



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 February 13<sup>th</sup>, 2024 at 5:30pm

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

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- 1. Call to Order** – The meeting began at 5:34pm with all board members present.
  - 2. Land Acknowledgment** – Read by Corry Lapointe.
  - 3. Approval of Agenda** –
    - **Motion 2024/02/1.1** To approve the agenda. Moved by Mike Tettenborn; Second John Flynn; Carried.
  - 4. Approval of Minutes** –
    - **Motion 2024/02/1.2** To approve the January 13<sup>th</sup>, 2024 board meeting minutes. Moved by Maria Canton; Second James Moyse; Carried.
  - 5. Administrative** –
    - Opening night gift from the Board – The budget for each gift is \$30.
      - i) *The Ladies Foursome* – John Flynn – **Done**
      - ii) *Something Rotten* – Maria Canton
  - 6. Executive Director's Report** –
    - Accepted as submitted.
    - ED advised that our insurance is up for renewal. There will be a cost increase if we stay with the current plan. ED is asking for a new quote from the broker as there needs to be some changes made, specifically it's recommended that we raise our liability for directors/officers to \$2 million from \$1 million. ED advised that the policy will need to be renewed by March 6<sup>th</sup>. **Action:** Marcia and Mike will meet to review the quote and make a decision re. the best option for the organization. The board advised that it approves the ED's ask that OSLT member Jack Goad be approached as only a consultant for this discussion/decision.
    - HR Covered – Refer to ED report. **Motion 2024/02/1.3** To approve signing-up with *HR Hub & Legislative Training* and *Unlimited HR* for one year. Moved by Mike Tettenborn; Second Jane Phillips; Carried.

Email received from ED Feb. 14<sup>th</sup> that included the following information:  
*HR Hub & Legislative Training* (billed annually)  
Unlimited Access For All Your Staff

- Mandatory Training for Your Jurisdiction
- 24/7 Self-Serve Access
- Employee Completion Certificates
- Unlimited Progress and Completion Reporting

\$495.00

1

\$495.00

*Unlimited HR (billed annually)*

A Team of Canadian HR Experts - Here For You

- Unlimited HR Advice
- Independent Contractor Template
- Employment Contract Templates
- Unlimited HR Document Requests

\$1,495.00

1

\$1,495.00

Subtotal

\$1,990.00

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

- Accepted as submitted.

**8. Team Reports –**

<b>Archives</b> – Eileen O'Connor & Rosemary Buchanan (Leads) No report	<b>Library</b> – Dale Albrecht (Lead) No report
<b>Bar</b> – Jodi Armstrong (Lead) No report	<b>Makeup and Hair</b> – Wendy Smart (Lead) No report
<b>Building and Maintenance</b> – Jack Goad (Lead) No report	<b>Membership</b> – Jane Phillips (Lead) Submitted Jane reviewed the report.
<b>Directors</b> – Corry LaPointe (Lead) No report	<b>Newsletter</b> – Judy Beth Armstrong Submitted
<b>Front of House</b> – Ashley Rankin (Lead) No report	<b>WODL</b> – Yvonne Korince Kathleen emailed the newsletter to the board and team leads.
<b>Health and Safety</b> – Gary Byers No report Mike asked if the team has reviewed the health and safety draft policy. <b>Action:</b> Mike will send the draft policy to the team and a meeting will be scheduled. Mike will plan to attend this meeting.	<b>Playbill</b> – Peter Leonard (Lead) Submitted <b>Motion 2024/02/1.4</b> To approve the revised playbill submission as presented by the Playbill Team. Moved by Jane Phillips; Second John Flynn; Carried. • Corry is meeting with the team to review/clarify the process/procedure for submissions. • Peter has stepped down as the lead of this team. Fiona Anderson will be the new team lead.
<b>Producers</b> – Kathleen Murphy (Lead) No report	<b>Policies &amp; Bylaws</b> – Mark Vigneux No report
<b>Technical</b> – Kathleen Cassidy (Lead) No report	<b>Wardrobe</b> – Val Underwood (Lead) No report
<b>REST</b> – Yvonne Korince (Lead) No report	<b>Props</b> – Debbie Morris (Lead) No report

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

- i) Re. archives storage space – **Action:** Corry will follow-up and bring this back to the board. Corry looked and thinks there is a possibility that space can be found in the office upstairs (under the mailboxes), but will take this to the Building Team. – **Deferred**
- ii) **Action:** A board liaison will be selected for the newly established Marketing Team. – The team will initially include James Moyse, Tiffany James, and Marcia Cunningham. A meeting will be scheduled (Jane and Corry will attend this initial meeting). Job descriptions/responsibilities/terms of reference need to be established for this team. A board liaison will be assigned at a later date. **Action:** Corry will call a meeting of this team. – **Deferred**
- iii) Financial explanation of month to month statements (ED). – ED reviewed the financial statements. – **Done**
- iv) Amendment to motion – **Action:** This item will be taken back to the Membership Team to discuss at their next meeting. Jane will bring this back to the February board meeting with the team’s recommendation. – Jane and Kathleen reviewed the Membership Team’s discussion re. this item (see Membership Team report as submitted). The team will take on the responsibility of the acknowledgement/thank you of workshop facilitators. – **Done**
- v) Re. 2024-25 playbill –
  - **Action:** Paula will follow-up with Peter to advise of the board’s decision and that the calendar will be confirmed. – **Done**
  - **Action:** As directed by the board, the ED will review the 2024-2025 calendar to see if plays can be moved to more ideal timeslots and bring this back to the board in February for review and approval. – **Done**
- vi) Re. Val Underwood’s request – **Action:** Corry will let Val know of the Board’s decision. – **Done**
- vii) Team Budgets (Feb/March 2024) – **Action:** Team liaisons will ask leads for budgets and bring back to the board (Feb). – **Done**
- viii) One-Acts – **Deferred**
- ix) Financial Overview – Budget/Strategic/Capital Plan – Budget should be passed by end of June 2024. Strategic planning can happen in July. – **Deferred (April)**

**10. New Business –**

- i) Cleaning backstage/stage (Jane) – It was brought to Jane’s attention during the run of TLF that backstage/stage/areas in the AUD (e.g., back stairs, catwalk) are neglected. ED advised that the current cleaners do not clean these areas. Discussion re. volunteer cleaning bees or do we have these areas professionally cleaned? A checklist needs to be created to discern who can do what (taking into consideration health and safety). **Action:** James will take this back to the Building Team and Gary for discussion and bring this back to the board.
- ii) Terms of reference for teams – **Action:** Each board liaison will communicate with team leads/members that terms of reference for their team(s) need to be in place by May 2024. The board will review these at the June 2024 board meeting.

**11. Correspondence –**

- None

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

**13. In Camera –**

- **Motion 2024/02/1.5** To go in camera at 6:59pm. Moved by Kathleen Murphy; Second Maria Canton; Carried.
- **Motion 2024/02/1.7** To end the in camera session at 7:43pm. Moved by Kathleen Murphy; Second John Flynn; Carried.

**14. Next Meeting(s) –**

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

**15. Adjournment –**

- **Motion 2024/02/1.8** To adjourn the meeting. Moved by Maria Canton; Second Kathleen Murphy; Carried.
- The meeting was adjourned at 7:44pm.

Approved:

March 12/24



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Corry Lapointe – President



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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)  
HR Covered document  
2024-2025 draft calendar

***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.”***