

LANGHAM COURT THEATRE SOCIETY
ANNUAL GENERAL MEETING NOVEMBER 25, 2018
MINUTES

The President, Kevin Stinson, called the Annual General Meeting of Langham Court Theatre to order at 7:14 pm on November 25, 2018, a quorum being present. [Fifty-four members signed in.] The Secretary, Michelle Mitchell, took the minutes.

Moved by Chad Jarvie-Laidlaw and seconded by Angela Henry the **agenda was approved** as circulated. CARRIED

Moved by Wendy Magahay, seconded by Toshik Bukowiecki, the **minutes of the Summer General Meeting of June 24, 2018** were approved.

Reports

President

Kevin Stinson presented the report [Exhibit 3]. Additional reports from LCT departments are available as Exhibits, and were made available for viewing on the LCT website prior to the meeting.

Treasurer

Bill Huzar presented the financials prepared by Sterling and Stanford Accounting [Exhibit 4] for 2018/19 as part of the **Treasurer's report**.

A question was raised about how donations are accounted for. Current practice lists them in same category that pays for operational costs, versus going into a capital fund. Concerns were also raised about increasing costs, and relying on the Box Office as the main source of funding. These are issues that the financial committee is considering for future planning.

A question was also raised about how much is available from the Victoria Foundation. There is currently just under \$300,000. LCT will look into whether this money can be accessed in early 2019 if needed. The committee will consider how donations are reported and categorized.

Bill Huzaar moved to accept the treasurer's report as presented. Toshi Bukowiecki seconded. CARRIED.

Appointment of the auditors for the coming year

Chad Jarvie-Laidlaw moved to continue using Sterling and Stanford Accounting as LCT's accountant. Seconded by Michelle Buck. CARRIED.

Michelle Buck presented the **General Manager's** report.

Recommendation for Life Membership

Lorene Cammiade spoke to the recommendation of **Wendy Merk as Life Member**. Toshik Bukowiecki spoke to the recommendation of **Drew Waveryn as Life Member**. Geli Bartlett spoke to the recommendation of **Diana Keating as Life Member**. The membership accepted the recommendations and the President congratulated the new Life Members.

Bylaw and Constitution Amendments

Special Resolution

Kevin Stinson presented a special resolution to the membership.

At the January 2017 AGM of the Victoria Theatre Guild and Dramatic School Society (since renamed to Langham Court Theatre Society), the members elected the current President and Vice President with the clear understanding and intention that the terms of office of the President and Vice President would end upon the adjournment of the second subsequent AGM of the society. Due to a subsequent amendment to the bylaws of the society, that AGM, which would previously have occurred in January 2019, an odd calendar year, will now occur in November 2018, an even calendar year.

At the January 2018 AGM of the Victoria Theatre Guild and Dramatic School Society (since renamed to Langham Court Theatre Society), the members elected the current Secretary and Treasurer with the clear understanding and intention that the terms of office of the Secretary and Treasurer would end upon the adjournment of the second subsequent AGM of the society. Due to a subsequent amendment to the bylaws of the society, that AGM, which would previously have occurred in January 2020, an even calendar year, will now occur between September and December 2019, an odd calendar year.

When the bylaws were amended to change the timing of the AGM, the wording of bylaw 6.1(2) pertaining to odd and even calendar years was not altered to take account of this change. Therefore the wording of this bylaw does not reflect the understanding and intention of the members of the society.

Special Resolution: In accordance with the previously expressed clear understanding and intention of the members of the society, the members affirm and direct that the terms of office of the currently serving President and Vice President will end upon the adjournment of this AGM, and the terms of office of the currently serving Secretary and Treasurer will end upon the adjournment of the following AGM, which will occur between September and December 2019. Bylaw 6.1(2) is hereby amended to substitute even for odd, and odd for even, and the amended bylaw will apply for elections at the current and all subsequent AGMs.

Bill Huzar moved to accept the resolution. Seconded by Keith Digby. CARRIED

Nomination and Election of Board Members

Kevin Stinson served as Nominations Chairperson and ran the election of the new Board members and Production Chair.

