



*OFFERING our members opportunities for developing skills in the art and business of theatre  
SUPPORT FOR a broad range of performers and artists who use the Roxy Theatre  
LOCAL partnership-building with community groups to support our mission  
THEATRE performances, repertory and original, regularly produced by members*

## **Board Meeting - Minutes**

June 6<sup>th</sup> 2023

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**Attendance: Attendance: Corry Lapointe, Sheilah Spurr, Jack Goad, Michael Johnston, Kathleen Murphy, James Moyses, John Flynn**

1. **Call to Order at 5:36 pm**
2. **Land Acknowledgement read by Corry Lapointe**
3. **Approval of Agenda Motion: Motion: 2023-06-06;1 BIRT the board approves the Agenda with any amendments. Moved by John Flynn, Seconded by Michael Johnston, Carried**
4. **Approval of Minutes of May 9th 2023 Motion: 2023-06-06;2 BIRT the board approves the minutes from the May 9<sup>th</sup> Moved by James Moyses seconded by John Flynn, Carried**
5. **Executive Director's Report – Marcia Cunningham**  
Submitted  

Theatre Manager training in new York was very beneficial. Lots of valuable information and contacts made.

We believe there is no policy around paying members for facilitating workshops. Tabled
6. **Treasurer's Reports – Jack Goad**  
Submitted
7. **Team Reports –**
  - a) Archives – James Moyses
    - No Report
  - b) Bar – John Flynn
    - Circulated
  - c) Building and Maintenance
    - No Report
  - d) Directors – Corry Lapointe
    - No Report
  - e) Front of House – John Flynn
    - No Report
  - f) Health and Safety – Mike Tettenborn

- No Report
- g) Library – James Moyse
  - No Report
- h) Makeup and Hair – Kathleen Murphy
  - No Report
- i) Membership – Aiden Ware
  - Verbal
  - Preparations for the Member application night on July 5<sup>th</sup> are well underway.
  - Magic show planned and a raffle.
  - Go online to get your tickets.
  - Still looking for a membership team lead.
- j) Newsletter – Michael Johnston
  - Judy-Beth is still accepting articles for the newsletter until 21<sup>st</sup>.
- k) Playbill – Mike Tettenborn
  - Verbal
  - We have 3 submissions from 2 different directors.
  - John Flynn has put forward the play that goes wrong and skin flick by norm foster
  - Corry Lapointe has submitted The Prom
  - Carol Reid is resubmitting Barry and Jonas in the home by norm Foster.
- l) Policies and Bylaws – Cathie Locke
  - No Report
- m) Producers – Kathleen Murphy
  - No Report
- n) Properties – John Flynn
  - No Report
- o) Technical – Michael Johnston
  - No Report
- p) Wardrobe – Kathleen Murphy
  - Verbal
  - Joan is resigning as the lead of wardrobe because the asks are getting to be too much work for her.
  - The leadership of the team will choose their own new team leader.

q) WODL – Michael Johnston

- Circulated

## 8. Business Arising from the Minutes of February 7<sup>th</sup> 2023-03-12

a) June GM

- 2 celebrations
- Celebrating our staff by having them give us a demonstration on what they do for OSLT
- Celebrating the award winning Beauty and the beast.
- Corry will get a giant slab cake
- Production reports, treasurer reports, president's report. Team reports.

b) Griffin Gallery

- Marcia will put together a team to talk about renovating the lobby.
- Right now this space is a blank wall.
- Ideas have been thrown around about hanging photos of past shows.
- In the interim possibly hang old show posters.

c) Business Plan

- Marcia talked about the goals in the business plan from last year.
  1. Increase membership
    - a. We have grown our membership but there is more work to be done over the next year.
  2. Improve our financials
    - a. New sponsorships grants and fundraising has been very successful
  3. Review the ticket pricing annually
    - a. Completed in March
  4. Strengthen capacity building
    - a. Mark to be reviewing old documentation
    - b. Communication
      - i. Weekly spotlight has helped in this.
- The business plan was submitted.
- The young company success will be added into the goals and objectives.
- Repair drain under women's washroom reline pipes this line changes from \$25,000 to \$36,000

## 9. New Business

a) **Reconciliation: You Me and a Bit of Driftwood**

- **Presented and reviewed.**

b) **Glow tape flasher**

- **We will purchase 2 new glow tape flashers**

## 10. In Camera

a) Meeting to be held in Camera John Michael

- b) Motion: 2023-06-06;5 BIRT the board accepts the budget including hiring a front of house manager for all non-OSLT. Daytime productions will be covered by in house staff. and benefits package #3 for full time staff including the program co-ordinator for RYC and RSC. Moved by Jack, Seconded by John carried.

**11. Next Meetings –**

- Board Meeting – July 18<sup>th</sup>, 2023 at 5:30pm
- General Members Meeting – June 20<sup>th</sup> 2023 at 7:30 pm
- Annual General Meeting – September 19<sup>th</sup> 2023 at 7:30 pm

**12. Adjournment. Mike Tettenborn**

*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.”*