

VICTORIA THEATRE GUILD

BOARD MEETING MINUTES

Monday, November 6, 2017 Rehearsal Room

Call to Order: The meeting was called to order by the President, Kevin Stinson, at 6:35 pm. The minutes were taken by the Secretary, Andrea Pite.

Present: Michelle Mitchell, Andrea Pite, Wendy Merk, Kevin Stinson, Sylvia Hosie, Bill Huzar, and Lorene Cammiade (by phone).

Regrets: Andrew Lee

Also Present: Michelle Buck and Finn Archinuk. Alan Penty attended between 7:01 pm and 7:55 pm. Angela Henry & Karrie Ayotte attended between 7:59 pm and 9:18 pm

Approval of the Agenda-moved by Andrea, seconded by Michelle M. After amendment to include "4.6 Catering Christmas Party Dinner; 4.7 Equity for Janie Woods-Morris; 4.8 Equity Directors (Keith Digby and Wendy Merk); 6.3 "A Girl in the Goldfish Bowl" debrief; and "Room Booking Calendar," the motion was **Carried**.

Moved by Michelle M, seconded by Sylvia to **approve the minutes of Oct 2, 2017** after correcting the spelling of **Toshik Bukowiecki's** name everywhere it appeared in the minutes, the motion was carried.

Business arising from Oct 2, 2017 minutes

ACTION 1: (Agenda item 4.1) The 2018-2019 Season Proposal/Discussion. *After discussion, it was decided to drop "Grey Gardens" as a contender and to change the sequence of plays to:*

- "Blithe Spirit"
- "Goodnight Mister Tom"
- "Noises Off"
- "That Elusive Spark"
- "Quartet"
- "The 25th Annual Putnam County Spelling Bee"

Michelle B will ensure that we still have the rights for these plays in the revised time slots.
[ACTION]

ACTION 2: (Agenda Item 4.2) Karrie and Angela—Revised Harassment and Discrimination Policy—dealt with later in the agenda

ACTION 3: (Agenda Item 4.3) Long-term/Facilities Planning Committee Meeting--**pending**

ACTION 4: (Agenda Item 4.4) Life member recommendations follow-up—pending but Andrea will do this instead of Kevin [ACTION]

ACTION 5: (Agenda Item 4.5) Lighting upgrade potential funding source: Canada Cultural Spaces Fund. *Michelle B & Kevin will look into this.*

ACTION 6: (Agenda Item 4.6) Christmas Catering. *Moved by Andrea and seconded by Michelle that Wendy flesh out any more information needed and then hire the most appropriate caterer to suit Langham Court Theatre's needs for its Christmas party. Carried. [ACTION]*

ACTION 7: (Agenda Item 4.7) Equity regarding Janie Woods-Morris. Whether pseudonyms can or should be used. –postponed to December meeting.

ACTION 8: (*Agenda Item 4.8*) *Two Equity directors in the remainder of the season: Keith Digby and Wendy Merk—postponed to December meeting.*

The board went into an *in camera* session at 8:03 pm and rose at 9:04 pm.

Moved by Andrea and seconded by Bill, that **the Harassment and Discrimination Policy** be adopted in principle. Carried. [The final wording of the policy is appended to the minutes as Exhibit 1] Wendy will draft an item for the newsletter about the new H & D Policy in light of the recent allegations in the US against Harvey Weinstein & Kevin Spacey, among others. [ACTION]

Treasurer's Report—Andrew's report was circulated. It reported that as of Nov 6, 2017, there was \$192k in cash at Coast Capital. Cash is comprised of the following: \$76k in operating funds, \$30k in the Droy funds, and \$86k in the land and building improvements fund. The Gaming Grant of \$12,000 was deposited into the Gaming account on October 3, 2017. Currently none of the amount have been used; however, we are able to use these amounts as \$11,250 for production expenses and \$750 for Readers' Theatre. The Treasurer's report was adopted on motion by Andrea and seconded by Michelle M.

General Manager's Report—Michelle B's report was circulated and items were dealt with elsewhere. There were no separate action items.