President

Michelle Mitchell was nominated by Keith Digby, seconded by Quinn MacTavish. Malcom Harvey was nominated by Toshik Buwowiecki, seconded by Drew Waveryn. Michelle Mitchell was elected. Michelle vacated her secretary position, with a one-year term left.

Vice President

Quinn MacTavish was nominated by Sylvia Hosie, seconded by Michelle Mitchell. Malcolm Harvey was nominated by Toshik Bukowiecki, seconded by Drew Waveryn. Quinn MacTavish was elected.

Secretary

Kara Flanagan was nominated by Don Keith, seconded by Wendy Merk. As Cara was the only nomination, she was acclaimed as secretary.

Members at Large

Two member-at-large positions were up for election. Sarah Heyman was nominated by Wendy Magahay, seconded by Quinn MacTavish. David Elendune was nominated by Sylvia Lindstrom, seconded by David Biltek. As there were no other nominations on the floor, Sarah and David were acclaimed as members-at-large.

Planning Production Chair

Jon Scheer and Sylvia Hosie were nominated by Colleen Maguire, seconded by Quinn MacTavish. Chad Jarvie-Laidlaw was nominated by Alan Penty, seconded by Roger Carr. Jon Scheer and Sylvia Hosie were elected as Co-Production Chairs.

Moved by Ashley King, seconded by Wendy Merk, and carried by general consent that the meeting be adjourned. The meeting adjourned at 9:38 pm.

LANGHAM COURT THEATRE
ANNUAL GENERAL MEETING – NOVEMBER 25, 2018
AGENDA

1. Call to Order
2. Adoption of the Agenda
3. Adoption of the Minutes of the 2018 Summer General Meeting
4. Welcome and Overview
5. Recommendation for Life Membership
6. Reports
7. Nomination and Election of Board Members and Production Chair
8. New Business
9. Adjournments

Welcome

Thank you for coming out to our AGM. Our Members and Volunteers are the backbone of Langham Court, and your presence here tonight shows your commitment to maintaining the high standards and welcoming atmosphere of our theatre community.

We have most reports in written form, and I hope you all have had a chance to review them. We're trying to keep each report concise. Questions are welcome but please keep them brief and on topic. When we get to the elections for the Board of Directors, I will be switching hats and taking on the role of Nominations Chair.

It is amazing how much we accomplish in a Season and I'd like to thank the staff and those on honorarium who worked through the year: you have all served above and beyond. I particularly want to mention our General Manager, Michelle Buck, our FOH Manager, Christina Haska, our Head Scenic Carpenter, Chris Clarke, our Costume Loft Manager, Colleen Maguire, and our Facilities Manager, Michael Gosselin.

Thanks to Kathy Makovichuk, her contributors and proofreaders for an always entertaining and informative newsletter, to those who have run Readers' Theatre, especially Wendy Merk; the directors, producers, designers, cast and crews of our shows. Carol Ann Moore, Jean deCartier, Sheila McKenzie, Sally Crickman for their tireless work in the props and furniture department, Jeani Reynolds for organizing the art shows, Marilyn Kuss for her work with the archives, the costume loft volunteers, our ushers and bartenders, and our box office volunteers.

I want to thank Keith and Roger for choosing an exciting and popular 2017/2018 Season and Alan Penty and Pat Rundell for choosing our current 90th Season. The first 2 shows of this season have been extremely well received, as Dick Newson's boxoffice numbers will attest. Alan is hard at work on the upcoming Season.

Thank you to all the 90th Anniversary committee members. Thanks to Mike and Marilyn Kuss for preparing the thank you cards for those in each show.

I'd like to thank the members of the Board and the sub-committee chairs whose vision and dedication keep us moving forward. I want to pay particular attention to those who will not be carrying on with the Board, particularly our outgoing VP, Wendy Merk and Members-At-Large Sylvia Hosie and Quinn McTavish

If I missed anyone I'm sorry and thank you!

