

Victoria Theatre Guild Board Meeting Minutes Monday, September 11th, 2017 Langham Court Theatre Lounge

1. Call to Order: 6:19 p.m. by President Kevin Stinson. Minutes taken by Wendy Merk, Vice-President. (Andrea Pite, Secretary, away due to eye surgery) Present: Michelle Mitchell, Bill Huzar, Kevin Stinson, Wendy Merk, Andrew Lee, Sylvia Hosie, and Lorene Cammiade Regrets: Andrea Pite Also Present: Michelle Buck (General Manager) (departed before the In-Camera session, approximately 8:45 p.m.) Guest: Marilyn Kuss, Chair of Life Membership Committee (arrived 6:25 p.m.) 2. Approval of the agenda - moved by Michelle Mitchell, seconded by Sylvia Hosie. CARRIED. 3. Approval of the Board Meeting MINUTES of August 14, 2017 - moved by Sylvia Hosie, seconded by Wendy Merk. CARRIED. 4. Business arising from the August 14th minutes - Bill Huzar confirmed he will host a Donor Thank You reception at his residence October 19th, 5 to 7 p.m. Donors, Board Members encouraged to attend. - Michelle B. purchased a Friends of Government House Gardens membership for Langham Court Theatre. - Christmas Party catering - discussion postponed to the October board meeting. - Guidelines for future summer fundraisers (co-productions) postponed to October board meeting. At this point (6:25 p.m.) Marilyn Kuss arrived to submit her Life Membership Report. 5. Reports ● Life Member Committee Report Guest: Marilyn Kuss 6:25 - 7:00 - Marilyn circulated her printed report to the board. Highlights: - Andrea Pite has been a terrific addition to the committee - Actors will now be credited 0.5 points per role, up from 0.25 points. This increase is not retroactive. - Points will be awarded for activities not listed in play programs (eg. ushering, bartending, loft volunteering, Readers' Theatre, newsletter, website, social media, etc.) A 'Non-Program Activities' Form is to be completed detailing names, amount of time, etc., and is to be submitted to the General Manager, who will then submit to the archivist (Marilyn Kuss) once a year. None of these points are retroactive. - One does not have to be a paid-up member (member in good standing) of Langham to earn points towards Life Membership; however, Bill Huzar pointed out that in the bylaws it states that one must be a member or former member to be eligible for life membership. - One must have served for 14 years - Marilyn circulated a list of which members/volunteers are close to life membership. MOTION: New criteria for Life Membership is: a) Criteria 1: 14 years as an 'active' volunteer, at least 5 of which must be in the last 10 years; b) Criteria 2: must accumulate a total of 25 points; c) Life Membership will be conferred upon individuals meeting the 2 criteria above and who are active members in the year that they are proposed (an active member is a member in good standing (member who has paid a membership)). Moved by Bill Huzar, seconded by Michelle Mitchell. CARRIED. MOTION: As per the Life Membership Committee recommendation, that Jeani Reynolds be made a Life Member. Moved by Sylvia Hosie, Seconded by Lorene Cammiade. CARRIED. ACTION: Michelle B. to email Wendy Merk link to report Readers' Theatre activities ● Treasurer Report - Andrew Lee, Treasurer. ● Report for August submitted. - 759 paid subscriptions for the upcoming season. Usually we have @ 850 subscriptions by the end of the run of the first show of the season. ● Budget for 2017/18 circulated. - Projected amount for future repairs has been dropped to zero. - Long Term Planning Committee - suggested estimate of \$100,000 for repairs over the next 5 years. - Engineer's Report is needed. Would be expensive. - Electrical Report is needed for short- and long-term plans ACTION: Kevin Stinson will convene a Facilities Planning Committee meeting and will report on progress to the board at the November board meeting. ● General Manager

