



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 December 12th, 2023 at 5:30 pm

Board Members Present:	Corry Lapointe, President Kathleen Murphy, Secretary John Flynn, Director Jane Phillips, Vice President	Mike Tettenborn, Treasurer James Moyse, Director Tiffany James, Director Paula Mercer, Director
Regrets:	Maria Canton, Director	
Others Present:	Marcia Cunningham, Executive Director	Val Underwood, OSLT member

1. **Call to Order** – The meeting began at 5:30 pm with all Board members present.
2. **Land Acknowledgment** – Read by Mike Tettenborn.
3. **Approval of Agenda** –
 - **Motion 2023/12/1.1** To approve the agenda. Moved by Mike Tettenborn; Second Tiffany James; Carried.
4. **Approval of Minutes** –
 - **Motion 2023/12/1.2** To approve the Nov. 14th, 2023 Board meeting minutes. Moved by James Moyes; Second Jane Phillips; 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
6. **Executive Director's Report** –
 - Accepted as submitted.
 - As explained by the ED, the current Membership Coordinator (Nancy Wardell) has terminated her contract and is taking a LOA. Ashley Rankin will be replacing Nancy 3 days/week (1 day/week she will be working from home and 2 days/week she will be working from the theatre). Ashley will also be continuing as staff FOH manager.
 - There is a proposal for 6 weeks of RYC summer camps. ED will apply for grant to cover the cost of this. See ED report for specifics.
7. **Treasurer's Report and Financials** –
 - Accepted as submitted.

- Mike clarified that we have ~\$600 000 in our Scotiabank investment account , \$200 000 of this will be allocated to the pneumatic system cost.
- CEBA (Canada Emergency Business Account) loan needs to be repaid by mid-January 2024 to qualify for partial loan forgiveness. Total loan was \$60 000, but will only have to repay ~\$40 000.

8. Team Reports –

Archives – Eileen O'Connor & Rosemary Buchanan (Leads) No report	Library – Dale Albrecht (Lead) No report
Bar – Jodi Armstrong (Lead) No report	Makeup and Hair – Wendy Smart (Lead) No report
Building and Maintenance – Jack Goad (Lead) Submitted	Membership – Jane Phillips (Lead) Submitted Surveys have been completed by members identifying events of interest (e.g. bus trips, workshops, etc.) Another reminder will be sent re. the May bus trip to Hades Town. The team is organizing the social for next week's GM. Director's workshop has been successful. At the Jan. team meeting, plans for next season's events will be discussed (e.g. workshops, guest speakers, etc.).
Directors – Corry LaPointe (Lead) No report	Newsletter – Judy Beth Armstrong Follow-up from Nov. report – Action: Tiffany will follow-up with Judy-Beth re. her questions. No report
Front of House – Nancy Wardell (Lead) Submitted (see ED report)	WODL – Yvonne Korince Newsletter shared with Board and Team Leads
Health and Safety – (Gary Byers) No report	Playbill – Peter Leonard (Lead) No report
Producers – Kathleen Murphy (Lead) Follow-up from Nov. report – Kathleen updated the Board re the communication plan for bumping rehearsals. This plan has been shared with the Producers team. No report	Policies & Bylaws – Mark Vigneux No report
Technical – Kathleen Cassidy (Lead) No report	Wardrobe – Val Underwood (Lead) Submitted
REST – Yvonne Korince (Lead) Submitted	Props – Debbie Morris (Lead) Follow-up from Nov. report – Action: John will follow-up with Deb and advise that she can submit expenses. Action: Kathleen will send John the OSLT/Roxy expense form.

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. – Refer to ED report. – **Done.**

- ii) **Action:** Corry will go to the building team to ask about possible space/location for the archives. – Corry did not take this to the Building Team as there is place in Emma’s office. Staff would like this moved. There isn’t much that needs to be moved. Corry will follow-up and bring this back to the Board. – **Deferred.**
- iii) **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. Corry got a report for Gary and he advised that it’s not feasible to purchase mics, so is not recommending that we do this. – **Done.**
- iv) 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. **Motion 12/12/1.3** To schedule the cleaning contractor after every OSLT event. Moved by James Moyse; Second Jane Phillips; Carried. Of note, this is will be an additional cost of ~\$2135. – **Done.**
- v) **Action:** Kathleen will send updated budget guidelines to Paula (liaison) to share with the Playbill Team. – **Done.**
- vi) **Action:** Paula will send the most current play/musical budget guidelines to Peter Leonard (team lead). – **Done.**
- vii) Discussion re. cooperative space sharing during OSLT preproduction/production – 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. – **Done**
- viii) Discussion re. Capital Plan/Budget – 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. Mike advised that this plan is in place. – **Done.**
- ix) Policy for paying members for workshops. **Action:** Board members should reflect on this discussion and present their opinion/view at the December meeting in a succinct summarizing statement. **Motion 2023/12/1.4** To approve the following regarding OSLT members receiving payment when instructing a workshop for fellow OSLT members:
 - i. If a production has a specific need, such as tap dancing or fight choreography etc., then an instructor (member or non-member) will be paid for their services, this includes workshops for members who have not yet auditioned;
 - ii. For workshops that are not directly affiliated/connected with a show, the member will not be paid, and this is to be clearly communicated before a member is asked to lead a workshop;
 - iii. If a member wishes to run a workshop that is not connected to a show, but they wish to be paid for their services, then space in the Roxy should be offered (if available and within reason) at no cost to the instructor/member. It is at the discretion of the instructor as to how much they wish to charge per participant and their responsibility to collect fees. The OSLT and Roxy will be not responsible for collecting fees/payment.

