



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 January 9<sup>th</sup>, 2024 at 5:30pm

Board Members  
 Present:

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

Mike Tettenborn, Treasurer  
 James Moyse, Director  
 Tiffany James, Director (virtual)  
 Paula Mercer, Director

Regrets:

Others Present:

Marcia Cunningham, Executive Director  
 (virtual)

Cathie Locke, OSLT member

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 2024/01/1.1** To approve the agenda. Moved by John Flynn; Second Jane Phillips; Carried.
4. **Approval of Minutes** –
  - **Motion 2024/01/1.2** To approve the December 12<sup>th</sup>, 2023 board meeting minutes. Moved by John Flynn; Second Paula Mercer; Carried.
5. **Administrative** –
  - Opening night gift from the Board – The budget for each gift is \$30.
    - i) *The Ladies Foursome* – John Flynn
    - ii) *Something Rotten* – Maria Canton
6. **Executive Director's Report** –
  - Accepted as submitted.
  - The board prefers the new ED report format.
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) Submitted At the request of the <i>TLF</i> crew, the sewer work has been postponed until later in February so as not to interfere with the <i>TLF</i> build/set painting. Kathleen asked James to thank the team for rescheduling this!	<b>Membership</b> – Jane Phillips (Lead) No report
<b>Directors</b> – Corry LaPointe (Lead) No report	<b>Newsletter</b> – Judy Beth Armstrong No report
<b>Front of House</b> – Nancy Wardell (Lead) No report	<b>WODL</b> – Yvonne Korince Kathleen emailed the newsletter to board directors and team leads
<b>Health and Safety</b> – Gary Byers No report	<b>Playbill</b> – Peter Leonard (Lead) Submitted
<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) **Action:** Tiffany will follow-up with Judy-Beth re. her questions about the Newsletter (from Nov. report). – **Done**
- ii) **Action:** John will follow-up with Deb and advise that she can submit expenses for props that she has purchased. – **Done**
- iii) **Action:** Kathleen will send John the OSLT/Roxy expense form. – **Done**
- iv) Re. archives storage space – **Action:** Corry will follow-up and bring this back to the board. – **Deferred**
- v) Chamber of Commerce AGM – **Action:** Tiffany will write something and send to ED. Staff will send out in the upcoming Spotlight(s). – **Done**
- vi) **Action:** A board liaison will be selected for the newly established Marketing Team. – **Deferred**
- vii) Financial explanation of month to month statements (ED). – **Deferred**
- viii) Christmas play submission presented by Val Underwood {see New Business item iii} – **Done**

**10. New Business –**

- i) *Cuckoo's Nest* reconciliation @ 5 :45pm (Cathie Locke) – The board congratulated the company on a very successful run! Cathie reported that one headset was damaged during the run and is being replaced. Producer's miscellaneous was higher than budgeted as an honorarium was given to AM as this show would not have been presented without his involvement.
- ii) Proposed amendment to **Motion 2023/12/1.5** (Paula Mercer) – Paula presented the following two possible amendments for consideration:
  - #1) Amendment to i., ii., iii.:
    - i. No member of the OSLT may receive payment or an honorarium for conducting or facilitating a workshop for members and/or non-members of the theatre.
    - ii. If a workshop is required or recommended by a production, and a skilled member is neither willing nor able to run a workshop, then the production may seek a non-member to conduct the workshop.
    - iii. Non-members who conduct/facilitate a workshop must submit a resume and references and be vetted by the membership committee.

- iv. The OSLT may choose to offer workshops by ensuring members are not paid nor receive an honorarium OR by hiring vetted non-members and thus paying them (for the same, better or worse services that members could provide.)

OR

#2) Amendment to i., ii., iii.:

All workshop presenters/facilitators will be offered an honorarium in recognition of expertise and commitment to the development of the arts and support of the OSLT and its Strategic Plan. They will be vetted by the membership committee and the committee will develop a format for the honorarium

**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.

- iii) 2024-2025 OSLT Playbill (see Playbill Team recommendation included in board package) –
- Review of financial impact of 3 versus 4 shows was presented by ED.
  - Discussed completing a “breakeven” analysis – Can we afford a reduction in revenue?
  - The board took into consideration the financial impact, input from OSLT members, and other considerations (e.g., calendar) when deciding on 3 versus 4 shows for the upcoming season.
  - Discussion re. **Motion 2023/09/1.5** – Do all productions need 3 weeks preproduction?
  - **Motion 2024/01/1.3** That the board support the Playbill Team's recommendation as presented with the proviso that play #2 (February 2025) and play #4 (June 2025) are offered two weeks preproduction time in the theatre, and play #1 (November 2024) and play #3 (April 2025) are offered 3 weeks preproduction time in the theatre. Moved by Mike Tettenborn; Second Paula Mercer; Carried.

**Action:** Paula will follow-up with Peter to advise of the board's decision and that the calendar will be confirmed.

**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.

- ED is going to start looking at booking some rentals for the summer months.
  - Given this board's decision, the 2024-2025 calendar is full and cannot accommodate Val Underwood's proposal for next season. **Action:** Corry will let Val know of the Board's decision.
- iv) One-Acts – **Deferred**
- *Note:* A one night of one-acts will be presented later this season so the directors currently participating in the Director's Workshop can showcase their work. Members will be invited.
- v) Financial Overview – Budget/Strategic/Capital Plan – **Deferred**

**11. Correspondence –**

- Email from OSLT member Ridgley Dier re. upcoming bus trip.
- Email response from Jane Phillips (on behalf of the Membership Team) to OSLT member Ridgley Dier.

**12. Items to Consider for Future Meeting Discussion(s) –**

- i) Terms of Reference for OSLT Board
- ii) Terms of Reference for Teams
- iii) Team Budgets (Feb/March 2024) **Action:** Team liaisons ask leads for budgets and bring back to the board (Feb).

**13. In Camera –**

- **Motion 2024/01/1.4** To go in camera at 6:59pm. Moved by Kathleen Murphy; Second Maria Canton; Carried.
- **Motion 2024/01/1.6** To end the in camera session at 7:43pm. Moved by Kathleen Murphy; Second John Flynn; Carried.

**14. Next Meeting(s) –**

- Board meeting – Feb. 13<sup>th</sup> at 5:30pm


- GM – March 19<sup>th</sup> at 7:00pm

**15. Adjournment –**

- **Motion 2024/01/1.7** To adjourn the meeting. Moved by Maria Canton; Second Kathleen Murphy; Carried.
- The meeting was adjourned at 7:44pm.

Approved:

Feb. 12/24

  
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)  
Email from Ridgley Dier, OSLT member  
Email from Jane Phillips (on behalf of Membership Team)  
*Cuckoo's Nest* reconciliation  
Proposed amendment to **Motion 2023/12/1.5**

***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.”***