



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 8th, 2024 at 5:30pm

Board Members
Present:

Jane Phillips, President
Corry Lapointe, Past President
Maria Canton, Vice President
Kathleen Murphy, Secretary
Paula Mercer, Director
Kathleen Jerome, Director

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

Regrets:

Others Present:

James Giberson, OSLT member
John Prettie, OSLT member

Tiffany McMillin, TM

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1. **Call to Order** – The meeting began at 5:32pm with all board members present.
 2. **Land Acknowledgment** – Read by Kathleen Murphy.
 3. **Approval of Agenda** –
 - **Motion 2024/10/1.1** To approve the agenda as amended. Moved by Ridgley Dier; Second Mike Tettenborn; Carried.
 4. **Approval of Minutes** –
 - **Motion 2024/10/1.2** To approve the Sept. 9th, 2024 board meeting minutes. Moved by Paula Mercer; Second Kathleen Murphy; Carried.
 5. **Conflict of Interest** –
 - No conflicts of interest declared.
 6. **Administrative** –
 - Board photo @ 6:20pm (John Prettie)
 - Opening night gifts (budget is \$30):
 - i. *The Prom* – Kathleen Murphy
 - ii. *Prelude* – Maria Canton
 - iii. *PGW* – Cory Lapointe
 - iv. *7 Stories* – Jane Phillips
 - Consent agenda – Will start this next month. Will include one motion for all standing agenda items.
 - Secretary laptop – **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.

7. Treasurer's Report and Financials –

- Accepted as submitted.
- Mike suggested that we start paying the HASCAP loan off slowly. He will bring this back for discussion at our November meeting.
- Tiffany will come to the November meeting to review/explain the financials (income statements and balance sheets).

8. Staff Report –

- Accepted as submitted.

9. Team Reports –

<p>Archives – Eileen O'Connor & Rosemary Buchanan (Leads) No report Board liaison: TBD</p>	<p>Library – Dale Albrecht (Lead) No report Board liaison: Kathleen Murphy</p>
<p>Bar – Jodi Armstrong No report Board liaison: Paula Mercer</p>	<p>Makeup and Hair – Wendy Smart (Lead) No report Board liaison: Debbie Morris</p>
<p>Building and Maintenance – Paul Nicholson (Lead) Mike will be taking over as lead for the elevator project. Board liaison: Mike Tettenborn</p>	<p>Membership – No report Board liaison: Kathleen Jerome</p>
<p>Directors – Corry LaPointe (Lead) No report Board liaison: Corry Lapointe</p>	<p>Newsletter – N/A *remove</p>
<p>Front of House – Lacey Mooney (Lead) No report Board liaison: Elaine Anderson</p>	<p>WODL – Yvonne Korince No report Board liaison: Kathleen Murphy</p>
<p>Health and Safety – No report Board liaison: TBD</p>	<p>Playbill – Fiona Anderson (Lead) No report Board liaison: Paula Mercer</p>
<p>Producers – Kathleen Murphy (Lead) No report Board liaison: Kathleen Murphy</p>	<p>Policies & Bylaws – Mark Vigneux No report *remove</p>
<p>Technical – Kathleen Cassidy (Lead) No report Board liaison: Maria Canton</p>	<p>Wardrobe – Cathie Tilley (Lead) No report Board liaison: Debbie Morris</p>
<p>REST – Yvonne Korince (Lead) No report *remove</p>	<p>Props – Debbie Morris (Lead) No report Board liaison: Debbie Morris</p>
<p>Finance – Mike Tettenborn (Lead) No report Board liaison: Mike Tettenborn</p>	<p>Marketing – No report Board liaison: Ridgley Dier</p>

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

- Terms of reference for teams – 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. **Action:** The board will review these at the June 2024 board meeting. – The board reviewed the Terms of Reference that have been submitted. Still need these from the Directors Team and Finance Team. **Action:** Kathleen will ask Emma to add this to these website. – **Done**
- BMO building – **Action:** Yvonne, James, Mike and Paul will visit the BMO building. Also, Yvonne will contact Doug to see if there is any room for negotiation and send information to Kathleen. The board will review this information and the finances and make a decision at the

Oct. 2024 board meeting. – The board decided not to pursue this building space. Discussions re. offsite space will be quarterly. **Action:** Jane will advise Yvonne of the board's decision. – **Done**

- iii) OSLT sound engineer (paid versus volunteer) – **Action:** Corry will follow-up with Gary and bring this back to the board for further discussion. – **Done**
- iv) Re. photocopies for productions – **Action:** Mike will talk to Tiffany about assigning a specific copy code to each OSLT production. **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.
- v) Playbill Submission date – New guidelines as presented to playbill, producers, and directors require submissions to be in by end of October for the following season. Paula reported that the team has some concerns re. the timeline. **Action:** Paula will f/u with Fiona and ask for recommendations from the team to bring back to the board for discussion and consideration. **Action:** Paula will advise Fiona that the confirmed submission date for this season is November 30th. The Playbill Team will bring their recommendations to the December board meeting. – **Done**

11. New Business –

- i) Lobby refresh (James Giberson @ 5:45-6:15pm) – 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.
- ii) 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.
- iii) Staffing update – New job descriptions have been finalized and all contracts signed.
- iv) ONCA update – Kathleen updated the board re. the status of the bylaws. Nick Lovell and Kathleen are continuing to communicate and work on this. Hoping to have the updated bylaws for the next board meeting.
- 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 meetsThis information should be brought back to the November board meeting. Jane is developing a template for teams to complete as needed/required.

12. In Camera Session –

- **Motion 2024/10/1.4** To go in camera at 8:07pm. Moved by Mike Tettenborn; Second Maria Canton; Carried.
- **Motion 2024/10/1.8** To end the in camera session at 8:28pm. Moved by Mike Tettenborn; Second Paula Mercer; Carried.

13. Correspondence –

- Email from Kathleen Murphy (Sept. 30th) re. Kiwanis 100th Anniversary. Kathleen was advised of the board's support.

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

- Strategic Plan
- Business Plan

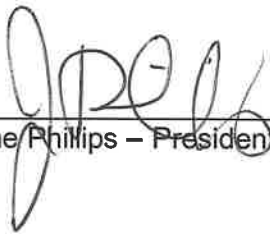
15. Next Meeting(s) –

- Board meeting – Nov. 5th @ 5:30pm
- GM – Dec. 17th @ 7:00pm


16. Adjournment –

- **Motion 2024/10/1.9** To adjourn the meeting. Moved by Kathleen Murphy; Second Mike Tettenborn; Carried.
- The meeting ended at 8:49pm.

Approved: Nov. 5/24



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.”