



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

## Minutes of Board of Directors Meeting

November 14<sup>th</sup>, 2023 at 5:30 pm

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Board Members  
Present:

Corry Lapointe, President  
Kathleen Murphy, Secretary  
John Flynn, Director  
Maria Canton, Director  
Jane Phillips, Vice President

Mike Tettenborn, Treasurer  
James Moyse, Director  
Tiffany James, Director  
Paula Mercer, Director

Regrets:

Others Present:

Marcia Cunningham, Executive Director

Mark Vigneux, OSLT member  
Sheilah Spurr, OSLT member

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1. **Call to Order** – The meeting began at 5:33 pm with one Board member not present. All members were present at 5:45pm.
2. **Land Acknowledgment** – Read by Corry Lapointe.
3. **Approval of Agenda** –
  - **Motion 2023/11/1.1** To approve the agenda as amended. Moved by John Flynn; Second Maria Canton; Carried.
4. **Approval of Minutes** –
  - **Motion 2023/11/1.2** To approve the October 10<sup>th</sup>, 2023 Board meeting minutes with one correction. Moved by James Moyes; Second Mike Tettenborn; Carried.
5. **Administrative** –
  - Supper
  - Opening night gift from the Board – The budget for each gift is \$30.
    - i) *Cuckoo's Nest* – Kathleen Murphy
    - ii) *The Ladies Foursome* – John Flynn
    - iii) *Something Rotten* – Maria Canton
  - Board Directors' personal info collected and shared with ED (required for charity return)
  - Team leads and Board liaisons – contact list updated by Kathleen and shared with Directors and staff.
6. **Executive Director's Report** –
  - Accepted as submitted.
7. **Treasurer's Report and Financials** –
  - Accepted as submitted.

- Discussion re. playbill(s) being approved without submission of show budgets. Mike provided clarification that there is a control for this on the playbill submission form. **Action:** Paula will send the most current play/musical budget guidelines to Peter Leonard (team lead).

**8. Team Reports –**

<p><b>Archives</b> – Eileen O'Connor &amp; Rosemary Buchanan (Leads) Submitted by Rosemary Buchanan – Adequate shelving and a permanent location to store all the photo albums and the print archive albums has been an ongoing request for many years now. Every time I am at the theatre it seems the location of the archives has moved. Right now, they're in Emma's office but there simply isn't enough room. The board's consideration would be appreciated. <b>Action:</b> Corry will go to the building team to ask about possible space/location for the archives.</p> <p>Rosemary is digitizing some of the archives.</p>	<p><b>Library</b> – Dale Albrecht (Lead) Submitted by Dale Albrecht – Two books have been acquired for the library. One has been discarded due to mould damage.</p>
<p><b>Bar</b> – Jodi Armstrong (Lead) Submitted</p>	<p><b>Makeup and Hair</b> – Wendy Smart (Lead) No report</p>
<p><b>Building and Maintenance</b> – Jack Goad (Lead) Submitted</p>	<p><b>Membership</b> – Jane Phillips (Lead) Submitted</p>
<p><b>Directors</b> – Corry LaPointe (Lead) No report</p>	<p><b>Newsletter</b> – Judy Beth Armstrong Submitted</p>
<p><b>Front of House</b> – Nancy Wardell (Lead) Submitted</p>	<p><b>WODL</b> – Yvonne Korince Submitted and newsletter shared</p>
<p><b>Health and Safety</b> – (Gary) Mike has sent Maria a draft of the policy.</p>	<p><b>Playbill</b> – Peter Leonard (Lead) Submitted</p>
<p><b>Producers</b> – Kathleen Murphy (Lead) Submitted</p>	<p><b>Policies &amp; Bylaws</b> – Mark Vigneux No report</p>
<p><b>Technical</b> – Kathleen Cassidy (Lead) No report John is the Board liaison for this team.</p>	<p><b>Wardrobe</b> – Val Underwood (Lead) No report</p>
<p><b>REST</b> – Yvonne Korince (Lead) Submitted</p>	<p><b>Props</b> – Debbie Morris (Lead) Submitted</p>

**9. Business Arising (including action items from previous meetings) –**

- i) ED reported that we did not receive the OTF grant for the pneumatic system. **Action:** Marcia is going to follow-up and inquire about why we did not receive this grant. – Marcia has made contact about this and is receiving a call tomorrow. Will be explained/clarified at the December Board meeting. – **Deferred.**
- ii) The marketing plan has been scheduled for the current season. **Action:** Marica will send the marketing plan for each OSLT production to shows' producer. – **Done.**
- iii) **Action:** All Board liaisons will contact the team leads and introduce themselves. – **Done.**
- iv) **Action:** The tech team lead/members will talk to Gary about the possibility of buying mics instead of continually renting. John Flynn is the liaison for this team. **Action:** John will contact Kathleen Cassidy who will contact Gary to follow-up. – **Deferred.**

- v) Financial Team – A member has inquired re. when the OSLT Financial Team will be re-established. **Action:** Once the new Treasurer is elected in September this will be discussed and determined. It was discussed that we likely need a team for review/discussion of the budget/capital plan, but at this point Mike does not see the need for this team. It was decided that the Board will defer establishment of this team until strategic planning and budget/capital planning. – **Done.** **Action:** Kathleen will try to find the Terms of Reference for the Financial Team. Kathleen followed-up with past members of this team who confirmed that there are no terms of reference for this team. – **Done.**
- vi) Policy for paying members for workshops. – It was explained that, historically, members voluntarily offered their skills to the organization/members (members to/for members). If the required skill set is not available within the organization/members' skill set then a fee/cost would/could be associated. Musical directors were hired as the organization didn't have this available within the membership, but now do have this skill set within the membership. This has been an ongoing discussion. Discussion:
  - offering of an honorarium to members who do workshops to/for members.
  - criteria for amount of honorarium
  - production teams should source needs/requirements from volunteer members and if there is no one in the membership to meet this need then add to budget (as the show could be in jeopardy)
  - show specific discussions
  - fee for workshops could include the membership fee and then could use some of this for an honorarium for the facilitator
  - there is a budget line item for workshops**Deferred** for further discussion. **Action:** Board members should reflect on this discussion and present their opinion/view at the December meeting in a succinct summarizing statement.

