

## VICTORIA THEATRE GUILD

### BOARD MEETING MINUTES

**Monday, April 10, 2017**

**Call to Order:** The meeting was called to order by the President, Kevin Stinson, at 6:15 pm.

The minutes were taken by the Secretary, Andrea Pite.

**Present:** Andrew Lee, Andrea Pite, Wendy Merk, Kevin Stinson, Lorene Cammiade (arrived at 6:23 pm), Michelle Mitchell (by phone/Skype), Sylvia Hosie, and Bill Huzar.

**Also Present:** Michelle Buck

**Approval of the Agenda**--moved by Andrea, seconded by Sylvia. Carried.

Moved by Wendy, seconded by Lorene to approve **the minutes of the February 27, 2017** Carried. After amendment by inserting "The Board agreed to have money available for "Urinetown" for a musical director, rehearsal pianist and, as needed, a more appropriate rehearsal space particularly for dance numbers." at the end of the paragraph concerning a possible Co-Pro with VOS in the March 20, 2017 portion of the **March board minutes**, the minutes were approved on motion by Lorene, seconded by Wendy.

#### **Business arising from March 2017 minutes and left over from the February minutes**

- ACTION 1:** Dick will have a keypad lock installed on the door to the workshop. *Pending*
- ACTION 2:** Concerning the lack of marquee illumination during inclement weather, Kevin offered to look into wind or other power sources. Kevin will contact BC Hydro about the cost & possibility of having a meter on the nearby power pole. *Pending*
- ACTION 3:** Michelle and Andrea will work on the schedule for changing the alarm code and method of implementing the change(s). *Andrea and Michelle met and included Dick Newson in the meeting. It was decided that the door codes would be updated every two years, unless there is an extenuating circumstance, and the new codes will be given out at the SGM to those needing them. The alarm code will also be changed but not necessarily as often as the door codes. Dick will get a quotation from Price's Alarm for door sensors for the archive room, the costume construction room, and the box office door. [ACTION]*
- ACTION 4:** Michelle met with Christina, Vinnie, & Rosemary about volunteer orientation. We need a volunteer to co-ordinate this preferably from the board. It was suggested that advertising for someone from the membership, provided the task was concrete and specific, might be fruitful. *No further action had been taken on this issue but the advertising for someone from the membership might be included in the President's report to the Newsletter Editor.*
- ACTION 5:** The question of Langham Court's continued involvement with mentoring Central Middle School is to be considered at a subsequent board meeting. *There is a meeting scheduled for the end of April.*
- ACTION 6:** Michelle B will have "GM Plus One" for a draw of members who are interested in attending events, to which Langham is invited, as the guest of the GM. Members need to be asked (through an e-mail survey) if they are interested in being considered for such a draw. *The information is in the April Newsletter.*
- ACTION 7:** Michelle B will circulate the proposed contract to the board, prior to presenting it to LOST reps. *Michelle proposed a rate of \$550/night for 6 nights (\$3300) but offer the LOST reps a reduced rate of \$3000 (\$500/night). Our support for them could come in the way of Box Office/ticket sales and FOH/volunteer support. LOST would cover the cost of tech support. In terms of props and costumes LOST*

would have access and not be charged a rental. We would ask that they make an appropriate donation following the production.

