



*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

September 12, 2023 at 5:00 pm

Board Members Present:	Corry Lapointe, President Jack Goad, Treasurer Cathie Locke, Past President Kathleen Murphy, Director John Flynn, Director	Mike Tettenborn, Director James Moyse, Director
Regrets:	Michael Johnston, Secretary Sheilah Spurr, Vice President	Aidan Ware, Director
Others Present:	Marcia Cunningham, Executive Director	Karen Marcell, Auditor Jennifer Thompson, Bookkeeper

1. **Call to Order** – The meeting began at 5:00pm with all Board members present.
2. **Land Acknowledgment** – Read by Corry LaPointe.
3. **Approval of Agenda** –
 - **Motion 2023/09/1.1** To approve the agenda as amended. Moved by Michael Tettenborn; Second John Flynn; Carried.
4. **Approval of Minutes** –
 - **Motion 2023/09/1.2** To approve the July 19^h, 2023 Board meeting minutes. Moved by Jack Goad; Second James Moyse; Carried.
5. **Executive Director’s Report** – Marcia Cunningham
 - ED report received Sept. 9^h. Accepted as submitted.
 - ED reported that an active OSLT member was recently identified as having a criminal record. This member was advised that they are not eligible to be an OSLT member as per the policy. The member has requested an appeal of this decision. The ED requested assistance from a Board member to help work through this appeal. **Action:** This will be further discussed at the October Board meeting.
6. **Treasurer’s Reports & Financials** – Jack Goad
 - Treasurer report and financial statements accepted as submitted.

7. **Team Reports** –

Archives – James Moyse No report	Library – James Moyse No report
Bar – John Flynn No report	Makeup and Hair – Kathleen Murphy No report

Building and Maintenance – Jack Goad Submitted	Membership – Aidan Ware The team recently met. Nancy updated the team re. possible bus trips and workshops, and advised that a FOH manager has been hired. A survey was sent out asking if members are interested in bus trips to TO and/or Stratford to see a show(s). Nancy will follow-up with the team. Also discussed how to ensure new members are contacted and welcomed. The team would like to review staff job descriptions. There is one new team member – Karina McKerroll. The team has still not picked a lead, but is planning to do this after the AGM. (Submitted by Kathleen Murphy)
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 Kathleen recently met with Emma to discuss/develop the process for complimentary show shirts for cast/crew. Nothing confirmed as of yet.	Policies & Bylaws – Cathie Locke No report
Technical – Michael Johnston No report	Wardrobe – Kathleen Murphy Val Underwood is the new team lead.

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

- i) Discussion re. members not being able to check online when their renewal is due. **Action:** Marcia is going to check with Theatre Manager to see if this can be resolved. – **Deferred**
- ii) Re. Motion 2023/07/1.3. **Action:** Marcia will advise Paula Mercer of the Board’s decision. – **Done**
- iii) *One Flew Over the Cuckoo’s Nest* budget submission – Cathie Locke
 - **Action:** Marcia will get corrected CAN dollar amounts to Cathie – **Done**
 - **Motion 2023/09/1.3** To approve the *One Flew Over the Cuckoo’s Nest* budget as submitted by Cathie Locke. Moved by Kathleen Murphy; Second Mike Tettenborn; Carried.
- iv) 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**
- v) Review “Voice of God” and land acknowledgement. – **Deferred**
- vi) Policy for paying members for workshops. – **Deferred**

9. New Business –

- a) Auditors Report – Karen Marcell presented the Financial Statements dated June 30th, 2023. This will be presented at the AGM on Sept. 19th where the financial statements will be voted on by the membership. The board accepted the financials as presented with the addition of a

few minor corrections. These corrections will be made prior to presentation to the membership at the AGM.

- b) Infrastructure repair – Jack reviewed the report he submitted. The quote came in over what was budgeted. **Motion 2023/09/1.4** To approve an increase to the current budget for the line item under Capital Expenses for the HVAC BAS system replacement to increase from \$180 000 to \$215 000. Moved by Jack Goad; Second John Flynn; Carried.
- c) OSLT productions guaranteeing 3 weeks of preproduction – **Motion 2023/09/1.5** Beginning in the 2024-2025 season, that all OSLT productions are given 3 full weeks in the theatre prior to production week starting on the Sunday. Moved by John Flynn; Second James Moyse; Carried.
- d) AGM agenda –
 - The following items will be included on the agenda for the upcoming AGM:
 - Presidents welcome/message
 - Presentation of financial statements (Auditor)
 - Financial report re. use of theatre
 - Update re. infrastructure project
 - Team lead reports
 - 2023-24 Producer/Director reports
 - ED report
 - Nominations and voting for Board of Directors
- e) Criminal reference checks – **Deferred**

10. In Camera –

- **Motion 2023/09/1.6** To go in camera at 6:13pm. Moved by John Flynn; Second James Moyse; Carried.
- **Motion 2023/09/1.7** To come out of camera at 6:49pm. Moved by Mike Tettenborn; Second John Flynn; Carried.

11. Correspondence –

- None

12. Next Meetings –

- Board Meeting – October 10th, 2023 at 5:30pm
- Annual General Meeting – September 19th, 2023 at 7:00pm
- General Members Meeting – December 19th, 2023 at 7:00pm


13. Adjournment –

- **Motion 2023/09/1.8** To adjourn the meeting. Moved by Mike Tettenborn; Second Kathleen Murphy; Carried.
- The meeting was adjourned at 6:49pm.

Approved:

Oct. 10/23


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

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.”