



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

October 10<sup>th</sup>, 2023 at 5:00 pm

---

Board Members  
Present:

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

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

Regrets:

Others Present:

Marcia Cunningham, Executive Director

Anne Thompson, OSLT Member

---

1. **Call to Order** – The meeting began at 4:59pm with all Board members present.
2. **Land Acknowledgment** – Read by Mile Tettenborn.
3. **Approval of Agenda** –
  - **Motion 2023/10/1.1** To approve the agenda. Moved by John Flynn; Second James Moyses; Carried.
4. **Approval of Minutes** –
  - **Motion 2023/10/1.2** To approve the Sept. 12<sup>th</sup>, 2023 Board meeting minutes. Moved by Mike Tettenborn; Second John Flynn; Carried.
5. **Administrative** –
  - 2023-2024 Board meeting dates – Regular meetings will be the 2<sup>nd</sup> Tuesday of each month at 5:30pm. If not able to attend, send an email to Kathleen and Corry. The 3<sup>rd</sup> Tuesday of September, December, March, and June at 7:00pm for AGM (September) and GMs.
  - Board Orientation packages –
    - i) Confidentiality Agreement – **Done**.
    - ii) Assignment of team liaisons and discussion re. duties/responsibilities – **Done (see below)**.
  - Supper – Will decide at the Nov. meeting if we want to move forward with this.
  - 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
6. **Executive Director's Report** –
  - Accepted as submitted.
  - 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.

- Capital plan and most up-to-date budget for the fiscal year (July 1<sup>st</sup> to June 30<sup>th</sup>) is included in the board orientation package. All board members should review this.
- The last page of the ED report includes an organizational budget overview.
- The marketing plan has been scheduled for the current season. **Action:** Marica will send the marketing plan for each OSLT production to shows' producer.
- There was discussion re. content of social media posts and how the OSLT can promote our shows with different/a variety of marketing ideas/approaches. Producers are often asked for ideas/content to post to social media. Ongoing discussion re. establishing an ad hoc Marketing Team to discuss this further.

**7. Treasurer's Report and Financials –**

- Accepted as submitted.

**8. Team Reports (including a review of team liaison positions):**

<p><b>Archives</b> – Eileen O'Connor &amp; Rosemary Buchanan (Leads) No report Board liaison: James Moyses</p>	<p><b>Library</b> – Dale Albrecht (Lead) No report Board liaison: <del>Corry Lapointe</del> James Moyses</p>
<p><b>Bar</b> – Jodi Armstrong (Lead) No report Board liaison: John Flynn</p>	<p><b>Makeup and Hair</b> – Wendy Smart (Lead) No report Board liaison: Kathleen Murphy</p>
<p><b>Building and Maintenance</b> – Jack Goad (Lead) No report Board liaison: James Moyses</p>	<p><b>Membership</b> – Jane Phillips (Lead) Submitted Board liaison: Jane Phillips</p>
<p><b>Directors</b> – Corry Lapointe (Lead) No report Board liaison: Corry Lapointe</p>	<p><b>Newsletter</b> – Judy Beth Armstrong Kathleen sent an email to Judy Beth advising her that the <a href="mailto:osltboard@gmail.com">osltboard@gmail.com</a> email account is now active again and being checked on a regular basis. Asked that this be included in the newsletter. Board liaison: Tiffany James</p>
<p><b>Front of House</b> – No report Board liaison: John Flynn</p>	<p><b>WODL</b> – Yvonne Korince Yvonne will be attending the WODL GM on Oct. 15<sup>th</sup> and would like the Board's response to the following two questions prior to this meeting: 1. Is your group ready to participate in a traditional multi-play Festival in 2024-2025? Or 2. In 2024-2025 should we continue with the Festival format of a travelling adjudicator followed by a Gala event? The majority of the Board prefers the second option. <b>Action:</b> Kathleen will advise Yvonne of the Board's decision. Board liaison: Kathleen Murphy</p>
<p><b>Health and Safety</b> – No report Board liaison: Maria Canton</p>	<p><b>Playbill</b> – Peter Leonard (Lead) No report Board liaison: Paula Mercer</p>

<b>Producers</b> – Kathleen Murphy (Lead) No report Board liaison: Kathleen Murphy	<b>Policies &amp; Bylaws</b> – Mark Vigneux No report Board liaison: Corry Lapointe
<b>Technical</b> – No report Board liaison: John Flynn <b>Action:</b> The team will talk to Gary about the possibility of buying mics instead of continually renting.	<b>Wardrobe</b> – Val Underwood (Lead) No report Board liaison: Tiffany James
<b>Props</b> – Debbie Morris (Lead) Board liaison: John Flynn	

**Action:** All Board liaisons will contact the team leads and introduce themselves.

- Each month, board liaisons should ask the team lead(s) for reports. Team reports should be sent to Kathleen by 4:00pm the Wednesday prior to the upcoming board meeting(s).
- Liaisons should ask team leads for team budgets in Feb/March 2024.

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

- 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. – **Done.** Currently, this is not something a member can do when logged in as themselves. TM is looking into this and will advise.
- 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. – **Deferred.** **Action:** Kathleen will try to find the Terms of Reference for this team.
- Review “voice of god” and land acknowledgement. – **Done.** The content for the ‘voice of god’ message remains the same for all OSLT productions, however, an OSLT production (as determined by Producer and Director) can have creative input re. the “voice of god message” for their show. The “voice of god” message for the Roxy presents/rental shows will be standard. The land acknowledgment is the same for OSLT productions and Roxy presents/rentals.
- Policy for paying members for workshops. – **Deferred.**
- Criminal reference checks. – **Done.** The administrative process for this has been clarified and tightened up.

**10. New Business –**

- Something Rotten* budget submission at 5:30pm – Anne Thompson
  - **Motion 2023/10/1.3** To approve the *Something Rotten* budget of \$53 700 with the projected revenue of \$99 567 as presented. Moved by Mike Tettenborn; Second John Flynn; Carried.
- New OSLT Budget Submission guidelines – Kathleen Murphy
  - **Motion 2023/10/1.4** To approve the updated OSLT play and musical budget submission guidelines as prepared and presented by the producers team. Moved by Kathleen Murphy; Second John Flynn; Carried.

**11. Correspondence –**

- None

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

- Terms of Reference for OSLT Board
- Terms of Reference for Teams
- Member workshops/training (November)
- 2024-2025 Playbill (December)
- Marketing team/ideas
- OSLT production budgets (November)

**13. In Camera –**

- **Motion 2023/10/1.5** To go in camera at 6:26pm. Moved by Mike Tettenborn; Second James Moyse; Carried.
- **Motion 2023/10/1.7** To end the in camera session at 6:47pm. Moved by Maria Canton; Second John Flynn; Carried.

**14. Next Meeting(s) –**

- Board meeting – November 14<sup>th</sup> at 5:30pm
- GM – December 19<sup>th</sup> at 7:00pm

**15. Adjournment –**

- **Motion 2023/10/1.7** To adjourn the meeting. Moved by Maria Canton; Second Jane Phillips; Carried.
- The meeting was adjourned at 6:48pm.

Approved:

Nov. 14/23

  
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  
*Something Rotten* proposed budget  
Updated OSLT Play/Musical submission guidelines  
Membership Team meeting minutes  
REST meeting minutes  
Board orientation package

***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.”***