- ACTION 8:** Michelle B will talk to Chris about getting information about the disposition of 1201 Fort St, if and when he has information available. *Toshik and Michelle B went to the Rockland Community Association AGM. Chris has been asked to keep us updated and we are on the RCA's e-mail distribution list.*
- ACTION 9:** Board members were asked to think about how directors are chosen for a season at LCT and to come back with ideas at the next meeting. *Kevin, Wendy, Andrea, and Andrew, with in-put from Lorene, expressed interest in working on this.*
- ACTION 10:** Kevin will invite the staff to the staff/board dinner. *Done In answer to a question about why Keith Digby was at the staff /board dinner Kevin replied that he had invited Keith and Roger.*
- ACTION 11:** Kevin will make the reservation at Moxie's. *Done.*
- ACTION 12:** Michelle B will provide Kevin and the rest of the board with names and contact information for the staff. *Done.*
- ACTION 13:** Michelle B will look into prices for having an authorized archival DVD made and look into possible compensation for David Cornock for lost revenue from DVD sales. *David suggested \$250/show to do the archival taping. He would provide four hard DVDs for the "library" and a compressed movie file for the computer archive. This was acceptable to the Board.*
- ACTION 14:** Need to consider a replacement for the "Let's Make a Play" day camp, to begin in 2018. The 2017 Camp is called "Stagestruck" and runs July 23 – Aug 4.
- ACTION 15:** Bill and Andrea will revise bylaws (need to present proposed revision to the board by its May 8 meeting) *Bill had circulated a draft copy of the revision for Board input. Andrea will send a copy of the draft to Karrie for her suggestions*  
[ACTION]
- ACTION 16:** Kevin will talk to Dick, advising him that the membership fees pay for the year as prescribed by the bylaws and he cannot issue memberships based on a bylaw amendment that has not yet be adopted by the membership. *Pending*
- ACTION 17:** Michelle B will share the link for this [Criminal Record Check] and add this information [when a CCR is required] to the Producers' Manual. *Pending*
- ACTION 18:** Kevin will contact Sylvia Lindstrom to talk to her about the Production Schedule for the 2017-2018 year. *Pending*
- ACTION 19:** Insurance Policy will be added to the next board meeting's agenda. *Pending.*
- ACTION 20:** Michelle will get an ingredients list from Thrifty's for the opening night reception spread and advise Andrea of any goat cheese. *Done*
- ACTION 21:** Michelle B will advise VOS that LCT would not be doing a co pro with it for "Urinetown" in the 2017-2018 season and suggesting that a co pro the summer of 2018 might be likely. *Done. No response from VOS to date.*
- ACTION 22:** Michelle will have these [silver-coloured name tags for Board members] made after the election at the AGM. *Done and distributed*

**Treasurer's Report**—Andrew reported that as of March 13, 2017, there was \$109k in cash at Coast Capital. Cash is comprised of the following: \$81k in operating funds, \$2k in Gaming, \$30k in the Droy funds, and \$36k in the land and building improvements fund. He further reported that as of April 10, 2017, there was \$149k in cash at Coast Capital. Cash is comprised of the following: \$38k in operating funds, \$5k in Gaming, \$30k in the Droy funds, and \$36k in the land and building improvements fund. The April report includes the amount of \$50,000 received from the Estate of Roger Bishop. The Treasurer's March and April reports were adopted on motion by Lorene and seconded by Wendy. The board is to think of a way to honour the Bishop bequest. [ACTION]

**General Manager's Report**—Much of Michelle B's report was dealt with in other sections of

the meeting/minutes. Michelle reported that one of the things that arose at a Musings with Michelle session is the need for transparency. She suggested having the **board minutes available**, after approval, on the web-site and that there be regular reports in the Newsletter of highlights of the board action. The Board agreed to the both suggestions. Kevin said he would take on reporting the **board highlights to the Newsletter editor**. [ACTION] Moved by Bill and seconded by Andrew that GM draw up a draft **rental agreement with Victoria Arts Marketing** for use of the downstairs room currently used for the archives. Carried. [ACTION] Kevin will meet with Michelle B regarding LCT's participation in the Victoria Day Parade. [ACTION]

### Other Reports

Bill (HR) reported that Finn will be leaving and HR was considering combining the jobs of Facilities Manager and Custodian. Bill circulated a draft of the job description and asked for comments from the board. [ACTION]

**Readers' Theatre** Wendy reported that the Readers' Theatre Festival will be on May 13 and is a festival of all Canadian plays. This will include performances by Monterey School (Roman Numerals and Shakespeare Baseball), Kirsten Van Ritzen (Radioland'48), Coras Productions (History of King Richard the First (abridged)), and Terry Oliver (Circling the Drain). The Festival will begin at 6 pm.

