



*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 Sept. 9th, 2024 at 5:30pm

Board Members Present:	Corry Lapointe, President Kathleen Murphy, Secretary Paula Mercer, Director Tiffany James, Director	Mike Tettenborn, Treasurer James Moyses, Director John Flynn, Director
Regrets:	Jane Phillips, Vice President Maria Canton, Director	
Others Present:	Karen Marcell, Baker Tilly	

1. **Call to Order** – The meeting began at 5:31pm with all board members present.
2. **Land Acknowledgment** – Read by Corry Lapointe.
3. **Approval of Agenda** –
 - **Motion 2024/09/1.1** To approve the agenda as amended. Moved by Kathleen Murphy; Second James Moyses; Carried.
4. **Approval of Minutes** –
 - **Motion 2024/09/1.2** To approve the July 23rd, 2024 board meeting minutes. Moved by Paula Mercer; Second James Moyses; Carried.
5. **Conflict of Interest** –
 - No conflicts of interest declared.
6. **Administrative** –
 - Kathleen will send package to staff for AGM.
7. **Treasurer’s Report and Financials** –
 - Accepted as submitted.
8. **Staff Report** –
 - Accepted as submitted.
 - Re. photocopies for productions – **Action:** Mike will talk to Tiffany about assigning a specific copy code to each OSLT production.

9. **Team Reports** –

Archives – Eileen O’Connor & Rosemary Buchanan (Leads) No report	Library – Dale Albrecht (Lead) No report
Bar – Jodi Armstrong	Makeup and Hair – Wendy Smart (Lead)

No report	No report
Building and Maintenance – Jack Goad (Lead) No report	Membership – Jane Phillips (Lead) No report
Directors – Corry LaPointe (Lead) No report	Newsletter – N/A
Front of House – Ashley Rankin (Lead) No report	WODL – Yvonne Korince No report
Health and Safety – Gary Byers (Lead) No report	Playbill – Fiona Anderson (Lead) No report
Producers – Kathleen Murphy (Lead) No report	Policies & Bylaws – Mark Vigneux See ONCA
Technical – Kathleen Cassidy (Lead) No report	Wardrobe – Cathie Tilley (Lead) No report
REST – Yvonne Korince (Lead) No report	Props – Debbie Morris (Lead) No report
Finance – Mike Tettenborn (Lead) No report	Marketing – No report

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

- i) 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. – **Deferred (Oct.)**
- ii) BMO building – **Actions:** 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.
- iii) OSLT sound engineer (paid versus volunteer) – **Action:** Corry will follow-up with Gary and bring this back to the board for further discussion. – **Deferred**

11. New Business –

- ii) Auditor Report @ 6:30pm (Karen Marcell) – Karen reviewed the financial report for the board. She will present the financial statements at the AGM on Sept. 17th for membership approval.
- iii) ONCA – The motion as presented to the board will be presented at the AGM to be voted on by the membership.
- iv) Staff job descriptions – Corry and Jane met with staff for input re. job descriptions. Corry updated the board re. the new proposed/draft staff job descriptions as distributed to the board. Grants will be directed by the board via the Membership Team. Projects related to the building can be brought to the board via the TM. TM will supervise staff. **Motion 2024/09/1.3** To accept the staff job titles and descriptions as presented. Moved by Mike Tettenborn; Second Tiffany James; Carried.
- v) *The Prom* budget - **Motion 2024/09/1.10** To approve *The Prom* budget as submitted. Moved by John Flynn; Second Kathleen Murphy; Carried. Of note, the Musical Director budget line should be added to “additional items” as this budget line has been removed from the guidelines. The budget re. the guidelines should be less \$4000.
- vi) 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.
- vii) Front of House – Paula has been attending the FOH planning for the training sessions scheduled for next week. The team has noted that it is difficult to get FOH managers for OSLT shows. As per past motion, hired FOH manager (Ashley) will fill in for OSLT shows when no volunteer member signs up.

12. In Camera –

- **Motion 2024/09/1.4** To go in camera at 5:51pm. Moved by Kathleen Murphy; Second Tiffany James; Carried.
- **Motion 2024/06/1.9** To end the in camera session at 6:11pm. Moved by Kathleen Murphy; Second Tiffany James; Carried.

13. Correspondence –

- None

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

- None

15. Next Meeting(s) –


- Board meeting – Oct. 8th @ 5:30pm
- AGM – September 17th @ 7:00pm
- GM – Dec. 17th @ 7:00pm

16. Adjournment

- **Motion 2024/09/1.11** To adjourn the meeting. Moved by Kathleen Murphy; Second Mike Tettenborn; Carried.
- The meeting ended at 7:25pm.

Approved:

Oct. 8/24



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.”

