

Board of Directors

Morris Rothman (President)
Suzanne Amey (Vice-President)
David Milne (Treasurer)
Montana Tait (Secretary)
Katherine Hobbs (Member at large)
Richard Langlois (Member at large)
Al Tassie (Member at large)
Wilhem Van Geyzel (Member at large)



Board members are reminded to declare any potential conflict of interest with an agenda item or any item arising during the meeting that is not listed on the agenda.

Minutes for Meeting held Monday, August 29th, 2016 at
415 Greenview Avenue, Ottawa, Ontario, at 7:00PM

PRESENT:

BOARD: Suzanne Amey, Katherine Hobbs, David Milne, Morris Rothman, Montana Tait, Al Tassie, Wilhem Van Geyzel

OTHER: N/A

REGRETS: Richard Langlois

QUORUM MET: Yes

Board members were reminded to declare any conflict of interest. None were declared.

1. Approval of Agenda:

Agenda item 6 was moved to after agenda item 7.

Motion to approve the meeting agenda as amended: Moved by Suzanne Amey, seconded by Wilhem Van Geyzel. Motion carried to approve agenda as presented with one amendment.

2. Approval of Minutes of July 29, 2016 Board Meeting and Business Arising:

Approval of Minutes from Board of Directors' meeting held on July 29, 2016, held via teleconference in Ottawa, Ontario.

Motion to approve the minutes of the July 29, 2016 Board Meeting: Moved by Wilhem Van Geyzel, seconded by David Milne. Motion carried to approve the minutes of the July 29, 2016 Board of Directors' meeting.

3. Approval of Minutes from Annual General Meeting:

Approval of Minutes from The Savoy Society of Ottawa Annual General Meeting held on June 27, 2016 at Kitchissippi United Church, 630 Island Park Drive, Ottawa, Ontario.

Motion to approve the minutes of the June 27, 2016 Annual General Meeting: Moved by Al Tassie, seconded by Wilhem Van Geyzel. Motion carried.

4. Secretary's Report:

Membership and Volunteer Update: Montana put together a summary of the membership and volunteers from the 2015-2016 year. Last year there was a total of 65 members, 10 of which were life members, seven of which were Board Members, and two of which were staff. Twenty-six members were *Iolanthe* cast members, and 14 members were from the *Love and Marriage* show (not including the three life members). This leaves six members who joined but were not directly involved in a show. The new members of the Savoy Society of Ottawa for 2016/17 consist of the eight Board Members (Al Tassie already paid; all other Board Members have not) and three others: Sneezey Waters, Myrna Ferris, and Mathieu Mazur-Goulet. It was noted that, as the new Board has not yet set the membership cost for the new year, these memberships were paid at last year's membership rates.

Setting the price for 2016/17 membership will be deferred until another date.

Corporate Seal: Morris mentioned that he would like to get into the practice of using the corporate seal for this year. All of the minutes from the meetings will have to be stamped after being approved by the Board.

The seal is at Laurie MacEachern's house, and Suzanne will talk to Laurie about how to get the seal into Montana's possession.

5. Treasurer's Report:

David commented that, as of yet, he had nothing to report on for this year as he had not been able to set up the signing authorities with the bank. He showed the Board an example of how he would present his financial statements every thirty days. He also noted that he received two \$50 membership cheques

Online Donations: These are set up to go straight to the bank unless they are received through PayPal in which case they have to be transferred manually. Montana mentioned that PayPal should be connected to the Treasurer account.

Suzanne will help David set up his access to this account.

Signing Authorities: During the Board meeting on July 29, 2016, Morris suggested Montana as a signing authority as well as himself and David. Montana has since agreed to be the third signing authority. Morris suggested that the president, vice-president, and treasurer should be signing authorities for the Society.

Motion to approve David Milne, Morris Rothman, and Montana Tait as signing authorities: Moved by Wilhem Van Geyzel, seconded by Katherine Hobbs. Motion carried. David agreed to set-up a meeting with the bank and contact the necessary Board Members to attend.

Audit for 2015-2016: David asked that the agenda item be changed from Auditor to Reviewer as auditors cost too much money, and he would like a volunteer to review our last year's statements. David did not provide any documentation to indicate how much an audit would currently cost.

As Savoy has not had a reviewer in the past few years, David will have to check how far back we have to have reviewed. Motion to defer the review of 2015/16, but to find a reviewer for this fiscal year: Moved by Morris Rothman, seconded by Suzanne Amey. Motion carried.

Tax Filings for 2015-2016 & Non-Profit Charity Status: David said that he had until December to file, so he had time. Savoy still has its non-profit charity status from last year. Suzanne will send David a link to Savoy's CRA listing

Administrative Operating Budget for 2016-2017: David created a base operating budget that was circulated to the Board at the meeting. He reminded the Board that these numbers could be amended/updated later. David made an amendment to the budget that Audit Fees would be changed to Accounting Fees.

David will make a report every thirty days about what the Board spends.

Motion to approve a temporary \$4479.00 operating budget for now: Moved by Al Tassie, seconded by Wilhem Van Geyzel. Motion carried.

Vice-President's Report: None

President's Report: None

7. New Business

Purchasing of Accounting Software: David explained his need of accounting software called Quickbooks to do his job as Treasurer.

Motion to approve a payment for reimbursement of \$327.52 to David Milne for a licensed version of Quickbooks Accounting Software that has a transferable license in Savoy's name and can be updated online for three years from the date of purchase: Moved by David Milne, seconded by Katherine Hobbs. Motion carried.

Volunteer/Membership Appreciation Night: Discussion on Old/New Volunteer/Membership Appreciation Night was moved until the next meeting.

