

## VICTORIA THEATRE GUILD

### BOARD MEETING MINUTES

**Monday, October 2nd, 2017**

**Call to Order:** The meeting was called to order by the President, Kevin Stinson, at 6:29 pm. The minutes were taken by the President, Kevin Stinson.

**Present:** Wendy Merk, Kevin Stinson, Sylvia Hosie, Lorene Cammiade, and Michelle Mitchell

**Regrets:** Bill Huzar, Andrew Lee, Andrea Pite

**Also Present:** Michelle Buck (General Manager)

**Approval of the Agenda** – moved by Sylvia, seconded by Wendy. Carried.

Moved by Wendy, seconded by Sylvia to approve **the minutes of the September 11th, 2017 Board Meeting** Carried.

#### **Business arising from September 11th, 2017 minutes**

**ACTION 1:** Kevin to convene a facilities planning committee. *Pending*

**ACTION 2:** Guidelines for future summer fundraisers (co-productions) **postponed to November board meeting.**

At this point (6:37 p.m.) Marilyn Kuss arrived to submit her Life Membership Report.

#### **Reports**

- **Life Member Committee Report** Guest: Marilyn Kuss 6:37 - 6:58
  - Marilyn circulated printed materials to the board (follow up from September).

#### Highlights:

- People who are close to being awarded Life Membership
- Example spreadsheets for recording volunteer points not in programs.
  - Name, Person submitting, Hours and Dates of activities
- Discussion of analysis of existing points allocation per hour, based on current points allocation for program recorded activities. Initial estimate of 1 point for 100 hours. Further analysis by the Life Member Committee to follow.

**MOTION:** As per the Life Membership Committee recommendation, that Wendy Magahay be made a Life Member.

Moved by Michelle Mitchell, Seconded by Lorene Cammiade. CARRIED.

**ACTION:** Kevin to contact Angela Henry re: Wendy Magahay's Life Membership nomination.

At this point (6:59 p.m.) Jason King arrived to speak about his September Technical Director's Report. Toshik Bukowiecki arrived at the same time and participated in the discussion.

#### **Key Points:**

- Existing lighting board is obsolete. If it fails we can't rent same board to cover while it is repaired. To operate as a training centre for future tech professionals we should have more current equipment.

- A new board would let us do things like use the moving lights that were donated to us, colour changers and other effects requiring multi-channel control.
- It would also be nice to have a few LED lighting instruments to supplement our conventional lights.

**MOTION:** That the Board authorizes the General Manager to investigate funding for a new lighting board and some LED lighting instruments.

Moved by Wendy Merk, Seconded by Michelle Mitchell. CARRIED.

At this point (7:08 to 7:34 PM) Toshik Bukowiecki spoke to the Board's request for him to take on organizing the Langham Court 90<sup>th</sup> Anniversary celebration(s). He asked for some direction from the Board as to what kind of events and what level of budget were desired. Some ideas suggested were:

- A Garden Party or Grand Ball at Government House, possibly with participants in costume, open to members, life members, volunteers and season ticket holders.
- A Block Party or Open House event for the public, probably needing input from the membership on the format. This could be tied into the Moss Street Paint In.
- A Season Kickoff event for the 90<sup>th</sup> Season (champagne reception, letter of congratulation from the Queen etc.)

Toshik will investigate these ideas further with a view to perhaps chairing a committee to organize 90<sup>th</sup> Anniversary events.

We took a short recess and reconvened the meeting at 7:37 PM.

**Treasurer's Report** As of October 2, 2017, there was \$190k in cash at Coast Capital. Cash is comprised of the following: \$74k in operating funds, \$30k in the Droy funds, and \$86k in the land and building improvements fund.

As of October 2, 2017, we have sold 859 seasons tickets: 215 flex passes and 644 preferred seating. There were also a nominal number of 4 pack and 5 pack subscriptions. The orders total \$104,786.

On September 27, 2017, we received notification that we would be receiving a grant from BC Gaming in the amount of \$12,000 allocated as \$750 for Readers' Theatre and \$11,250 for production expenses for set, set decor, props and costumes. I have reviewed the bank account and we have not yet received the amount in our Gaming account.

Michelle and I have been working on getting our financial information ready for review by our external accountants.

Michelle and I have continued working on the financial reporting spreadsheet for producers.

We have made changes to incorporate the expenses that the theatre has paid directly; however, we will continue to have difficulty tracking the Castle expenses that are invoiced via statement at the end of the month.

Respectfully submitted, Andrew Lee

**MOTION:** To approve the Treasurer's Report.

Moved by Michelle Mitchell, Seconded by Wendy Merk. CARRIED.

## **General Manager's REPORT - OCT 2017 BOD MTG**

### **Updates:**

- Staff meeting held Monday, Oct 25th

- Chris Clarke away for medical reasons. Mike Kuss has stepped in to oversee Girl in the Goldfish Bowl build and getting ready for the season.
- The SM for Girl in the Goldfish Bowl fell ill and is in the hospital. The ASM and Rosemary Jeffery (and the whole crew) has stepped in.

## **1. Operations**

1.1 Tips will be collected at the bar to cover the cost of the exterior painting. We have raised \$1100 (2016/17 tips + garage sale \$) to date and need about \$1000-1300 more.