Respectfully Submitted,

Kevin Stinson – President

General Manager Report

Michelle Buck, General Manager

The health of an organization can be measured by many things, one being the retention of volunteers and staff. We started this year with very healthy volunteer involvement and all of our staff returning to manage their departments. The 89th Season set up so well to celebrate the milestone of our 90th and what a milestone it is. The hope is that you have had an opportunity to read all of the reports submitted by the different departments at Langham. A sincere thank you to all that wrote reports.

WRITTEN REPORTS (Departments):

1. Dick Newson, Box Office Manager
2. Colleen Maguire, Costume Loft Manager
3. Michael Gosselin, Facilities Manager
4. Christina Haska, Front of House Manager
5. Chris Clarke, Head Scenic Carpenter
6. Jason King, Technical Director
7. Alan Penty, Production Chair

WRITTEN REPORTS (Committees):

1. Toshik Bukowiecki, 90th Celebration Committee
2. Marilyn Kuss, Archive Committee
3. Wendy Merk, Readers' Theatre Committee

I would like to make special mention of those Board members whose terms are ending tonight. As President, Kevin Stinson, Vice President, Wendy Merk, Member-at-Large, Sylvia Hosie and Quinn MacTavish. The work isn't always glamorous but it is essential and I would like to thank you all from the bottom of my heart.

Innovation, Engagement and Community Partnerships

In every nook and cranny of the theatre you will see that all departments are trying new things to engage our patrons and volunteers. Some notable examples from last season:

- an interactive art display in the lounge during **The Clean House**
- fun drinks and themed opening night food
- a ticketed evening event the night before the Annual Costume Sale, which helped increase the donation to Wear2Start
- contests with donated prizes both online and at the theatre and **BUTTONS!**
- The Panel @ Langham ran the first Wednesday of every show in the Lounge
- Hosted a Pub Night in November
- Workshops continued, both Langham sponsored and independent workshops (as rentals)
- Central Middle School partnership continued (and these youth are coming to camps and auditioning for shows)
- A hosted lighting discussion takes place final Monday of the run

Hired a student on a Canada Summer Job Grant (May - Aug, 2018)

Supported both the established Stage Struck Summer Camp (2 weeks) and the inaugural Langham Youth Theatre Company program (5 day intensive)

Began cataloguing furniture and rugs

Began a safety manual

Additional FOH support

Provided FOH services during the Fringe Festival

First Saturday of the run change Saturday 8pm show > 2pm show

One change worth mentioning was the decision for the 2017/28 season was move the first Saturday 8 pm evening performance to a Saturday 2pm matinee.

Rationale: One of the most popular shows for season ticket holders is the Saturday matinees.

We only had two. May of our patrons prefer to come to the theatre during the day and as a community theatre we can not have week day matinees.

So we explored options. Another long standing pattern at Langham, we haven't had shows on Sundays (in the recent past anyways). Adding a Sunday show would have been my preference but for those involved in the show as cast and crew that work or have family this wasn't popular as during a run the only days off are Sunday/Monday. We didn't want to have a third 2 show day, except in the cases of musicals*. *the current performance schedule does allow us to add two "holdover" dates within the run of a musical, which is important with the high production costs.

If you look at professional theatres they often have 4 matinees/week and that would be 12 in a 3 week run. We had 2. Considering our demographic it seems that getting us to three matinees/run was a good decision for the company overall. A bonus is it gives the cast/crew a Saturday night off during the run and a 3 day break after an intense week

Bottomline: All of our Saturday matinees are close to capacity or sold out shows.

Opening Nights back to Thursday nights

Last year it was tough as Opening was on Friday (this change was made the year before I arrived). Opening Nights are back on Thursdays. This decision was made to allow for the possibility of a review to make it into the Times Colonist Saturday paper in their Arts section, Stage Left. It also makes it more likely to be reviewed on CBC on Monday mornings during On the Island.

