

Victoria Theatre Guild Board Meeting Minutes

Monday, February 19, 2018

Present: Keith Digby (Left at 9:43), Sylvia Hosie, Bill Huzar, Don Keith, Quinn MacTavish (minutes), Wendy Merk (Arrived at 8:17) Kevin Stinson

Regrets: Michelle Mitchell

Guests: Michelle Buck (General Manager)

The meeting was called to order by the President, Kevin Stinson, at 7:02pm

The agenda was amended as follows:

- Added to Agenda by Kevin: **Board and Staff Dinner**
- Added to Agenda by Keith: **Risk Theatre**
- Struck from Agenda by Michelle B.: **Communications Report** and **Children's Theatre Festival** (Due to absence of Michelle M.)

Approval of the amended **Agenda** – **Moved by Keith, seconded by Sylvia. CARRIED.**

Approval of the **January 15, 2018 Board Minutes** - **Moved by Bill, seconded by Sylvia. CARRIED.**

Action items brought forward from the January 15, 2018 board meeting:

Action	Person Responsible	Status
Convene facilities planning committee	Kevin	Pending
Guidelines for future summer fundraisers	?	Pending

Reports

Treasurer's Report – Bill Huzar

Bill proposed moving towards quarterly financial reports along with monthly updates on the VTG's finances. He also proposed folding fundraising into the financial committee. The committee has not met in three years. Bill proposes restructuring it with at least four members including himself as chair.

MOTION: Approve the financial report, inclusive of recommendation to provide quarterly financial reports and incorporating fundraising into the financial committee (to include at least four members, with the treasurer as chair).

Moved by Sylvia Hosie, seconded by Keith Digby. CARRIED.

ACTION: Bill to put together a new financial committee

General Manager's Report – Michelle Buck

The general manager expressed thanks to new board members and returning ones. The door codes will be updated to reflect the new board. Wifi has dramatically improved thanks to the hard work of Perry Burton. A thank you note will be sent.

ACTION: Don to send Perry Burton a thank you note from the board for his work.

The general manager also delivered recommendations regarding the structure of the 2018/19 season.

MOTION: Move opening night to Thursday evening, with a Wednesday evening preview night.

Moved by Bill, Seconded by Keith. **CARRIED.**

The board agreed that the covered bike parking should be provided in the parking stall closest to the stage door.

ACTION: Michelle to follow up with Level Ground Trading to arrange a meeting.

MOTION: Approve up to \$6,000 for a comprehensive Building Plan Proposal by Keay Construction.

Moved by Bill, Seconded by Don. **CARRIED.**

ACTION: Michelle to follow up with John at Keay Architecture to arrange a meeting.

MOTION: Update fire prevention equipment so it is up to code.

Moved by Sylvia, Seconded by Keith. **CARRIED.**

ACTION: Michelle to follow up with Michael Gosselin to schedule completion of this task.

MOTION: In principle, develop a pilot project for a “Playwright in Residence” program funded by the Victoria Foundation.

Moved by Bill, Seconded by Keith. **CARRIED.**

ACTION: Michelle and Keith will meet after Sense and Sensibility opens to refine this project.

Readers' Theatre Report – Wendy Merk

Wendy discussed the upcoming festival in May.

Education Report – Keith Digby

Keith updated the board on several upcoming workshops and educational opportunities for the coming year.

New Business

Risk Theatre – Keith Digby and Michelle Buck

Wendy Merk arrived at 8:17pm

MOTION: In principle, provide LCT as a venue for a “Risk Theatre” playwrighting festival and workshop.

Moved by Sylvia, seconded by Bill. CARRIED.

ACTION: Michelle and Keith to meet with Edwin Wong to confirm timelines and solidify guidelines.

LCT has appointed two ombudspersons to handle any harassment or HR issue moving forward. The Board was presented with the current Harassment Policy. It was recommended that LCT update written policies and work flows to align with human rights and industry standards.

A series of workshops on diversity and inclusion were suggested for Board members, staff, production chairs and leading members of the production teams, to be held on a regular basis.

Board and Staff Dinner

The dinner will be organized between *Sense and Sensibility* and *A Clean House*. Bill offered his house as a venue. The board will order in food.

ACTION: Bill to send out a Doodle poll to determine a date that works for board and staff.

Future Board Meetings

Future meetings will be held on the second Monday of each month at 7pm at the theatre.

Adjournment: The meeting adjourned at 10:04 PM by general consent.

Next meeting: Monday, March 12 at 7 PM.

Action Items

Action	Person Responsible	Status
Restructure financial committee to include fundraising, composed of at least 4 members.	Bill Huzar	Assigned
Send a thank you note to Perry for his work	Don Keith	Assigned

Send out a doodle poll to schedule the board and staff dinner	Bill Huzar	Assigned
Plawright in Residence program	Michelle	Assigned
Building Plan Proposal	Michelle or Kevin?	Assigned
Update fire prevention equipment	Michelle Buck	Assigned
Covered bike parking – next steps	Michelle Buck	Assigned