## **2. Learning Opportunities**

2.1 Makeup workshop with Judi Bowman Oct 21. Advertised in the OCT Newsletter

2.2 Wendy Merk is offering acting classes (rental) OCT 5 - NOV 19

2.3 Michelle B attended a financial workshop September 26th. Interested in a 7 week course Foundations of Financial Management for Nonprofit Organizations Online (\$69).

2.4 There is an increase in rentals for classes (see below)

## **3. Building**

3.1 Painting completed

3.2 New parking lot signage

3.3 Painted parking lines. Need something more permanent.

## **4. Costume Loft**

4.1 Colleen at Vintage Fair this weekend. All her own initiative. She will be paid out of the proceeds from the sale.

## **5. Box Office**

5.1 We have 378 Preferred Seating customers this season

That is an increase of 40 over last season. Actually we had 40 PS patrons from last season who did not renew so we have 80 new (or returning from prior seasons) PS patrons.

The 378 patrons occupy 674 seats for an average of 1.8 seats per patron. Adult 165, Senior 482, Comp 27. Four of the Comp seats are for the two Users and the two FOH emergency seats. The other comps are for some Life Members, media reviewers, videographers, etc.

The Price this year has increased by \$1 generally plus the PS price includes the \$10 premium for the musical. This was not the case last season. This gives about \$8,000 more revenue from subscribers than we had last year because the \$10 premium for N2N was NOT in the PS or FP price.

Flex Pass sales are at 172 which is less than the 220 we had at the end of last season. That is not a concern since FPs are purchased throughout the season.

dick

## **6. Rentals/Happenings**

6.1 Camosum College Theatre Tour (Oct 3)

6.2 Central Middle School (Oct 4)

6.3 Gotta Getta Gimmick Rehearsal/Performance Chorus Line Cabaret 20 (Nov 3)

6.4 Tourism Victoria - Lounge (Oct 24 @ 1pm)

6.5 Anna Lowan acting classes (w/ Monty Bjornson) start Saturday, Oct 14

6.6 SKAM Musical Theatre classes start Monday, Oct 16

## **7. Co-Pros/Fundraisers**

7.1 The Millies Dec 15th

## 8. Volunteers and Events

8.1 Haunted Canada Oct 21 and Halloween Party to follow Readers' Theatre Oct 28

8.2 Gardening Sundays (every 2 weeks for OCT (8, 22) and NOV (5, 19)

8.3 Ariel Glidden - display in lobby COMPLETED

8.4 Purchase a chair campaign LAUNCHED (more to come)

8.5 UVic Volunteer Recruitment Fair - Oct 5, 2017

8.6 Pub Night - Nov 4<sup>th</sup>

Board members asked questions and Michelle B. expanded on points from her report.

The GM presented information from the Planning Production Chairs on their proposed Season. Some discussion ensued regarding failure of the Production Chairs to take account of the guidelines provided to Production Chair candidates prior to the SGM, and whether the move to a 2 year term for Production Chairs has yielded any benefits. Question raised about 2 musicals in 1 season. The Production Chairs will be invited to the November board meeting to discuss their proposed Season.

**New Business:** At 8 PM, Angela Henry and Karrie Wolfe joined the meeting to discuss their proposed appointments as Ombudspersons to deal with harassment and discrimination issues that have arisen and may arise going forward at Langham Court. Karrie outlined the legal issues around human rights complaints, including written policies around harassment and discrimination and the enforcement of same, confidentiality concerning complaints with particular reference to any emails or social media postings by persons who have awareness of a complaint, and timeliness of action in response to a complaint.

Karrie went on to explain the rationale behind the proposed dual Ombudspersons system, and the necessity of revisions to the existing Harassment Policy in order to create a comprehensive policy to deal with complaints of harassment and discrimination, while promoting a culture of diversity and inclusion.

Angela addressed the need for Board members, staff, production chairs and leading members of production teams to go through workshops on diversity and inclusion on a regular basis. The Ombudspersons would be actively involved in developing and implementing this policy.

**MOTION:** That the Board approves in principle that Karrie Wolfe and Angela Henry, in conjunction with the General Manager, develop a framework for the Ombudsperson role(s) with regard to Harassment and Discrimination complaints at Langham Court.

Moved by Lorene Cammiade, Seconded by Michelle Mitchell. CARRIED.

At this point (9:48 PM) the meeting moved In Camera until 9:xx PM

The meeting resumed at 9:xx PM. Further discussion continued around how a complaint, assuming it proceeds, would be dealt with, and how we will proceed to implement a code of conduct and a culture of inclusion and diversity while the formal procedures around the Ombudsperson roles are under development.

Wendy Merk agreed to make inquiries about catering for the main course food items at the Christmas party. Membership can continue to bring apps and dessert, as these don't present a foodsafe issue.

Some members have made inquiries about having the bar open after the show, as we have

traditionally (in previous years) done this. We will discuss this further at a later date.

Roger Carr has expressed concern that an Equity member was planning to use another name while appearing in Les Belles-Soeurs. The GM wants to go through the Equity Guest Artist procedure for this actor and have her use her own name. The board agreed. There is also potential for up to 2 Equity members being cast in Urinetown, which would fall below the 10% threshold for paid performers. The board was in agreement that this would be OK

**Adjournment:** The meeting adjourned at 10:xx PM by general consent.

**Next meeting: Monday, November 6, 2017 at 6:00 PM.**

***Adopted as amended November 6, 2017 amp***