

Meeting of the Board of Directors  
Monday, November 26, 2018 at 4:00pm  
Michael and Jane Schwenger Directors Lounge  
Agenda

Education Session: Presentation on Theatre Education Program Jenny Esdale, Program Director

1. Call to order (5 min) Michael Shea
  - 1.1 Quorum
  - 1.2 Declaration of Conflict of Interest
  - 1.3 Approval of Agenda
  
2. Consent Agenda (5 min) Michael Shea
  - 2.1 Minutes of last meeting October 15, 2018
  - 2.2 Finance Report
  - 2.3 Governance Report
  - 2.4 Development Report
  
3. Chair's Report Michael Shea
  
4. Staff Report
  - 4.1 Artistic Director's Report (5 min) Ron Ulrich
  - 4.2 Executive Director's Report (5 min) Lorna Zaremba
  
5. Reports from Consent Agenda for discussion:
  
  
6. Other Business
  
  
7. Motion to accept all reports as received and filed
  
  
8. Adjournment
  
9. Next Meeting: January 28, 2019 @ 4pm

**Minutes of the  
Board of Directors Meeting  
Monday, November 26, 2018**

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In attendance: Michael Shea– Chair, Blaine Cameron, Carol Foley, Annette Hamm, Paul Lakin, , Michael Schwenger, Glenna Swing

Regrets: Gregg Crealock, Asif Lasani

Absent: Rob Braley, Janice Jurus

Staff: Ron Ulrich, Lorna Zaremba, Derek Benjamins (Minute Taker)

Education Session: Theatre Education Program presented by Jennie Esdale, Program Director.

1. Call to Order at 4:00pm: Quorum of Board in attendance. No conflicts were declared. Approval of the Agenda- moved by Michael Schwenger and seconded by Glenna Swing. Carried.
2. Consent Agenda: Accepted as is: Governance Report, Development Report, with the Minutes of the Meeting on October 15 approved as amended. Moved by Carol Foley and Seconded by Paul Lakin. Carried.
3. Report of the Chair: The Chair commented on the outstanding start to the season with higher than projected sales and lower expenses on the first two productions. He acknowledge the strong presales on the Holiday production of Elf. The Development Committee has scheduled two special fundraising presentations: the first being the return of Rod Beattie in *Letter From Wingfield Farm* in February and at this time we are awaiting confirmation from Rick Mercer for the second fundraising event of the season. The Chair took this opportunity to thank the Governance Committee for its work on the Terms of Reference for Board Committees and the Board Code of Conduct.
4. Staff Reports
  - 4.1 Artistic Director's Report. As Received.
  - 4.2 Executive Director's Report. As Received
5. Committee Reports From the Consent Agenda:
  - 5.1 Finance Report: The question was raised regarding the Theatre School revenue that despite new sponsorship dollars, revenues were in line with the prior year. It was determined that these new sponsorship monies were received after the financial statement date.
6. Other Business. The Chair reminded the Board Members of the Staff Christmas Party on Monday, December 3.
7. Motion to accept all Reports as received and filed. Moved by Glenna Swing and seconded by Michael Schwenger. Carried.
8. Date of Next Meeting: Monday, January 28, 2019 at 4pm.
9. Adjournment. Moved by Michael Schenger to adjourn the Meeting. Meeting adjourned at 5.15pm