Increased use of our theatre space

Our theatre is in high demand to meet our own needs as well as many requests that come from the community. We continue to have Target Theatre in the Rehearsal room approximately 2 mornings/week. Intrepid rents the theatre for the annual Fringe Festival. In the summer of 2017 I worked the FOH for the Fringe, to get a sense of what this rental entailed. Based on that experience I renegotiated the contract and as a theatre, we are responsible for staffing the FOH and technical side of the rental.

Learning from experience where there was 'rub' between Langhams needs and that of renters, we tried to layers a performance over top of Goodnight Mister Tom. In partnership with BEMA productions we ran a 3 show remount of Lessons (similar to what we did with Dragon Monkey Theatre and Shirley Valentine) the first weekend of the run (Saturday night, Sunday matinee and Monday night). This model has potential depending on the set and lighting requirements of the second show in.

2019/2020 Season Announcement

We are going from having two general meetings per year to one in November. For next year I would like to propose it be held Sunday, November 17, 2019 to avoid going head to head with Intrepids annual Merry & Bright fundraiser. Our 2019/2020 Season announcement this year will hopefully be that, an announcement to the whole community at once. We had great response and coverage when we invited the press to a media last year as we spoke about this, our 90th season and we will do a similar event and all members will be invited to attend.

VOLUNTEERS:

Each department in the theatre is continues to operate under inspired leadership and involvement. Our volunteers:
Serve on the LCTS Board, Garden, Painted the lounge, Rebuilt all the brick walls
Built The Langham Court Commons Area (includes a free library, bulletin board and seating), Repaired the building,
Clean the shop, Create/edit the Monthly Newsletter, Post daily in social media, Organize events for members, Produce, build and act in shows, work in the costume loft, box office, bar and as ushers and maintain the archives

Announcements:

Please fill in the form so we have accurate numbers for the Christmas Party

Written Reports

WRITTEN REPORTS (Departments):

1. Box Office Manager
2. Costume Loft Manager
3. Facilities Manager
4. Front of House Manager
5. Head Scenic Carpenter
6. Technical Director
7. Production Chair

WRITTEN REPORTS (Committees):

1. 90th Celebration Committee
2. Archive Committee
3. Readers' Theatre Committee

ORAL REPORTS (to be presented at AGM):

1. President's Report
2. Financial Report
3. General Manager's Report

WRITTEN REPORTS (Departments)

1. Box Office Report

Submitted by Dick Newson, Box Office Manager

1. Total revenue from season plays: \$302,196
 - a) Girl in the Goldfish Bowl: \$37,256
 - b) Les Belles-Soeurs: \$47,429
 - c) Urinetown-The Musical: \$80,431
 - d) Sense and Sensibility: \$49,289
 - e) The Clean House: \$41,123
 - f) A Chorus of Disapproval: \$46,668
2. Other functions and workshops: \$37,945
3. Subscriber seats 2017/18: Season tix 676, Flex Pass 328
4. Total attendance was 15,800 of which 567 were new customers. We now have 16,000+ customers in our database.
5. Subscriber seats 2018/19: Season tix 796, Flex Pass discontinued.
6. Season ticket sales: \$87,578
7. General ticket sales: \$4,742

We made some significant changes between the end of the last performance in June and the start of new season sales on Aug 13, 2018.

1. We eliminated the Flex Pass subscription and replaced it with an "Early Bird" discount which can be used by any patron for all plays.
2. We changed our online ordering system and added the benefit of allowing patrons to choose their seats.
3. We kept the Season Ticket prices the same as last season but increased the general ticket prices for Friday and Saturday shows by \$2 per ticket.
4. We dropped the special Group rate and replaced it with the Early Bird rate.
5. Online ordering is valid for all regular performances in the season and even for special shows which are added throughout the season.
6. We have returned to one Preview Night per show starting in Sep 2018. Opening Night will be the first Thursday of the run.

We continue to use a customized legacy system for ticket sales which serves us well and is very cost effective. Some important upgrades were made to accommodate the pricing changes as well as the improved online ordering system.