90th Anniversary Committee—Michelle B reported that there was a notice in the November newsletter calling for a meeting in January.

LOST—plans are well underway. Performances of the "Snow Queen" will be Dec 7 -9. The charities that will be supported are: The Victoria Single Parent Resource Centre and TLC Fund for the Kids.

Readers' Theatre Wendy reported on the Oct 28 Readers' Theatre: "The Haunting of Langham Court Theatre." The production involved approximately two dozen persons and between 65 and 70 attended the performance.

New Business: It was decided that **Theatre BC** in 2018 is not something LCT could support but there is possibility for 2019 with either "Quartet" or "Putnam Spelling Bee."

AGM—Michelle Mitchell offered to be the **Nominations Chairperson**. Andrea briefly reviewed the job and said she would send out more detailed instructions.

Debrief—The debrief for "A Girl in the Goldfish Bowl" was reviewed.

Room Booking Calendar—Wendy confirmed that the Calendar was booked on a first come, first served basis. If changes are needed, those with the original booking will be consulted.

Correspondence: 1) letter from Andrew Lee stating his wish to resign as Treasurer. Board members were asked to try to find a) an interim Treasurer and b) someone willing to stand for Treasurer for the two-year term beginning at the 2018 AGM. Bill Huzar reported that he had received two pieces of correspondence following the donor party at his house: 1) from Diane McLaren—flowers and a replacement wineglass and 2) from Sandra and David Anderson—thanks for the hospitality.

The board went into an *in camera* session at 10:04 pm and rose at 10:05 pm.

Adjournment: The meeting adjourned at 10.05 pm by general consent.

Next meeting: Monday, December 11, 2017 at 6:15 pm in the Rehearsal Room.

Action Items:

Michelle B will ensure that we still have the rights for proposed plays for the 2018-19 season in the revised time slots

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

Andrea will follow up with the Life Member recommendations.

Michelle B & Kevin will look into Canada Cultural Spaces Fund as a potential funding source for the Lighting upgrade.

Wendy will flesh out any more information needed and then hire the most appropriate caterer to suit Langham Court Theatre's needs for its 2017 Christmas party.

Michelle B will ensure that something to the effect of "Equity regarding Janie Woods-Morris. Whether pseudonyms can or should be used" be added to the December board agenda

Michelle B will ensure that something regarding "Two Equity directors in the remainder of the season: Keith Digby and Wendy Merk" be added to the December board agenda.

Wendy will draft an item for the newsletter about the new Harassment & Discrimination Policy in light of the recent allegations in the US against Harvey Weinstein & Kevin Spacey, among others.

Andrea will send Michelle Mitchell detailed instructions regarding the role of the Nominations Chairperson.

Adopted as amended Dec 11, 2017 amp

Langham Court Theatre

Harassment and Discrimination Policy

1. Introduction

The Victoria Theatre Guild and Dramatic School Society, which operates out of Langham Court Theatre (together, “Langham Court Theatre”), is a community theatre where the word “community” refers both to the community that we serve and, equally important, to the community of members that work together to create our productions and support our program of activities. For the purpose of this policy, “member” is considered to include any individual engaged in the activities of Langham Court Theatre. This policy does not extend to activities that simply occur on the premises, but are not actually run by Langham Court Theatre.

2. Consistent with the *B.C. Human Rights Code*

In B.C., it is against the law to harass or discriminate against a person because of their race, colour, ancestry, place of origin, religion, marital or family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age. These personal characteristics are “prohibited grounds” for adverse or differential treatment.

Harassment occurs when a person or group is subjected to unwelcome comments or behaviour that is insulting or demeaning, or is otherwise offensive. Discrimination includes when a person or group is treated badly or denied an opportunity and one of the “prohibited grounds” listed above is at least one factor in the poor treatment or the denial. Discrimination does not need to be intentional to be against the law.