**New Business:** The board was agreeable to requesting an amendment to our **liquor licence** to permit sales until midnight and extend our red line to include the auditorium. The change would cost \$450, as a one-time fee.

The Board approved the dates for the **SGM and AGM** as Sunday, June 25, 2017 at 4 pm and Sunday, January 28, 2018 at 8 pm, respectively. The Board appointed Andrea Pite as the **Nominations Chairperson** for the 2017 SGM.

Wendy presenting a **Fundraising Proposal** for Langham Court Theatre of the DragonMonkey production of "Shirley Valentine." Andrew and Michelle B will draft a contract. [ACTION]

Handling Debriefs: as a first step, Andrea will contact the Guilds to find out which are active, who is the contact for each and if they have a manual. If there is a manual, does it need to be updated? [ACTION]

**Adjournment:** The meeting adjourned at 9:01 pm by general consent.

**Next meeting: Monday, May 8, 2017 at in the rehearsal room**, and will start after the Meet and Greet.

### ACTION ITEMS:

**ACTION:** Dick will have a keypad lock installed on the door to the workshop.

**ACTION:** Concerning the lack of marquee illumination during inclement weather, Kevin offered to look into wind or other power sources. Kevin will contact BC Hydro about the cost and possibility of having a meter on the nearby power pole.

**ACTION:** Dick will get a quotation from Price's Alarm for door sensors for the archive room, the costume construction room, and the box office door.

**ACTION:** Possibly Kevin will include the information to the Newsletter editor that we are advertising for someone from the membership, provided the task was concrete and specific, might be fruitful.

- ACTION:** The question of Langham Court's continued involvement with mentoring Central Middle School is to be considered at a subsequent board meeting. There is a meeting scheduled for the end of April.
- ACTION:** Board members were asked to think about how directors are chosen for a season at LCT and to come back with ideas at the next meeting. Kevin, Wendy, Andrea, and Andrew, with in-put from Lorene, expressed interest in working on this.
- ACTION:** Need to consider a replacement for the "Let's Make a Play" day camp, to begin in 2018. The 2017 Camp is called "Stagestruck" and runs July 23 – Aug 4.
- ACTION:** Bill and Andrea will revise bylaws (need to present proposed revision to the board by its May 8 meeting)
- ACTION:** Kevin will talk to Dick, advising him that the membership fees pay for the year as prescribed by the bylaws and he cannot issue memberships based on a bylaw amendment that has not yet be adopted by the membership.
- ACTION:** Michelle B will share the link for this [Criminal Record Check] and add this information [when a CCR is required] to the Producers' Manual.
- ACTION:** Kevin will contact Sylvia Lindstrom to talk to her about the Production Schedule for the 2017-2018 year.
- ACTION:** Insurance Policy will be added to the next board meeting's agenda
- ACTION:** The board is to think of a way to honour the Bishop bequest.
- ACTION:** Kevin will report the board highlights to the Newsletter editor on a regular basis.
- ACTION:** Moved by Bill and seconded by Andrew that GM draw up a draft rental agreement with Victoria Arts Marketing for use of the downstairs room currently used for the archives.
- ACTION:** Kevin with meet with Michelle B regarding LCT's participation in the Victoria Day Parade.
- ACTION:** Board members were asked to comment on the draft job description for the combined position of Facilities Manager and Custodian.
- ACTION:** Andrew and Michelle B will draft a contract for the DragonMonkey production of "Shirley Valentine".
- ACTION:** Andrea will contact the Guilds to find out which are active, who is the contact for each and if they have a manual. If there is a manual, does it need to be updated?
- ACTION:** Andrea will send a copy of the draft [bylaws revisions] to Karrie for her suggestions.

***Adopted as circulated May 8, 2017 amp***