

VICTORIA THEATRE GUILD

BOARD MEETING MINUTES

Monday, December 11, 2017 Rehearsal Room

Call to Order: The meeting was called to order by the Vice President, Wendy Merk, at 6:23 pm. The minutes were taken by the Secretary, Andrea Pite.

Present: Michelle Mitchell, Andrea Pite, Wendy Merk, Kevin Stinson (arrived at 6:30 pm), Sylvia Hosie, Bill Huzar, and Lorene Cammiade (arrived at 6:33 pm).

Regrets: Andrew Lee

Also Present: Michelle Buck and Finn Archinuk. Alan Penty and Pat Rundell attended between 6:58 pm and 7:43 pm.

Approval of the Agenda-moved by Bill, seconded by Sylvia. After amendment to include “Facilities” under Reports, the motion was **Carried**.

Moved by Michelle M, seconded by Sylvia to **approve the minutes of November 6, 2017** after 1) correcting the spelling of “The 25th Annual Putnam Spelling Bee” in Item 1 of “Business arising from Oct 2.2017 minutes,” 2) inserting “If changes are needed those with the original booking will be consulted” at the end of the “Room Booking Calendar” section, and 3) rewording the summary of the correspondence received from Andrew Lee, the motion was carried.

Business arising from Nov 6, 2017 minutes

ACTION 1: (Agenda item 4.1) Long-Term /Facilities Planning Committee Meeting *Pending Kevin will be setting up a meeting soon.*

ACTION 2: (Agenda Item 4.2) Life Membership follow-up. *Andrea has done this and is waiting to hear who will be speaking on the nominee’s behalf. Wendy Magahay would prefer that the ceremony for her becoming a Life Member be held at the SGM as she will be out of town for the AGM*

ACTION 3: (Agenda Item 4.3) Lighting upgrade potential funding source: Canada Cultural Spaces Fund. *Amity Skala will be asked if she is interested in writing the grant proposal.*

ACTION 4: (Agenda Item 4.5) Christmas Catering It looks like there will be 100 persons attending.

ACTION 5: (Agenda Item 4.4) Equity: Whether pseudonyms can or should be used. –It was decided that any cast or crew member can use a stage name for what ever reason the individual wishes. Lorene will follow up with some 2017-2018 directors regarding Equity.

Planning Production Report Pat and Alan presented and answered questions about the proposed 2018-2019 season but did not have the directors chosen yet. The season will be: “Blithe Spirit,” “Goodnight Mister Tom,” The 25th Annual Putnam Spelling Bee,” “That Elusive Spark,” “Quartet,” and “Noises Off.” After Pat and Alan left the meeting, on motion of Bill, seconded by Wendy, the Board approved the season unanimously.

Treasurer’s Report—Jon Scheer and Michelle Buck prepared the Treasurer’s report, which was circulated. It reported that as of Dec 4, 2017, there was \$2412k in cash at Coast Capital. Cash is comprised of the following: \$125k in operating funds, \$30k in the Droy funds, and \$86k in the land and building improvements fund. The Treasurer’s report was adopted on motion by Michelle M and seconded by Wendy M.

General Manager’s Report, the Ombudspersons Report, the recap from the LOST

performances, and the Facilities Report were circulated and no items requiring board approval arose from them. It was noted that we should distinguish what we do from what other groups do at our venue. Perhaps something like: “Vitoria Theatre Guild at Langham Court Theatre” and “Lawyers on Stage Theatre at Langham Court Theatre” should be added to publicity.

90th Anniversary Committee—There will be a meeting held in January.

Readers’ Theatre Wendy reported that the next Readers’ Theatre will be Feb 10 with “Beyond Belief” written and directed by Jason Vikse (about date rape). Anyone interested in participating in the RT Festival in May should let Wendy know asap.

AGM—Michelle Mitchell will not be serving as **Nominations Chairperson** so Lorene agreed to fulfil this role. Lorene wasn’t sure she could get the article out for the newsletter but Andrea said she would send Lorene a copy of what had been used two years before.

Correspondence: 1) Holiday greetings from Ruby at Monday Magazine; 2) holiday greetings from Murray Rankin; 3) e-mail from Mike Chadwick—Kevin will send a reply tomorrow (Dec 12)

The board went into an *in camera* session at 8:34 pm and rose at 8:54 pm. The board decided to add “policy for extra performances and to discuss the possibility of honoraria for them.”

Adjournment: The meeting adjourned at 8:55 pm by general consent.

Next meeting: **Monday**, January 8, 2017 at 6:15 pm in the Rehearsal Room.

Action Items:

Kevin will convene a Long-term/Facilities Planning meeting and report at the next board meeting.

Michelle B will add policy for extra performances and to discuss the possibility of honoraria for them to the January Board agenda.

Approved as tweaked January 15, 2018 amp