Costume Loft Report

Submitted By Colleen Maguire, Costume Loft Manager

- Serviced **new rental clients** in the film and television industry, visual artists, and performing arts groups with a **focus on youth created media**
- Supported the entry of Langham's first float entry in the Victoria Day Parade, and came in **2nd place in our category**
- **Trained new volunteers** in The Loft & **long-time volunteers were welcomed** back weekly
- Purchased an easier to sort laundry hamper, jewelry tower, and shoe racks as a part of a **larger organization effort**
- Maintained a **welcoming, friendly, clean, and open space**, and expanded our outreach to LGBTQ+ communities through online efforts
- In January I reported on the changes coming to our annual sale, and set goals
- The 2018 Annual Sale was **calm, well-attended, and profitable**
- We raised **\$1721.80 for Wear2Start**, which is x4 the amount of the 2017 donation
- With a gross total of over \$12,000 and approx. expense report of \$3000, this year is on par with the annual sale of 2017 which was the most successful sale yet with a net \$9000
- First ever **Preview Night** for the sale was a huge success, with the **Lieutenant Governor** patronizing our merchandise with her entourage
- Next year we will be able to focus further on **increasing the amount of tickets to be sold** for this exclusive event
- To **promote identity** for The Costume Loft, you can now find The Costume Loft on Google Maps as a separate business listing from the theatre
- In the month of August 2018, **The Costume Loft was found through Google Maps 1013 times** and 93% of those views were directed to our business page from related searches
- 23 people visited our website for the first time, 7 people requested directions to the theatre, and 3 people called us from the listing all in only August. 9 photos I uploaded onto our Google Business page for The Costume Loft were **viewed 986 times** for an average of 109 views each
- As of today, **our photos have been viewed over 20,000 times**
- **Over 21,000 people have found our online presence** through search terms related to our business
- Next for The Loft is **expanded storage** in both the front and back stairwells
- Our goal this year is to have **invoicing and client outreach streamlined** into an efficient customer relationship management software (CRM) in order to produce reports on rentals and profits while automating transaction records and follow-up procedures
- Time saved during working hours will be spent on **curating a new online shop**, integrated with Langham's existing online presence
- We will also be introducing a logo and **solidifying our brand identity in The Costume Loft**. Look for new signs on the front of the building soon!

Facilities Management Report

Submitted By: Michael Gosselin, Facilities Manager

Electrical Upgrades

1. Backstage has been hard wired, including three glow-in-the-dark switches on Stage Left, Right and the stairs to lighting loft. This is much safer and more energy efficient.
2. We have new Exit/Directional signs. These are on all outside doors and inside emergency routes.
3. Outdoor lights at the back Shop door and under the parking overhang have been linked to one light sensitive photocell. Finally we can see the back stairs in winter.
4. The front stair lights have had their access changed to a switch in the Box Office lobby.
5. We have upgraded the lighting in the Dressing Rooms. They now use a tenth of the energy that was being used before.

Carpet

1. We had most of the carpets professionally cleaned prior to the season opener. This will hopefully be a continuing occurrence.

Sprinklers

1. We have had 16 new sprinkler heads upgraded and updated throughout the Theatre.
 2. We are currently getting the sprinkler pipes repaired, specifically in the costume loft. This may be a continuing project as codes have changed as to the size of piping. [CURRENT]
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3. Front of House Report

Submitted By: Christina Haska, FOH Manager

Summary:

Beginning in the previous season, we added the role of opening night party person. We continue to build capacity with our volunteers through ongoing orientations at the start of every shift. Our volunteer base is strong, but we would like to add a few additional bartenders.

Impressions:

From the front of house perspective, no news is good news. Keeping things running smoothly with a personal touch of classic Langham friendliness is my goal for all patron interactions, and I believe that my volunteers embody this goal. I cannot speak more highly of my volunteers. I appreciate how they each come with such enthusiasm for this community. I have had the opportunity to work with these volunteers for three seasons, and each time I get to meet with them I am really struck by the sense of fun and joy they all bring to the theatre.