Moved by John Flynn; Second Kathleen Murphy; Defeated.

Motion 2023/12/1.5 To approve the following regarding OSLT members receiving payment when instructing a workshop for fellow OSLT members:

- i. If a production has a specific need, such as tap dancing or fight choreography etc., then an instructor (member or non-member) will be paid for their services as requested and approved in the production budget. This includes workshops for members who have not yet auditioned;
- ii. For workshops that are not directly affiliated/connected with a show, the member will not be paid, and this is to be clearly communicated before a member is asked to lead a workshop. These proposed workshops will be vetted and approved by the Membership Team;
- iii. If a member wishes to run a workshop that is not connected to a show, but they wish to be paid for their services, then space in the Roxy should be offered (if available and within reason) at no cost to the instructor/member. It is at the discretion of the instructor as to

how much they wish to charge per participant and their responsibility to collect fees. The OSLT and Roxy will be not responsible for collecting fees/payment. The instructor for said workshop(s) will be vetted and approved by the Membership Team.

Moved by John Flynn; Second Mike Tettenborn; Carried (5 in favour, 2 opposed).

- x) Discussion re. Marketing Plan/Budget –
- **Action:** ED will send Marketing Plan and business plan to each Board member prior to the December meeting. – **Done (received Dec. 10th)**
 - **Action:** ED will bring back overview projection of financial impact of 3 OSLT shows versus 4 shows. – **Done (received Dec. 11th)**
 - **Action:** Corry will contact team leads to get team input re. 3 OSLT shows versus 4. – **Done**
- xi) Financial explanation of month to month statements. – **Deferred**

10. New Business –

- i) Christmas play submission – Val Underwood @ 6:00pm
- Val reported that she submitted a play (*A Gift To Remember*) to the Playbill team and it was suggested that she take this to the ED and Board for discussion/consideration. If Val is not selected as part of the 2024-25 playbill, she would like to do this show as a Christmas production (2024). She does not want to do this as a Roxy Present, but rather an OSLT Presents. She would like the support of the Board/OSLT. She would propose a 2-week run, but would be willing to do a shorter run. This is a 2 act play with a cast of 14. Val has her Producer and SM. Corry explained that historically we have done OSLT Presents. The Board will discuss this further once the 2024-25 playbill has been determined. – **Deferred**.
- ii) 2024-2025 Playbill – All bookings for the 2024-2025 season are on hold until the 2024-25 OSLT playbill has been set. Corry provided teams' feedback to the Board re. 3 versus 4 plays. Mike reported that the Playbill team feels encouraged by the current submissions; **Motion 2023/12/1.6** That the Board recommend to the Playbill Team and support 3 OSLT plays and 1 musical for the 2024-2025 season. Moved by Mike Tettenborn; Second Tiffany James; Carried. **Motion 2023/12/1.7** That the Board decide annually at the December Board meeting, the recommendation to the Playbill Team regarding number of OSLT productions for the upcoming season. Moved by Kathleen Murphy ; Second John Flynn; Carried.
- iii) Chamber of Commerce AGM (Tiffany) – Request from the Chamber of Commerce re. their April 18th, 2024 AGM. The Chamber would like to do a murder mystery and are wondering if OSLT members would like to be involved in this. Some OSLT members have volunteered for this in the past and the Chamber got great feedback. The Board recommended a box murder mystery as something original is a lot of work! Tiffany advised that the Chamber would need to know by Fed. 2024. **Action:** Tiffany will write something and send to ED. Staff will send out in the upcoming Spotlight(s).
- iv) Policy re. rental to other theatre companies (Jane) – **Motion 2023/12/1.8** That all potential rentals to other theatre companies will be brought to the board for review and approval. Moved by Jane Phillips; 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
- One-Acts (January)
- Financial Overview – Budget/Strategic/Capital Plan (Jan.)
- Team Budgets (Feb/March 2024)
- Financial explanation of month to month statements (Jan.)
- Christmas play submission (Jan.)

viii) Cuckoos Nest reconciliation (Jan)

13. In Camera –

- **Motion 2023/12/1.9** To go in camera at 8:23pm. Moved by Kathleen Murphy; Second Mike Tettenborn; Carried.
- **Motion 2023/12/1.11** To approve the establishment of a Marketing Team to work in collaboration with the ED and staff. Moved by Tiffany James; Second John Flynn; Carried. Tiffany and James have both volunteered for this team. **Action:** A Board liaison will be selected for this team.
- **Motion 2023/12/1.12** To end the in camera session at 9:18pm. Moved by John Flynn; Second James Moyse; Carried.

14. Next Meeting(s) –

- Board meeting – January 9th, 2024 at 5:30pm
- GM – December 19th at 7:00pm

15. Adjournment –

- **Motion 2023/12/1.13** To adjourn the meeting. Moved by Kathleen Murphy; Second James Moyse; Carried.
- The meeting was adjourned at 9:19 pm.

Approved: Jan. 9/24


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
Team reports (if submitted)
Marketing Plan
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.”

