

VICTORIA THEATRE GUILD

BOARD MEETING MINUTES

Monday, May 8, 2017

Call to Order: In the absence of the President, the meeting was called to order by the Vice President, Wendy Merk, at 6:26 pm. The minutes were taken by the Secretary, Andrea Pite.

Present: Andrew Lee, Andrea Pite, Wendy Merk, Kevin Stinson (arrived during the discussion of "Business arising from the minutes, 'Action 5'"), Lorene Cammiade (left at 8:39 pm), Michelle Mitchell (left at 8:39 pm), Sylvia Hosie, and Bill Huzar.

Also Present: Michelle Buck

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

Moved by Bill, seconded by Lorene to approve **the minutes of the April 10, 2017** Carried.

Business arising from April 10, 2017 minutes

- ACTION 1:** Dick will have a keypad lock installed on the door to the workshop. *Michelle B will investigate.*
- 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 and possibility of having a meter on the nearby power pole.
Pending
- ACTION 3:** 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. *These will cost about \$8 each. The total cost, including the required rewiring will be ~\$200.*
- ACTION 4:** 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. *Not done. May have someone interested in taking over the role of Special events co-ordinator.*
- 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. *Meeting will be in second week of May.*
- ACTION 6:** 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. *Those interested will meet on Monday, May 15th at LCT at 6:30 pm to come up with criteria for the Production Chair(s).*
- ACTION 7:** 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. *Michelle B said that there will be the 2017 camp but the project will not be continued in subsequent years.*
- ACTION 8:** Bill and Andrea will revise bylaws (need to present proposed revision to the board by its May 8 meeting). *The proposed revision was circulated to board members. Because Bill will not be at the 2017 SMG it was decided to present the revision to the 2018 SGM, which will allow a little more fine tuning to the document.*
- ACTION 9:** 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. *Done*

- ACTION 10:** Michelle B will share the link for this [Criminal Record Check] and add this information [when a CCR is required] to the Producers' Manual. *This will be done when there is a juvenile in the cast or crew.*
- ACTION 11:** Kevin will contact Sylvia Lindstrom to talk to her about the Production Schedule for the 2017-2018 year. *Done*
- ACTION 12:** Insurance Policy will be added to the next board meeting's agenda. *Andrew and Michelle B met with AON and now have updated information. AON was able to secure higher property limits and there is an additional charge for the day camps this year (\$18,310 up from \$17,868).*
- ACTION 13:** The board is to think of a way to honour the Bishop bequest. *The Board is still thinking & this item will not be back on the agenda until something is thought of.*
- ACTION 14:** Kevin will report the board highlights to the Newsletter editor on a regular basis. *This was not done for the May Newsletter but will be done for the June Newsletter.*
- ACTION 15:** 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. *This has become a moot point as Victoria Arts Marketing has found a new home at Shoal Point, instead.*
- ACTION 16:** Kevin will meet with Michelle B regarding LCT's participation in the Victoria Day Parade. *Plans are in place for this event. Thirteen Courtiers are interested in dressing up. A banner is being purchased for the parade, which can be reused for other community events.*
- ACTION 17:** Board members were asked to comment on the draft job description for the combined position of **Facilities Manager and Custodian**. *Comments were given to Bill about the JD.*
- ACTION 18:** Andrew and Michelle B will draft a contract for the Dragon Monkey Production of "**Shirley Valentine**," which would be a fund-raiser for Langham Court Theatre. *This hasn't been done yet. Moved by Bill and seconded by Michelle M that DMP be given rehearsal space for free for this effort. CARRIED*
- ACTION 19:** 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? *In progress*
- ACTION 20:** Andrea will send a copy of the draft [**bylaws revisions**] to Karrie for her suggestions. *Done*

Treasurer's Report—Andrew reported that as of May 8, 2017, there was \$134k in cash at Coast Capital. Cash is comprised of the following: \$68k in operating funds, \$500 in Gaming, \$30k in the Droy funds, and \$36k in the land and building improvements fund. The Treasurer's report was adopted on motion by Michelle M and seconded by Lorene.

General Manager's Report—Much of Michelle B's report was dealt with in other sections of the meeting/minutes. Michelle said that Bill Williamson is co-ordinating activities for Langham's entry in the Victoria Day Parade and he may be interested in taking on some of the volunteer co-ordinator's role and/or special events co-ordination. Michelle M said she was interested in helping. Target Theatre received \$361 for its charity night of "Jekyll and Hyde."

Other Reports

Bill (HR) updated the board on combining the Custodian and Facilities manager positions.

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. Wendy wondered about responsibilities for RT directors, maybe guidelines would be useful. Wendy will be looking into grant opportunities for Readers' Theatre.

[Lorene and Michelle M left at this point.]

New Business: Regarding the booth: Moved by Bill and seconded by Sylvia that we spend up to \$2000 to upgrade the **booth climate control**. Carried. **[ACTION]**

The **SGM** is Sunday, June 25, 2017 at 4 pm. Kevin will issue the call for the meeting **[ACTION]**. Andrea will call for Nominations for the Production Chair(s). **[ACTION]**

The meeting went *in camera* at 8:50 pm.

Adjournment: The meeting adjourned at 9:08 pm by general consent.

Next meeting: Monday, June 12, 2017 at 6:15 pm.

ACTION ITEMS:

- ACTION:** Dick will have a keypad lock installed on the door to the workshop. Michelle will investigate.
- 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:** The question of Langham Court's continued involvement with mentoring Central Middle School is to be considered at a subsequent board meeting.
- ACTION:** There is a meeting on Monday, May, 15 at 6:30 pm to draft criteria for the Production Chair(s).
- ACTION:** Kevin will report the board highlights to the Newsletter editor on a regular basis.
- ACTION:** After approval, the Board minutes will be available on the web-site.
- 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 Dragon Monkey 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:** We will upgrade the HVAC in the booth at a cost not to exceed \$2000.
- ACTION:** Kevin will issue the call for the summer general meeting
- ACTION:** Andrea will call for Nominations for the Production Chair(s).

Adopted as circulated June 12, 2017 amp