I truly believe each of my volunteers takes to heart that they are representatives of Langham court – their kindness, empathy, and willingness to go the extra mile warms my heart and re-ignites my passion for this community every time I come into work. My sincere thanks to every one of my volunteers!

Volunteer Needs:

Currently we are at capacity for ushers. I do not want to get into a situation where we have more ushers than usher spots available, so I am not currently accepting new ushers; however, I am accepting bartenders on an ongoing basis.

CURRENT NOTE: We are going to be joined by three new bartenders, so please keep an eye out for these wonderful folks and say hello if you see them.

We added an official party person for opening night. This invaluable person replenishes food and helps set up and strike the event. This has been an incredibly helpful role and has made opening run much more smoothly. Big thanks to Finn and Em for helping me out in this role!

Training:

We hosted two safety orientation sessions before the start of this season. We reviewed the safety items available and ran through emergency protocols. We focused on our two main responsibilities to patrons: safety and comfort. Focusing on these responsibilities, we discussed how volunteers could best be aware of and report potentially unsafe situations. Recently added at the start of every shift is a safety brief. Before the start of every shift, ushers are run through key safety items, including AED and first aid kits, the location of the booth/stage manager, and evacuation routes. We go over any potential issues in the show, specifically smoke or lights, and other issues of potential concern.

Bar Stock:

We're constantly adding new items to our snack selection and have had some success with specialty drinks. We had the Sassy Apple (apple juice and fireball whisky) for The Clean House which was received incredibly well. Where possible we will include simple specialty drinks.

We have been incredibly fortunate to have an anonymous donor donate champagne for members of the cast and crew for opening night for our 90th season. We're delighted to have this special treat!

Personal Notes from the FOH:

My work scheduling has been quite a bit busier as of 2018, and I have been incredibly fortunate to have Colleen, and now Leah support me in adding some flexibility (and nights off!) to my schedule. I continue to work hard to balance my Langham responsibilities with my other career, and I always encourage my volunteers to reach out and get in contact if they have any questions or concerns.

Thanks as always for the incredible opportunity to be part of this community!

4. Head Scenic Carpenter Report

Submitted By: Chris Clarke, Head Scenic Carpenter

It was a delight to have started our 90th season with the help of two new volunteers, Tess Weins (also an amazing ASM) and David Riley. We hope to welcome more new volunteers in the months ahead.

Many thanks to all of our volunteers with a special mention for all of the extra help re-organizing and tidying up the shop from David Burbank, Mike Kuss, Alf Small and Toshik Bukoweicki.

I am most appreciative of the kindness and patience of my team and other Langham staff last season when I was unavoidably absent during much of the build of "Girl in a Goldfish Bowl"---again with particular thanks to Mike Kuss.

Thank you to Bill Adams for his assistance with the build of "Les Belles Soeurs" (which he also designed), as well as extensive help with the build and painting of "Sense and Sensibility".

We were relieved and pleased to welcome John Smith's return to form as our painter (on this season's "Goodnight Mr. Tom"). After a fall from a ladder last season during the build of "The Clean House"; John spent some time recuperating after a stay in the hospital, (where many "Langhamites" were able to visit him).

Carl Powell worked in the shop much of last season as well as appearing on stage as Col. Brandon in Sense and Sensibility. Carl is much missed; is a meticulous craftsman on and off stage, and (unfortunately for us) has a full/part time gig at the Museum.

Unsurprisingly, as is the case in the creative sphere, every new project presents new challenges and new problems; many metaphorically out of left field (which isn't to say that they couldn't be literally out of stage left). Conversely, every project is its own reward, with unforeseen delights. A gag that works just right, a lighting trick that solves a building problem; and its attendant gasp or smattering of applause from the audience---that's what makes all of the hard work worth it!

Presently I am addressing the dust extraction problem in the shop and have completed installation of the SawStop OEM

dust extraction kit on the table saw, thanks as well to David Burbank.

