

Victoria Theatre Guild Board Meeting Minutes

Monday, April 9, 2018

Present: Keith Digby, Sylvia Hosie, Bill Huzar, Quinn MacTavish, Wendy Merk, Kevin Stinson, Michelle Mitchell (minutes)

Regrets: Don Keith

Guests: Michelle Buck (General Manager)

The meeting was called to order by the President, Kevin Stinson, at 7:04pm

Approval of the amended **Agenda** – **MOVED** by Wendy, **SECONDED** by Keith. **CARRIED.**

Approval of the **March 12, 2018 Board Minutes** as amended - **MOVED** by Quinn, **SECONDED** by Keith. **CARRIED.**

Action items brought forward from the March 12, 2018 board meeting:

Action	Person Responsible	Status
Restructure financial committee to include fundraising, composed of at least 4 members.	Bill Huzar	Complete
Playwright in Residence program	Keith	Complete – will consist of 4 workshops to mentorees throughout the year
Building Plan Proposal	Michelle B	Kay Architects has been invited to the next board meeting to discuss Phase 1
Update fire prevention equipment	Michelle B	Exit signs will be evaluated mid April
Covered bike parking – next steps	Michelle B	In progress
Revise season ticket structure and weekend pricing	Michelle B and Dick N	Complete
Present updated donor categories to the fundraising committee	Michelle B	In Progress
Welcome packets for distribution at read through for every production	Michelle B	In Progress

Reports

Treasurer – Bill Huzar

The society has been non-compliant with the *Society Act* since 2014. The registration was updated online, and the society is now in compliance. It was noted that the AGM must be held in the same calendar year as the financial year end.

ACTION: Schedule AGM for November 2018

Bill and Michelle B attended a workshop for non-profit and charitable organizations hosted by the CRA. Tax receipts must be issued by the Victoria Theatre Guild as a society, and not Langham Court Theatre.

Positions for the Finance Committee were advertised in the monthly newsletter. The committee is now full.

The gaming grant is due May 31, 2018. Board members should submit any requested funds for projects by end of April.

ACTION: Submit gaming grant by the deadline of May 31, 2018.

General Manager – Michelle Buck

An emergency response ad hoc committee should be formed. Michelle has gathered emergency contacts and information for all of the builders, but it was noted that better protocols are needed in the event of an emergency at the theatre.

ACTION: Develop safety guidelines for anyone involved with lighting, building or other areas of the theatre

MOTION: The following resolution was duly moved, seconded and approved: The Victoria Theatre Guild and Dramatic School Society shall borrow from Federation des Caisses Desjardins by means of the following products: Business credit cards in the amount of \$5000.

MOVED by Bill, **SECONDED** by Keith. **CARRIED**.

The updated bylaws need to be finalized for the Summer General Meeting. An info session on the proposed changes will be held on May 23 for the membership at the theatre.

MOTION: To authorize the general manager to sign the official tax donation receipts.

MOVED by Bill, **SECONDED** by Quinn. **CARRIED**.

The discussion of the name of the society was raised. It was proposed that the name Victoria Theatre Guild and Dramatic School Society be changed to Langham Court Theatre. This proposal will go to the membership alongside the proposed bylaw changes. The change will assist with branding for the theatre and society.

ACTION: Prepare updated bylaws and name change, for distribution to the membership prior to May 23.

The box office will remain open during the summer from 10-2 Monday to Friday. The SGM and BBQ will be held June 24. The wrap up party and volunteer appreciation event will be held July 7, 2018. As Wendy Magahy is unable to attend the SGM, it was decided that her life membership be announced in the May Newsletter.

MOTION: Announce Wendy Magahy's life membership in the May Newsletter.

MOVED by Wendy, **SECONDED** by Sylvia **CARRIED**.

ACTION: Send out invitation for the wrap up party to those involved in the current season.

Equity issues were discussed by the board.

ACTION: Investigate relationship between community theatre and Equity to determine guidelines to the board moving forward.

MOTION: Approve the social media guidelines in principle.

MOVED by Michelle M, **SECONDED** by Wendy. **CARRIED**.

Readers' Theatre– Wendy Merk

The Readers' Theatre Festival will be on May 12. Three plays will be presented.

90th Anniversary Committee – Quinn MacTavish

The 90th Anniversary opening party will be held on September 2 at Craigdarroch Castle from 6:30 to 9:30pm. Tickets will be sold through the box office.

Castle will provide materials for float for the Victoria Day parade on May 21.

The board discussed selling season tickets at the Oak Bay Night Market.

Action: Contact Oak Bay Flower Shop to investigate selling season tickets at the night market.

Workshop and Education Report – Keith Digby

Dates and times have been confirmed for the next three workshops at the theatre.

Playwrighting Competition – Keith Digby

Keith will discuss details tomorrow with those involved

New Business

Children's Programming – Michelle Mitchell
Season of 3 shows, original shows,

MOTION: Approve the Children's Programming proposal in principle

MOVED by Sylvia, **SECONDED** by Keith **CARRIED**.

ACTION: Work with workshop committee and the general manager to develop a children's program for a March 2019 launch

Show Debriefs – Sylvia Hosie
Discussion focused on the value of debriefs to the theatre.

MOTION: For the rest of the season, provide an option for online debrief forms (feedback will be compiled by an ombudsperson), and move the in person debrief session to the week after the show closes. A completed report will be sent to the board, including a self-reflection section from the heads of departments.

MOVED by Michelle M, **SECONDED** by Wendy. **CARRIED**.

Membership and Volunteer – Quinn MacTavish
Quinn has started work to construct the Membership and Volunteer committee.

ACTION: Put an item in the newsletter for a call for members for the committee

ACTION: Devise adjusted language describing the role of the committee for the bylaws

The Board moved in camera at 9:18pm

The Board moved out of camera at 9:55pm

Action: Adjust new contract for the Costume Loft Manager

Action: Implement proposed salary for General Manager

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

Next meeting: Monday, May 14 at 7 PM.

Action Items

Action	Person Responsible	Status
Building Plan Proposal	Michelle B	Kay Architects has been invited to the next board meeting to discuss Phase 1
Update fire prevention equipment	Michelle B	Exit signs will be evaluated mid April
Covered bike parking – next steps	Michelle B	In progress
Revise season ticket structure and weekend pricing	Michelle B and Dick N	Complete
Present updated donor categories to the fundraising committee	Michelle B	In Progress
Schedule AGM for November 2018	Michelle B and Dick N	Assigned
Submit gaming grant by May 31, 2018	Bill and Michelle B	Assigned
Develop safety guidelines for anyone involved with lighting and building	Michelle B	Assigned
Prepare updated bylaws and name change for distribution to the membership by May 23, 2018	Bill and Michelle B	Assigned
Send out invitation for July 7 wrap up party	Michelle B and Dick N	Assigned
Investigate relationship between community theatre and Equity	Michelle B	Assigned
Contact Oak Bay Flower Shop re: selling season tickets at the Oak Bay Night Market	Keith	Assigned
Work with workshop committee and GM re: Children's Programming	Michelle M	Assigned
Submit an item to the newsletter for Volunteer and Membership Committee	Quinn	Assigned
Devise adjusted language describing the role of the Volunteer and Membership Committee for the bylaws	Quinn	Assigned
Adjust the contract for the Costume Loft Manager	Bill and Michelle B	Assigned

Implement proposed salary for the General Manager	Bill	Assigned
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