

## Board of Directors Meeting Minutes

Nov. 5<sup>th</sup>, 2024 at 5:30pm

**Board Members Present:**

Jane Phillips, President  
Maria Canton, Vice President  
Kathleen Murphy, Secretary  
Paula Mercer, Director

Mike Tettenborn, Treasurer  
Ridgley Dier, Director  
Elaine Anderson, Director  
Debbie Morris, Director

**Regrets:**

Kathleen Jerome, Director  
Corry Lapointe, Past President

**Others Present:**

Tiffany McMillin, TM

1. **Call to Order** – The meeting began at 5:33pm with all board members present.
2. **Land Acknowledgement** – Read by Paula Mercer.
3. **Administrative** –
  - The board agreed that we should have complimentary champagne for opening night of the season. Kathleen, Maria, and Jane will serve. **Action:** Paula will ask Jodi Armstrong to order the champagne for opening night. Tiffany will let Jodi know what the house is for opening night so she can order an appropriate amount of champagne.
  - The Dec. board meeting will include a potluck supper.
4. **Conflict of Interest** –
  - None
5. **Consent Agenda – Motion 2024/11/1.0** To accept and approve the following items:
  - i. **Agenda**
  - ii. **Minutes of the Oct. 8<sup>th</sup>, 2024 OSLT board meeting**
  - iii. **Treasurer’s Report**
  - iv. **Staff Report**
  - v. **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> – Submitted by Debbie Morris, board liaison
<b>Building and Maintenance</b> – (Paul Nicholson) No report	<b>Membership</b> – Kathleen reported that the team recently met to discuss plans for the Dec. GM. The team is meeting again on Dec. 9 <sup>th</sup> and will report confirmed plans at the Dec. 10 <sup>th</sup> board meeting. The team also discussed that it is still looking for new team members. No team lead has been determined yet.

<b>Directors</b> – Corry LaPointe (Lead) No report	<b>Finance</b> – Mike Tettenborn (Lead) No report
<b>Front of House</b> – Lacey Mooney (Lead) No report	<b>WODL</b> – Yvonne Korince Kathleen sent the Nov. WODL newsletter to all board members and team leads.
<b>Health and Safety</b> – See below	<b>Playbill</b> – Fiona Anderson (Lead) Playbill will be presenting the 2025-2026 playbill recommendations to the board in Dec. for approval.
<b>Producers</b> – Kathleen Murphy (Lead) Report submitted <b>Motion 2014/11/1.1</b> To approve the new play and musical budget guidelines as presented and recommended by the Producers Team. Moved by Kathleen Murphy; Second Elaine Anderson; Carried.	<b>Marketing</b> – Tiffany James (Lead) No report Team terms of reference were shared with the board for review.
<b>Technical</b> – Kathleen Cassidy (Lead) No report	<b>Wardrobe</b> – Cathie Tilley (Lead) No report
<b>Props</b> – Debbie Morris (Lead) No report	<b>REST</b> – Yvonne Korince Report submitted

Moved by Debbie Morris; Second Elaine Anderson; Carried.

#### 6. President's Update –

- Reviewed the proposed fillable form that would be used by team leads when submitting monthly reports. Liaisons will advise team leads to submit monthly reports to the board using this form. It was discussed that if a lead cannot complete this form, the board liaison can complete this each month on the team's behalf with input from the team lead. **Action:** Kathleen will send the link to this form to each liaison to share with all the team leads.
- Health and Safety update – Jane and staff have been working on this for staff. The front of house manual has been updated and is current for FOH volunteers. Production health and safety plans for shows – discussion re. who should take this on as their responsibility. Kathleen and Mike advised the board that Mike is the health and safety lead for *The Play That Goes Wrong*. **Action:** Mike and Kathleen will send what they come up with for *PGW* to the board and Gary for review and input. Kathleen will advise the Producers Team that a Health and Safety Lead needs to be added to each crew list.
- Jane met with Paul re. the lobby/theatre refresh. Paul is going to resurrect the Lobby Refresh Team in January 2025. Jane also followed-up with James Giberson.

#### 7. Business Arising (including action items from previous meetings) –

- i) **Motion 2024/10/1.3** To approve purchasing a laptop for the OSLT Secretary at a cost of no more than \$1500. Moved by Elaine Anderson; Second Debbie Morris; Carried. **Action:** Tiffany will order the laptop with extended warranty and get this to Kathleen. – **Done**
- ii) Re. photocopies for productions. **Action:** Kathleen will take this to the producers team for discussion and come up with a budget figure for plays and musical. The team will update the budget guidelines and bring this back for board approval. – **Done (see above)**
- iii) Lobby refresh – James presented his idea re. *The Roxy Reappointing Project* (refreshing the look of the theatre in stages). See hardcopy of report as provided. **Action:** Kathleen will share the report electronically with the board for review. – **Done**
- iv) Jane explained that there was a Lobby Refresh team in the past, but that this team has not met in a while. Suggested talking to Paul for input. **Action:** Jane will meet with Paul to get his input. – **Done**
- v) Board team liaisons – See above. **Action:** Board team liaisons should contact their team lead(s) and:
  - get names of the team members;

- how often the team meets

This information should be brought back to the November board meeting. Jane is developing a template for teams to complete as needed/required. – **Done**

### 8. New Business –

- i) Grant updates – Maria and Jane updated the board re. current grants. We received the OTF Seed grant. This will be used to refresh the website. The Community Foundations grant will be used for accessible seating and aisle lighting.
- ii) Business plan update – The proposed and accepted changes to the plan will be made and Kathleen will send this to the board before the next meeting. The board will vote on this in Dec. and take to the membership at the Dec. GM.
- iii) Bar – As recommended by the team, the bar will close at 11:00pm for socials and at 12:00am for closing parties. The board supported these recommendations/guidelines.
- iv) Teams – A member expressed interest in joining the Playbill Team, but was advised that the team was full. **Action:** Paula will take this back to the team lead for discussion/consideration. Each liaison will go back to their team leads and suggest adding a “term of service” to their Terms of Reference.
- v) Griffin Gallery – The board supports rotating show/production photos in the Griffin Gallery. **Action:** Jane will talk to John Prettie about hanging show posters.
- vi) Prom tickets for RYC – See email from Lacey Mooney. The board unanimously supported this request to a max of 25 tickets. **Action:** Tiffany will advise Lacey of the board’s decision.

### 9. In Camera Session –

- **Motion 2024/11/1.2** To go in camera at 7:27pm. Moved by Paula Mercer; Second Maria Canton; Carried.
- **Motion 2024/11/1.5** To end the in camera session at 7:35pm. Moved by Mike Tettenborn; Second Kathleen Murphy; Carried.

### 10. Correspondence –

- None

### 11. Items to Consider for Future Meeting Discussion(s) –

- Strategic Plan (January 2025)
- December GM
- *Prelude To A Kiss* budget (Dec 10<sup>th</sup> at 6:30pm)
- 2025-2026 Playbill recommendation (Dec. 10<sup>th</sup> at 5:45pm)
- How to engage more members (December)

### 12. Next Meeting(s) –

- Board meeting – Dec. 10<sup>th</sup> @ 5:30pm (potluck)
- GM – Dec. 17<sup>th</sup> @ 7:00pm

### 13. Adjournment –

- **Motion 2024/11/1.6** To adjourn the meeting. Moved by Kathleen Murphy; Second Mike Tettenborn; Carried.
- The meeting was adjourned at 7:36pm.

Approved:

Jane Phillips – President

Kathleen Murphy – Secretary

***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.”***