We have acquired new hand tools as needed, set squares, screwdriver sets, scissors & drill bits.

I would like to replace the Hitachi sliding compound mitre saw ASAP as it has seen long hard use and is no longer able to make accurate cuts. A new 12" Bosch bevel cut runs about \$700 from KMS.

Another tool which will see immediate use would be a battery air nailer; (DeWalt 18v which shares our inventory batteries, \$400)---no more dragging out the compressor hose just to make a quick repair or add just one more brad (happens more often than you'd think).

In an effort to organize small hardware; mindful of cost, functionality and durability we've tried a few different storage solutions.

Attache sized cases made by Stack-On seem to be working well and fit the bill. They are about \$25 each, are made of high impact plastic with a tough clear polycarbonate lid and contain a set of removable bins. They are similar in design to a popular European system called Sortimo. This an excellent way of organizing (i.e. finding when you need them; screws, brads, staples, small hardware, tool attachments etc.). We could easily fill another dozen of these and fit them into a purpose built rolling cabinet.

We must install a proper paint trap in the drain in the paint room sink.

I would also like to upgrade the lighting in the shop, possibly to LED as with the stage work lights.

At time of writing; we are confident that more space can be found in the backstage storage area with a careful reorganizing and culling of material; we have (for example) a surfeit of doors even despite the needs of upcoming shows.

When I first started as Head Carpenter I proposed the creation of a motto for the shop...I'm open to suggestions; but after much research and testing (in Google Translate) I quite like the following;

in serrago, lacrimus et risus vivamus in
sawdust, tears and laughter live

5. Technical Report

Submitted By: Jason King, Technical Director

This has, outside of one rather large issue that I'll detail below, been a fairly uneventful season at the theatre technically. Operationally, after acting as my assistant for the past while, Perry has stepped down from that role so he can tour with a company for a while and Finn has stepped in, at least for now, to assist and fill in as needed when I am unavailable.

Of course the big news was the replacement of the lighting console near the end of the season after our old one started acting up. While the console we purchased is currently much more than we need, it will allow us to look at other upgrades and grow into it.

As part of installing the new console, and after consultation with our regular stage managers, I reconfigured the booth and put the console on the left hand side. This allowed for better placement of the two touch screen monitors and also allowed us to move the stage manager position to the center of the booth. I also retired the old tube TV we were using for the night vision camera and replaced it with a used flat screen which I relocated to the left of the stage manager position. I picked up a used iPad which is in use as a remote for the console so that light levels can be adjusted onstage. Basically it acts as a wireless version of the wired one we had on the old console.

Everyone has been getting used to the new console and I think it's safe to say that it is a big hit and definitely worth the investment.

We once again hosted the Fringe which was very successful with no major issues to note. We also had a number of successful outside rentals which, while they also went well, has highlighted some of the areas in which we lack in the technical department. Specifically, we really need to look into purchasing some modern wireless microphones and also look at how we can upgrade our lighting so that we can accommodate outside renters without affecting any of our regular productions.

Other welcome work has been electrical upgrades backstage to bring us in line with codes. Work lights now have their own dedicated switch and plugs and we removed the non-conforming conduit and power bar combination stage left. Many switches now also light up so you can find them in the dark.

Going forward my next short term project is looking at replacing the stage monitor camera and screens with a modern HD system and also look at gaining the ability to route the signal to other areas of the building such as backstage.

6. Production Chair Report

Submitted By: Alan Penty

This last year as production chair has been an adventure. It began with Pat (Rundell) having to step down and me deciding to proceed solo. The 90th season began and so far has been better than I could have imagined in both quality of productions and audience response. I enlisted Quinn as my assistant because I am generally a little technologically challenged and he has been amazing. We gathered our reading committee around and began to meet and talk about what next season should look like. This group of people have been invaluable to me whether they could make the meetings or not. Their notes and comments have guided me in all my decisions. Thank you. On reflection, I do think this job is too big for one volunteer and I would have had a more structured approach to the reading committee and the play selection but the job demands such a learning curve that errors are bound to occur.

