



*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

July 19th, 2023 at 5:30 pm

Board Members Present:	Sheilah Spurr, Vice President Jack Goad, Treasurer Cathie Locke, Past President Kathleen Murphy, Director	Mike Tettenborn, Director James Moyse, Director
Regrets:	Corry Lapointe, President Michael Johnston, Secretary John Flynn, Director	Aidan Ware, Director
Others Present:	Marcia Cunningham, Executive Director	Jodi Armstrong, OSLT member

1. **Call to Order** – The meeting began at 5:36pm with all Board members present.
2. **Land Acknowledgment** – Read by Sheilah Spurr.
3. **Approval of Agenda** –
 - **Motion 2023/07/1.1** To approve the agenda. Moved by Kathleen Murphy; Second James Moyse; Carried.
4. **Approval of Minutes** –
 - **Motion 2023/07/1.2** To approve the June 6th, 2023 Board meeting minutes. Moved by Kathleen Murphy; Second Jack Goad; Carried.
5. **Executive Director's Report** – Marcia Cunningham
 - ED report was accepted as submitted.
 - Correction was made to the GGG revenue reported (total revenue was \$46, 616.87 not \$43, 299.90 as reported).
 - The Roxy Star Company production was a huge hit! The organization got a lot of good feedback. Part of the proceeds are going to Community Living.
 - Some additional sponsors for next season have been confirmed.
 - Membership numbers are down from May.
 - Comment made that members can't check online when their renewal is due. **Action:** Marcia is going to check with Theatre Manager to see if this can be resolved.
 - Lightening workshop – The Board supports the proposed lighting workshop to be facilitated by Emilie Trimbee, assisted by Kathleen Cassidy. As discussed, this does not have to be approved by the Board as the Board has already approved a workshop budget.
 - The year end CAPF report has been submitted.
 - Bids have been requested for the HVAC system (5 different companies being invited to submit bids). This work cannot interfere with the OSLT/Roxy shows/calendar. Hoping for late-fall, early-winter (would like to see this project done October 2023 to January 2024).

6. Treasurer’s Reports – Jack Goad

- Treasurer reported was accepted as submitted.

7. Team Reports –

Archives – James Moyse No Report	Library – James Moyse There are 4 members who have accessed the library this season!
Bar – John Flynn No Report	Makeup and Hair – Kathleen Murphy If there is interest, Kathleen will try to schedule a team meeting in August
Building and Maintenance – Jack Goad No Report	Membership – Aidan Ware Kathleen reported that the Membership Appreciation night was a huge success! The team got a lot of great feedback. The team is already thinking about next season’s event (June 2024).
Directors – Corry Lapointe No Report	Newsletter – Michael Johnston No Report
Front of House – John Flynn No Report	WODL – Michael Johnston No Report
Health and Safety – Mike Tettenborn No Report	Playbill – Mike Tettenborn No Report
Producers – Kathleen Murphy Producers Team will be presenting the new proposed OSLT budget guidelines to the Board in the fall 2023 for approval.	Policies & Bylaws – Cathie Locke No report
Technical – Michael Johnston No Report	Wardrobe – Kathleen Murphy Val Underwood has volunteered to be the new team lead. This has not been confirmed yet.

8. Business Arising (including items from previous meetings) –

- Staff summer hours – No discussion as summer hours were approved by the Board at a previous meeting.
- FOH Manager job posting – Will be posted to indeed.com in July. All OSLT/Roxy job postings are posted to this search engine (including the recent box office position).
- Griffin Gallery Committee – An ask for 5 members has gone out twice in the Spotlight. Preference expressed to call this team the Lobby Refresh Committee. Three members have expressed interest (Kathleen Murphy, James Giberson, John Prettie). Will wait for 2 more members to volunteer and a meeting will be scheduled in the next few weeks.
- Dance workshop – **Motion 2023/07/1.3** That the Board approve the proposed dance workshop with a total cost of \$332.00 (to be covered by OTF Grant) including a payment of \$312.00 to workshop facilitator and OSLT member Paula Mercer. Moved by Kathleen Murphy; Second Jack Goad; Not carried. **Action:** Marcia will advise Paula Mercer of the Board’s decision.

9. New Business –

- a. *The Games Afoot* reconciliation – Jodi Armstrong
 - Budget reconciliation was accepted as presented.
 - Slightly over projected budget, but still within OSLT budget guidelines.
 - Jodi enjoyed the process and the role of producer. She would be willing to do this again.
 - Was a fun production to be involve in.
 - Congratulations to the cast and crew from the Board!
- b. *GGG* reconciliation – Kathleen Murphy
 - Budget reconciliation was accepted as presented.
 - Came in under proposed budget by ~\$1500, and well under OSLT budget guidelines.
 - The CBC interview brought in patrons from Toronto – A past co-worker of Sheilah's from TO came with her group of friends because a friend heard this CBC interview and the story resonated with this group.
 - Set pieces from *TGA* were recycled and used for the *GGG* set. This helped keep costs down. Thank you to *TGA*!
- c. *One Flew Over the Cuckoo's Nest* budget submission – Cathie Locke
 - Cathie is still waiting on a quote from Gary re. the cost for 1 mic and batteries. USD needs to be converted to CAD (**Action:** Marcia will get these corrected dollar amounts to Cathie). Anticipating ~ \$11, 000 total budget. The Board expressed no concerns re. this budget. However, the Board could not vote to approve as no quorum. Cathie will bring this back to the Board for approval in September. – **Approval of budget deferred**
- d. Financial Team – A member has inquired re. when the OSLT Financial Team will be re-established. Once the new Treasurer is elected in September this will be discussed and determined. – **Deferred**
- e. Roxy rentals/show bookings – No decision has been made by the Board with respect to number of show/rental bookings. The Financial Analysis team met and gave input to Corry to take to an ad hoc team for review. This team will bring recommendations to the Board for consideration. Consequently, this is still a standing item.
- f. Review "Voice of God" and land acknowledgement. – **Deferred**
- g. Policy for paying members for workshops. – **Deferred**

10. In Camera –

- No in camera meeting.

11. Next Meetings –

- Board Meeting – September 12th, 2023 at 5:30pm
- Annual General Meeting – September 19th, 2023 at 7:30 pm
- General Members Meeting – December 19th, 2023 at 7:30 pm

12. Adjournment –

- The meeting was adjourned at 7:00pm.

Approved:

Sept. 18/23



Corry Lapointe – President



Kathleen Murphy – (acting) Secretary

Attachments available prior to the meeting and/or made available at the meeting:

Agenda
Minutes
Financials
Executive Director's report
The Games Afoot budget reconciliation
Gorgeous Gallivanting Goddesses budget reconciliation
One Flew Over the Cuckoo's Nest proposed budget

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.”

