|  |  |
| --- | --- |
|  | ***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**

February 7th 2023

|  |  |  |  |
| --- | --- | --- | --- |
| Board MembersPresent RegretsOthers Present | Cathie Locke, Past PresidentCorry Lapoint, PresidentSheila Spur, Vice PresidentJack Goad, Treasurer Mike TettenbornMarcia Cunningham, Executive Director | Michael Johnston, Secretary John Flynn, Director James Moyse, DirectorDale AlbrechtJane Phillips | Aiden Ware, DirectorKathleen Murphy, DirectorFiona McConachie-Anderson |
| 1. *Call to order*
 | The meeting commenced at 5:38 p.m.   |
| 1. *Land Acknowledgement*
 | The Land Acknowledgement was read by Michael Johnston |
| 1. *Approval of agenda*
 | **Motion 2023/02/07:1 BIRT the Board approve the agenda, with any amendments.****John Flynn ; seconded Sheila Spur; CARRIED.** |
| 1. *Approval of the minutes of the previous meeting*
2. *Business Arising*
3. *Producer Reports*
 | Approval of the minutes from the October 11 2022 meeting, including in camera minutes.**Motion 2023/02/07 :2 BIRT the Board approve the December 2022 minutes, with any amendments.****Jack Goad, seconded Sheila Spur; CARRIED.**1. Non-Members Dale and Jane
	* Discussion was had about the proposed non-member waiver proposal. – Who tracks the waivers? Answer the volunteer member in charge IE team lead or producer.
	* Discussion- these Waivers must be kept indefinitely
	* This must be communicated to team leads and producers this would be done by team Liaisons
	* Jane and Dale will present this at the next General meeting on March 21st
2. Jodi Armstrong Presented the Budget for the Games Afoot. Sheila Spurr moves, Kathleen Murphy seconded. Carried

**Motion 2023/02/07:3 BIRT The board accepts the Games Afoot Budget as presented Moved by Sheila Spur Seconded by Kathleen Murphy. Carried.**1. You me and a bit of driftwood budget was submitted by the producer.

The budget is incomplete and late. The producer did not present the budget personally. Kathleen to go talk to the producer about best practices ie. The budget for an OSLT show should be presented in person by the producer at least 3 months before opening.**Motion 2023/02/07:4 BIRT** The board does not accept the you me and a bit of driftwood Budget submission as presented as it is incomplete, Moved by Kathleen Murphy, seconded by John Flynn. Carried1. Kathleen Murphy Presented that the Gorgeous Gallivanting Goddesses (GGG) set will be far more than the template. The GGG team needs $2700 for set roughly 1000 of that will be for a drop that we can use a few times.
2. **Motion 2023/02/07:5 BIRT**  the board accepts a cost of 2700 to build the set for GGG Moved by Kathleen Murphy, Seconded by James Moyse carried
3. Beauty and the beast reconciliation,

Total estimated revenue including merch and service fees is between 113000 and 115000 |
| 1. *Executive Director’s Report*
 | Report was submitted prior to the meeting. Additions to the report: Discussion:  |
| 1. *Treasurer’s Report*
 | TREASURER’S REPORT WAS PRESENTED.Balance Sheet and Comparative Income Statement MM DD, 20XX attached. |
|  |  |
| 1. *Team Reports*
 | Bar team - John Flynnworking on setting up deliveries so members wont have to pick up alcohol.they are in dire need of volunteers .BUILDING MAINTENANCE TEAM - Jack GoadSubmitted\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DIRECTORS TEAM – Corry LapointeNo report\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_FRONT-OF-HOUSE TEAM – XXXX XXXX**Motion 2023/02/07:6 BIRT** the board will maintain its current practice of having a Liaison for the front of house team. Moved by Kathleen Murphy Seconded by Michael Johnston vote 5-1-1 John Flynn will be the front of house Liaison.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_HEALTH AND SAFETY TEAM – Mike TettenbornNo report.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_MEMBERSHIP TEAM – Aiden Ware No report.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PLAYBILL TEAM – Mike TettenbornNo report.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_POLICIES AND BYLAWS – Cathie LockeNo report.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PRODUCERS TEAM – Kathleen MurphyNo report.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PROPERTIES TEAM – John FlynnSubmitted\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Hair and Makup - Kathleen MurphySubmitted .TECH TEAM – Michael JohnstonNo report\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_WARDROBE TEAM – Kathleen MurphyNo report.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_WODL Delegate – Michael Johnston\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_WORKSHOP/SET BUILDING TEAM – Jack goadNo report.Corry to talk to stage managers about building a team. |
|  | New Business 1. Front of house Vulnerabilities and other concerns:
* Marcia to follow up on AODA requirements
* Front of house team working on rewriting the handbook and Marcia will bring it to the board next month.
* Marcia to look into further communication to the front of house manager on a show by show biases.
1. Criminal record check on new oslt members
* Many years ago when this policy was created the police and Legal suggested this would be in our best interest.
* Currently new members are required to get a criminal reference waiver.
* Currently members working with children need a vulnerable sector check
* Discussion was had on having all new members get a vulnerability sector check.
* Discussion then shifted to having front of house managers included in getting a vulnerability check

**Motion 2023/02/07:7 BIRT**  all front of house managers will need to get a vulnerability sector check with no cost to the member. Moved by Kathleen Murphy, Seconded by John Flynn. Carried. * Will OSLT continue using the honor system? or force new members to get a criminal reference check. Decision was made to continue using the current system.
 |
| 1. *Correspondence*
 | None |
| 1. *In Camera*
 | In CameraProceeding to an in camera meeting**Motion 2023/02/07:8 BIRT the Board proceeds to in camera session.****Sheila Spur; seconded Michael Johnston ; CARRIED.**Discussion ensued in camera.**Motion 2023/02/07:9 BIRT the in camera session is terminated.****Sheila Spur; seconded Michael Johnston; CARRIED.** |
| 1. *Future Meetings*
 | Board Meeting – Tuesday, March 14, 2023, 5:15 p.m. General Meeting – Tuesday, March 21st, 2023, 7:30 p.m. |
| 1. *Adjournment*
 | **Motion 2023/02/07:10 BIRT the meeting is adjourned.****John; CARRIED.**Adjourned at 08:45 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 December 13, 2022
* Executive Directors Board Report February 07, 2023
* Balance Sheet As at 12/31/2022
* Comparative Income Statement, 12/31/2022
* Team Reports– Building and maintenance
	+ `Hair and Makeup
	+ Properties
	+ Bar
* Producer’s Reports
	+ The Game’s Afoot Budget
	+ You Me and a Bit of Driftwood Budget
	+ Beauty and the Beast Reconciliation
	+ GGG Set Proposal
* Non-Members materials

Approved: March 13th 2023 (pending)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 President Secretary

 Corry Lapointe Michael Johnston