## 10. New Business –

- i) Discussion re. One-Acts (Mark Vigneux) – Mark submitted his report to the Board. The main take-away from the feedback submitted was that the one-acts should have an educational component (mentorship). The one-acts make an important contribution to the membership and it was suggested that more workshops could be done in conjunction with the one-acts going forward. Also suggested that one-acts be done every two years. The Board committed to having further discussion re. one-acts.
- ii) *The Ladies Foursome* budget submission (Kathleen Murphy) – **Motion 2023/11/1.3** To approve *The Ladies Foursome* budget as submitted. Moved by Mike Tettenborn; Second Paula Mercer; Carried.
- iv) OFOTCN Friday Members' night (Maria Canton) – Maria reported that this was a very successful and fun night for the members. In addition, the following observations were reported: lobby was dirty prior to the event; recycling bins were overflowing; there was a bar delivery that hadn't been put away (not secured); cleaners arrived and those members closing the theatre did not know that they were scheduled. Suggestions:
  - producers have access to the cleaners schedule so they know when the cleaners are coming and can let those responsible for locking up know this.
  - staff tidy up before these events
  - producers let staff know there will be a gathering/party and contact Jodi to book the bartenders.
 It was decided that going forward staff will tidy/straighten up the lobby prior to these events and ED will let producers know if the cleaners are scheduled on these event nights. **Action:** ED will advise staff of Board's decision.
- v) Playbill Team discernment guidelines re. OSLT production budgets (Corry Lapointe) – The OSLT budget guidelines have been approved and updated. The Playbill Team requires a sense of budget needs from the directors at the time of their submission(s). Currently, directors have to identify any outstanding budgetary item(s) that they anticipate. Budget

projection is always part of the submission interview. **Action:** Kathleen will send updated budget guidelines to Paula (liaison) to share with the Playbill Team.

- vi) OSLT cooperative space sharing policy during productions' move in (Corry Lapointe) – There is a policy that once an OSLT production has moved into the theatre it is their space. It was discussed that the productions should consider sharing the space when requested and doable. Kathleen gave examples of when this was done and when it was not possible. It was discussed that space sharing is sometimes not feasible due to the requirements/needs of the production(s). The Board supports this being a show by show decision by the director and producer going forward. **Action:** Kathleen will take this back to Producers Team.
- vii) Marketing/Budget – (Jane Phillips)
- Marketing plan – would like to see the full marketing plan (website, front of building, internal and external, big picture)
  - breakdown of budget
  - once decisions are made (e.g., matinees; 3 shows versus 4) how are they being tracked or evaluated for future decisions?
  - rentals versus OSLT productions
  - ad hoc Marketing Team – members have expressed interest in being a team
- Action:** ED will send Marketing Plan and business plan to each Board member prior to the December meeting.
- Action:** ED will bring back overview projection of financial impact of 3 OSLT shows versus 4 shows.
- Action:** Corry will contact team leads to get team input re. 3 OSLT shows versus 4. Going forward the marketing plan will be included in each board package.
- viii) Capital Plan/Budget – There was an error in the amount budgeted for HVAC systems as \$5000 was budgeted and the total cost was \$25 000. This was a big error and was not brought to the Board's attention in September when discovered. The ED did bring this to Mike's attention and then took it to Jack Goad (see email). It was decided that a check-in system/plan will be put in place to ensure these mistakes don't happen again. **Action:** Mike will bring this plan back to the Board for review and discussion.
- ix) Financial explanation of month to month statements. – **Deferred**

#### 11. Correspondence –

- Email from OSLT member, Jack Goad (Nov. 13<sup>th</sup>, 2023) re. Capital Plan/Budget

#### 12. Items to consider for future meeting discussion(s) –

- i) Terms of Reference for OSLT Board
- ii) Terms of Reference for Teams
- iii) 2024-2025 Playbill (December)
- iv) Christmas play submission – Val Underwood (December)
- v) One-Acts (January)
- vi) Workshop discussion (February)
- vii) Financial Overview

#### 13. In Camera –

- **Motion 2023/11/1.4** To go in camera at 7:58pm. Moved by Maria Canton; Second Mike Tettenborn; Carried.
- **Motion 2023/11/1.6** To end the in camera session at 8:54pm. Moved by John Flynn; Second James Moyse; Carried.


#### 14. Next Meeting(s) –

- Board meeting – December 12<sup>th</sup> at 5:30pm
- GM – December 19<sup>th</sup> at 7:00pm

**15. Adjournment –**

- **Motion 2023/11/1.7** To adjourn the meeting. Moved by Kathleen Murphy; Second John Flynn; Carried.
- The meeting was adjourned at 8:55pm.

Approved: Dec. 12/23

  
Corry Lapointe – President

  
Kathleen Murphy – Secretary

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

Agenda  
Minutes  
Financials  
Executive Director's report  
Treasurer's report & Financials  
*The Ladies Foursome* proposed budget  
Team reports (if submitted)  
One-Act report and supporting documents  
WODL November Newsletter  
Email from Jack Goad, OSLT member

***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.”***