Report was submitted by Michelle Buck. ● HR Report - Bill Huzar, Chair of HR committee, reported. We have 7 contractors/employees. Recommends that we have renewable contracts rather than negotiating new contracts every year. ● TD Report - Jason King, Technical Director, submitted report one day prior to meeting. Discussion deferred to the October board meeting. ● Production Chairs REPORT - September 2017 Board MTG - Report by Alan Penty and Pat Rundell circulated. Michelle B suggested changing the start date of future Production Chair's terms be moved forward to January, with the election at the January AGM. This is to allow more time to select the season. Discussion but no decisions made. ● Readers' Theatre - Wendy Merk, producer/artistic director. Next production is scheduled for Saturday October 28, stories of the Hauntings of Langham Court Theatre. ● 90th Anniversary Committee - Toshik was asked to head committee. Toshik has would like to speak to the board in October re. heading the 90th Anniversary Committee. 6. New Business 6.1 Inclusion at Langham Court Theatre - Background: Last month an actress forwarded an email to Kevin Stinson, Wendy Merk, and Michelle Buck. This was followed up by meetings and many emails. The rest of the board was informed of the situation almost a week after the first email was received. The actress feels that some of the casting decisions at Langham are affected by racial preferencing (racism). Discussion: Wendy Merk stated that she felt that the entire board should have been informed of the complaint as soon as the first email was received, and that an emergency board meeting should have been called. In the future any situations which could possibly affect Langham Court's reputation should be dealt with first and foremost by the board.

- Michelle B reported that she has received complaints of harassment Michelle B reported that she has received complaints of harassment that occurred during a production last year but this individual said this was not an isolated experience. - Michelle B recommended appointing two ombudspersons to deal with reports of racial, sexual and/or other harassment complaints if and when they arise. Two long-time members of Langham were suggested as possible ombudspersons: Karrie Ayotte and Angela Henry. - Michelle B recommended that all directors, producers, stage managers, production chairs, General Manager, board members, be required to attend Diversity Training, which would be offered twice a year. The Intercultural Association offers these programs. - Wendy recommended that a statement be put on our website, audition forms, and other printed materials. Suggestion: Langham Court Theatre is committed to cultivating a diverse and inclusive environment. ACTION. Michelle B has commenced a letter to the actress who alerted us to this. She will email the letter to the rest of the board for their suggestions for additional wording. Kevin as president will sign it. 6.1.1 Confidentiality at Langham Court Theatre - statement re. Board confidentiality had been circulated via email by Michelle B. 6.2 Building - Signature look and updating (MB). This was deferred to the Facilities Planning Committee. 6.3 Pre-show Discussion Panels - David McPherson has agreed to convene these for the following season, perhaps one before the second Wednesday of each performance. Other activities reported by General Manager: - New Board Door Code - was announced. The Box Office and Archives Room can be accessed by the same code. The Props Room will have a different code. Readers' Theatre remains unchanged. - Liquor License Expansion - this refers to where/when audiences can consume alcohol. - SHIRLEY VALENTINE remount - Probably can't happen next spring due to a large set build required for CLEAN HOUSE. - Christina Haska has volunteer to organize pub and movie nights, possibly could help with the social aspects of Readers' Theatre. - Display in lobby - mannequin - Purchase a Chair campaign - costs \$400 to purchase - U-Vic Volunteer Fair - Michelle B will attend. 7. Correspondence 7.1 Thank you from David Elendune (LEER rehearsal space). At this point, Michelle Buck excused herself (8:45 p.m. approximately). 8. In camera

session 9. Next BOD meeting: Monday, October 2 @ 6:15pm (location: On Stage due to Urinetown Auditions) 10. Adjournment 9:04 p.m.

ACTION ITEMS: ACTION: Michelle B. to email Wendy Merk link to report Readers' Theatre activities. DONE.

ACTION: Kevin Stinson will convene a Facilities Planning Committee meeting and will report on progress to the board at the November board meeting. ACTION. Michelle B has commenced a letter to the actress who alerted us to this (lack of inclusion situation). She will email the letter to the rest of the board for their suggestions for additional wording. Kevin as president will sign it. ACTION. Michelle B recommended appointing two ombudspersons to deal with reports of racial, sexual and/or other harassment complaints. ACTION. Michelle B recommended that all directors, producers, stage managers, production chairs, General Manager, board members, be required to attend Diversity Training, which would be offered twice a year. The Intercultural Association offers these programs. ACTION. Wendy recommended that a statement be put on our website, audition forms, and other printed material. (Suggestion: Langham Court Theatre is committed to cultivating a diverse and inclusive environment.)

DISCUSSIONS DEFERRED TO NEXT MEETING: - Christmas Party catering - discussion postponed to the October board meeting. - Guidelines for future summer fundraisers (co-productions) postponed to October board meeting. - TD Report - Technical Director's report to be discussed at October board meeting.

ACTION ITEMS LEFT OVER FROM PREVIOUS MEETINGS: - Marquee Illumination (Kevin) - Updating website archives (Michelle B)

Adopted as circulated October 2, 2017 amp