Masked performances for upcoming seasons – Kathleen Murphy
		* We will wait for more data before making any decisions.
	3. Playwriting contest – Michael Johnston
		* Michael brought up the Idea of holding a play writing contest. The board thought it was an interesting Idea and told Michael to investigate further with a committee.
	4. OSLT Roxy Awards – Michael Johnston
		* Michael brought up the Idea of holding an awards ceremony ant the end of each season. The board thought it was an interesting Idea and told Michael to investigate further with a committee.
4. **In Camera**
	1. Meeting to be held in Camera moved by Michael Johnston seconded by John Flynn
	2. Adjournment Moved by James Moyse
5. **Next Meetings** –
* Board Meeting – May 9th, 2023 at 5:30pm
* General Members Meeting – June 20th 2023 at 7:30 pm
* Annual General Meeting – September 19th 2023 at 7:30 pm
1. **Adjournment. Moved by John Flynn**

***Land Acknowledgement:***

***“On behalf of the members, staff and patrons of Owen Sound Little Theatre, and as owners of the Roxy Theatre, we want to acknowledge the Territory of the Anishinabek Nation: The People of the Three Fires known as Ojibway, Odawa, and Pottawatomie Nations. And further give thanks to the Chippewas of Saugeen, and the Chippewas of Nawash, known collectively as the Saugeen Ojibway Nation, as the traditional keepers of this land.”***