Harassment and discrimination are harmful because they attack the dignity and self-respect of the victim. Employers, landlords, and other service providers have a responsibility to provide their employees, volunteers, tenants and customers an environment free of both harassment and discrimination. This includes Langham Court Theatre.

Harassment and discrimination are legally defined actions. Situations where an individual perceives ill treatment to have occurred that fall outside of those definitions are not within the scope of this policy, but may be addressed through Langham Court Theatre’s Guidelines for Respectful Communication.

3. Right to feel safe

Everyone who participates in or attends the activities of Langham Court Theatre has the right to feel safe and to be treated with dignity. This includes the right to report any alleged incident and to have the report taken seriously.

4. Society obligation

As the host entity, Langham Court Theatre has a responsibility to promote a culture of personal safety and to set up and oversee a process that transparently addresses any instances where participants feel unsafe.

5. Community member obligation

While engaged as members or participants in the activities of Langham Court Theatre, no person shall cause or participate in harassment of or discrimination against another person.

6. Procedure for dealing with harassment or discrimination concerns

All complaints will be taken seriously and dealt with confidentially. The rights of all concerned will be respected. People are encouraged to use these steps to address incidents of alleged harassment or discrimination internally.

6.1. A person who believes that they have been subjected to harassment or discrimination is encouraged to first clearly and firmly make known to the individual(s) alleged to be responsible that the harassment or discrimination is objectionable and must stop.

6.2. Where 6.1 cannot be done safely or does not result in a satisfactory outcome, the person may seek to draw on the resources of the supervising person(s) in relation to which the act occurred. This may include persons such as the General Manager, or a producer, director, stage manager, workshop leader, etc.

6.3. Where either 6.1 or 6.2 result in a satisfactory outcome, the person(s) involved are requested to contact the Ombudspersons in order that a confidential record of the incident and its successful resolution may be created.

6.4. Where neither 6.1 nor 6.2 can be done safely or do not result in a satisfactory outcome, the person with the complaint should seek a meeting with one of the Ombudspersons to talk about the issue and the next possible steps. A meeting with an Ombudsperson will be confidential and outcomes may include, but are not limited to, no further steps, a mediated discussion, request for apology or the filing of a formal, written complaint.

6.5. If a formal, written complaint is to be filed, the person should set out the facts of the alleged harassment or discrimination, including the roles and actions of those involved, and provide that written report to the Ombudsperson.

6.6. The Ombudsperson will:

- notify the alleged individual(s) responsible of the complaint;
- provide the alleged individual(s) responsible with information concerning the circumstances of the complaint;
- undertake a confidential investigation; and
- attempt to address or resolve the complaint.

6.7. Where appropriate, the Ombudspersons may draw on the resources of the board, or on external resources, as necessary to assist in the confidential investigation and / or the resolution of the complaint.

6.8. Following the conclusion of the investigation and any attempts to address or resolve the complaint, the Ombudspersons will inform the complainant and the alleged individual(s) responsible of the results of the investigation and the resolution of the complaint, if any. While preserving the confidential nature of the complaints process, the Ombudspersons will also provide the General Manager and the board with a general, written summary of the investigation and the resolution of the complaint, if any, to be kept as a confidential record of the incident.

7. Confidentiality

No member of Langham Court Theatre will disclose the identity of the person(s) involved or the circumstances of the complaint, except where disclosure is necessary for the purposes of the investigation of the complaint, or where such disclosure is required by law. Disclosure for any other purpose is subject to sanctions and may result in expulsion from the Society.

8. Authority of the Board

If an incident is not resolved satisfactorily, nothing in this policy affects the authority of the board to address the incident, including imposing sanctions permitted under the bylaws such as expulsion from the Society.

9. For more information

Human Rights in British Columbia: What you need to know

<https://www2.gov.bc.ca/assets/gov/law-crime-and-justice/human-rights/human-rights-protection/what-you-need-to-know.pdf> <accessed October 17, 2017>

Revisions approved by the Board November 6, 2017.

Approved March 9, 2009, amended February 10, 2014, copy edit to correct numbering, October 5, 2017, amended October 29, 2017.