

## VICTORIA THEATRE GUILD

### BOARD MEETING MINUTES

**Monday, August 14, 2017 Rehearsal Room**

**Call to Order:** The meeting was called to order by the President, Kevin Stinson, at 6:22 pm. The minutes were taken by the Secretary, Andrea Pite.

**Present:** Andrew Lee, Andrea Pite, Wendy Merk, Kevin Stinson, Sylvia Hosie, Bill Huzar (left at 7:58 pm), and Lorene Cammiade (arriving at 6:36 pm).

**Regrets:** Michelle Mitchell

**Also Present:** Michelle Buck (left at 8:28 pm.)

**Approval of the Agenda**—[note that beginning with this meeting, the agenda is now being prepared by the General Manager]--moved by Andrea, seconded by Wendy. After amendment to include “6.5 October, November, and February board meetings; 6.6 lock /alarm code changes; 6.7 dishwasher/dishwashing; 6.8 LCT web-site; and 6.9 Fundraiser Summer 2018” the motion was **Carried**.

Moved by Lorene, seconded by Wendy to **approve the minutes of the June 12, 2017**. After amendment by changing “clove” to “close” In SGM, under New Business so that this line now reads “Andrea said that there were two nominations so far for Production Chair(s) and that there was still a little time left until the close of nominations.” Carried.

#### **Business arising from June 12, 2017 minutes**

**ACTION 1:** Dick will have a keypad lock installed on the door to the workshop. Michelle will investigate. *This will be included in “lock/alarm code changes” under new business.*

**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. *Kevin said that this was harder to do in the summer in that the illumination in this sunny weather was great. He said he would look into other power sources and contact BC Hydro after his move later this month. This issue is still pending.*

**ACTION 3:** The question of Langham Court’s continued involvement with mentoring Central Middle School is to be considered at a subsequent board meeting. *Michelle B reported that the Central Middle School Theatre partnership has been included in Langham Court’s Victoria Foundation Grant request for January 2018.*

**ACTION 4:** After approval, the Board minutes will be available on the web-site. *Done*

**ACTION 5:** Andrew and Michelle B will draft a contract for the Dragon Monkey Production of “Shirley Valentine.” *Michelle B said that a draft was produced, in consultation with Kevin, and an e-mail was sent but an actual contract was not produced—this was an oversight and will be done for future productions.*

**ACTION 6:** 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? *Andrea sent the responses received from the Guilds to the board. It looks as though none is active nor is there the will to make them so at this time, except for the Costume Guild, which has always been a separate entity. Andrea will advise those guild heads who replied, with the exception of Lisa Leighton, that the board would not be following through with the guild structure right now. [ACTION]*

**ACTION 7:** Need to have a permanent home for the booth air conditioner. *Kevin reported that the air conditioner is workable now but probably should be vented through the floor.*

Kevin will remind Jason of this. **[ACTION]** Andrew said that the sound booth is outside the HVAC envelope.

**Treasurer's Report**—Andrew reported that as of Aug 11, 2017, there was \$179k in cash at Coast Capital. Cash is comprised of the following: \$113k in operating funds, \$30k in the Droy funds, and \$36k in the land and building improvements fund. Moved by Andrew and seconded by Andrea that the amount of \$50K related to the donation from the **Estate of Roger Bishop** be restricted and moved from the general account to the land and building improvements fund. Carried. The Treasurer's report was adopted on motion by Andrea and seconded by Lorene.

**General Manager's Report**—Michelle B's report was circulated prior to the meeting and items reviewed at the meeting. Michelle will put a request in the September newsletter for a Special Events Co-ordinator. **[ACTION]** The discussion segued into donors and how to honor them. Bill offered to host donors, who had donated \$100 or more in the past year, at a reception at his home, likely to be held in October. **[ACTION]** The board was amenable to this, although took no formal action.

### Other Reports

**HR Committee**—Michelle B reported that the close of applications for the Custodial Manager position is August 21, with interviews on August 23. She said one application had been received so far. Bill H said that we now had two applications.

**Production Co-Chairs' Report**—Michelle B reported that Roger and Keith said the six plays for the 2017/2018 season are all staffed with strong production teams. Jason Vikse is now the director of "The Clean House."

**Readers' Theatre** Michelle B reported that the dates for Readers' Theatre will be October 21, 2017; February 10, 2018, and March 24, 2018 with the RT Festival May 11-12, 2018.

**New Business:** Moved by Bill and seconded by Sylvia that the Board approve an approximate \$2000 expense to **paint the portion of the building** delineated in Michelle Buck's e-mail of July 28, 2017 and that this expense be paid from the land and building improvement fund. CARRIED. **[ACTION]**

Concerning the **signature look** and updating building—Michelle B distributed a proposal from Keay Architecture Ltd for board members to think about prior to the September board mtg.

Michelle B will ask Toshik about chairing the **90<sup>th</sup> Anniversary Committee** **[ACTION]**

Kevin will meet with the president of **Theatre BC** to find out more. Should we join? **[ACTION]**

Moved by Andrea and seconded by Sylvia that Langham Court Theatre buy a **Friends of Government House Gardens Membership**. Carried

Moved by Andrea, seconded by Wendy that the **Langham Board meet** on Monday, October 2, 2017; Monday, November 6, 2017; and February 5, 2018. Carried. This means the board meetings will be:

Monday, September 11, 2017

Monday, October 2, 2017

Monday, November 6, 2017

Monday, December 11, 2017

Monday, January 8, 2018

Monday, February 5, 2018

All meetings will begin at 6:15 pm and be in the Lounge. Michelle B will book the space from 6:15 pm to 9:30 pm for these dates. **[ACTION]**

The **lock and alarm codes** were going to be changed during the summer with the appropriate members being advised of the new codes at the SGM. This will be done, instead, after the Fringe but before the September 11 board meeting. The feasibility of having a door code on the shop door(s) will be evaluated at the same time. **[ACTION]** Sylvia offered to phone the new codes to people since we do not want to disseminate them by e-mail. **[ACTION]**.

Andrea was concerned about the **washing of dishes** after Langham functions since she had been told the dishwasher in the bar area could not be used and she had seen volunteers hand washing dishes in the sink without following Health Department rules such as bleach treatment after washing and leaving dishes to air dry rather than risk contamination by drying with a dish towel. Michelle B said the dishwasher could be used but we need a plate insert for the dishwasher. Michelle B will see that we have one. **[ACTION]**

Wendy was concerned about the state of **Langham's web-site**, particularly the archives and suggested that we hire someone to bring it up to date. Michelle said she would offer Caprina a little more money to bring it up to date and advertise in the newsletter for a volunteer to maintain the web-site. **[ACTION]**

Wendy thought there should be **Guidelines** for future **summer fundraisers** for Langham Court. The board seemed to be in agreement but took no action.

**Correspondence:** 1) There was an invitation to attend a reception for members of the **Rockland Neighbourhood Association** between 5 7 pm on Friday, August 25 at Government House. The invitation was for two people. Wendy offered to represent the board and the other invitation will be offered to Vinnie Chadwick. 2) There was congratulations from the Victoria Foundation on the VTG Fund. 3) Also, Keay Architecture Ltd, sent an information package, which was mentioned earlier in the meeting.

Michelle Buck left at 8:29 pm so the board could go into an *in camera* session. The board didn't rise to such a session this meeting but did decide that whether to have some of the food catered at the Christmas Party should be considered at the September board meeting.

**Adjournment:** The meeting adjourned at 8:30 pm by general consent.

**Next meeting: Monday, September 11, 2017 at 6:15 pm.**

***Approved as circulated September 11, 2017 amp***