Updates to Savoy Website:

The General Inquiries form on the Savoy Website goes to the Savoy Info account which is currently being managed by Suzanne. Katherine will be given the publicity email account to manage as part of an overall communications strategy to be developed by the Board. This is to be discussed at the next meeting. The email aliases have been updated and passwords reset by the Savoy Society of Ottawa webmaster Steve Vesely. **The Board acknowledged with thanks the continued efforts of Steve in volunteering his time and expertise to help maintain and update the Savoy Society of Ottawa Website.**

Montana has access to the MailChimp mailing lists, which has the membership email list, the volunteer email list, and the general email list. She will use it send out highlights from the monthly meetings with Katherine's help as part of an overall communications strategy to be developed by the Board. This is to be discussed at the next meeting. Suzanne has the

volunteer list from last year and has begun putting one together for this year.

Morris reactivated the Savoy Facebook Group and, along with Katherine, will look into how to use it effectively as part of an overall communications strategy to be developed by the Board. This is to be discussed at the next meeting.

Ottawa Citizen Fall Arts Listing: Gloria Jean did not hear back from the Board in time regarding her desire to have upcoming Savoy events listed in this supplement published in the Ottawa Citizen newspaper. She decided to unilaterally put ads in the Ottawa Citizen Listings for a fall concert and an end of year show. These listings are not binding on the Board, but may help us get our name out in the community.

Corporate Phone Number: Montana had possession of the phone and is giving it to Morris.

Savoy Mailbox: David explained that it costs the Savoy Society about \$110 a year, but it needs to be kept for Government reasons.

David has the key to the mailbox but will give it to Morris who lives closer to it.

6. Old Business

Payment for Meredith Matthews: Meredith Matthews sent the last Board an invoice for her work last year, and at the 2016 AGM, the membership voted to have the next Board reconsider her request and give her some money for her work as Artistic Director for last season's Savoy production of *Iolanthe*. Meredith had no written contract, but there was mention of several verbal agreements, which could not be substantiated. Everyone agrees that Meredith should be paid something for her work and effort. Meredith's invoice was shared at the meeting, and it was noted that it does not list any hours. Suzanne mentioned that in the past, honorariums were meant to repay production personnel for their out of pocket expenses, not their hours, and that it was a token of appreciation. Al asked whether the membership at the AGM had voted for the Board to give Meredith \$4500, or if it had voted simply to give her something; Morris answered that it been to provide an honorarium but with no specified amount.

It was mentioned that in the future the Board would need to come up with contracts for production personnel; Wilhelm also added that it should include their individual tasks.

Wilhelm said he will ask someone he knows to help us with this.

It was suggested that a director could receive a fixed dollar amount plus additional compensation if a show makes a certain amount of money. It was also noted that the Board needs to develop a policy for removing members and production personnel from shows if needed.

After discussing and weighing out the options the Board decided on a course of action. Motion to pay Meredith Matthews \$1500 for her work as Artistic Director on the Savoy production 'Iolanthe' that took place from May 27 to May 29, 2016 at Cedarview Alliance

Church at 2784 Cedarview Road in Ottawa, Ontario: Moved by Suzanne Amey, seconded by Katherine Hobbs. Motion carried unanimously.

Motion to instruct Morris to write Meredith a letter that Suzanne will co-sign, and send it to her along with the cheque: Moved by Suzanne Amey, seconded by Wilhelm Van Geysel. Motion carried unanimously.

The Board acknowledges that there are no other outstanding payments from 2015-2016.

Storage:

All the Savoy Society property that was being stored in Gloria Young's garage has been emptied out. **The Board acknowledged with thanks the help of Morris, Katherine, Suzanne and Penny Mappleston for their help in doing this.**

Laurie MacEachern has the corporate seal, the old records of the show music, and a box of props.

David is getting the archival accounting stuff from Suzanne and will report to the Board next meeting.

Morris has the VHS copies and other media copies of old Savoy Society of Ottawa performances. Morris would like to propose that the Board consider getting the old performances digitized and put on our website for promotional purposes and for the benefit of our Membership and the community at large as part of an overall communications strategy to be developed by the Board. This is to be discussed at the next meeting.

Suzanne will get Morris the 'Teddy Award' from Richard. The Board would like to see about getting it updated and engraved.

Morris suggested we get long term storage for the future to have everything in one place and accessible as needed. This will be discussed at a later date once the Board had an inventory of what needs to be stored.

Morris suggested that pay Gloria Young for storing Savoy's stuff for so long. It was suggested that she be given a gift instead. Wilhelm offered to design and paint her a customized bathroom tile and glaze it as a gift from the Board.

Motion to have Wilhelm create a special plaque for Gloria Young and authorize the expenditure of up to \$20 for any materials related to this task: Moved by David Milne, seconded by Suzanne Amey. Motion carried.

Morris will ask Penny which shows Gloria Young was in. Wilhelm will come up with a design and circulate it to the Board Members for feedback before proceeding with the task.

8. Planning 2015-2016 Season

Morris indicated that he sent out three scripts for the Board to look at as proposals for the next show. Morris added that we would need to hire a producer after choosing the show and that the Board could discuss this through email until the next meeting.

Motion to defer Agenda Item 8 until the next meeting: Motioned by Wilhelm Van Geysel, seconded by Al Tassie. Motion carried.

9. Other

No other business to discuss.

10. Date for Next Meeting

Next meeting will be held September 26th, 2016 at 7:00 PM.

Location has not yet been decided.

11. Adjournment

Motion to adjourn the meeting: Moved by Wilhelm Van Geysel, seconded by Al Tassie.

Meeting Adjourned at 9:23pm.