I look forward to guiding and helping the new production chair(s).

WRITTEN REPORTS (Committees)

1. 90th Anniversary Celebrations Committee Report

Submitted By: Toshik Bukowiecki

The committee is composed of Pearl Arden, Michelle Buck, Vinnie Chadwick, Sally Crickman, Jean de Cartier, Marilyn Kuss, Quinn MacTavish, Drew Waveryn and Toshik Bukowiecki (chair).

The committee first met in February 2018 to start discussing possible events and ways to celebrate our 90th Anniversary. We decided on three major events during the season and several other ways to mark this milestone in our history.

The first thing we did was announce our upcoming 90th Season with a float in the Victoria Day Parade in May. It took 2nd prize in the Community Entrants category. Thanks to everyone who helped prepare it and took part in the parade. (See the Victoria Day Parade report in the June newsletter.)

We were also represented in the Oak Bay Tea Party Parade by Antoinette Church and Ned Lemley in a lovely old classic convertible courtesy of Colleen Maguire and Peter Gatt. Thanks to everyone who participated.

On September 2nd, we had the first of our major events - our sold out, Champagne Gala at Craigdarroch Castle to start the 90th Season off in grand style. Thanks to all who help organize and run that event. It was a "smash" hit, we hear. (See the September newsletter for photos from the event.)

We decided to try something different with publicity for our 90th season and had our season advertised on the sides of four transit buses during the month of September. I am not aware of any feedback from trying this but it was great to something new and different for this special season.

You will have just heard of our upcoming, 2nd major event which will take place at Government House in February 2019. This will be our official 90th Birthday Party and the committee sends huge thanks to the Lieutenant Governor and the staff at Government House for supporting us and helping to make this a very memorable occasion. Details of the event will be announced shortly.

The last major event we are planning will be a Wrap Party at the end of the season that we are hoping to make into a combination of our regular Volunteer Appreciation party, a Block Party, an Open House and a Reunion. Details are still to be work out but we are planning a Beer Garden and BBQ in the parking lot. That's not a done deal yet but that's what we have in mind. You will be kept informed.

2. Archive Report

Submitted By: Marilyn Kuss

Mission statement – To make the Langham archive interesting and accessible to all.

It is not good enough to have boxes and filing cabinets in my basement, and/or in U-Vic's basement. The more people who know of Langham's vibrant past, and know of the documents that prove this statement, the better for Langham.

The 10 Year Plan

Survive the 90th Anniversary season. (2018-2019)

It has been a busy spring and summer preparing displays (like those at the Gala) of Langham through the decades. There is a series of posters that list the plays produced at Langham along with photographs of those plays. There is also a series of posters that chronicle the history of the Victoria Theatre Guild and the building it occupies here on Langham Court. There is also a series of inserts that accompany the play programs – the first was the 4 Blithe Spirits, the second Langham's Animal Parade and next to come will be Musicals at Langham. In the upstairs hallway, there is a timeline and other archival material. Some of this will be reduced to letter-size, printed in-house and bound and put on display on the archive shelf in the lounge.

2019-2020 season - Finish what I call Ned's book.

It is a chronological pictorial book about the plays produced at Langham during the decade 2000 to 2009. Each play is displayed on a two page spread and has a review (or two), lists of cast and crew and photographs as space permits (or are available). This book will be printed in-house and bound and put on display on the archive shelf in the lounge.

In the archive, the series of posters that chronicle the history of the Victoria Theatre Guild and the building it occupies here on Langham Court will be updated annually.

2020-2021 season - Begin work on a book for the decade 1990-1999. Use the same format as above. Update history.

2021-2022 season - Begin work on a book for the decade 2010-2019. Update history.

2022-2023 season - Begin work on a book for the decade 1980-1989. Update history.

2023-2024 - (95th Anniversary season)

2024-2025 season – Begin work on a book for the decade 1970-1979. Information may be incomplete. Update history.

2025-2026 season – Begin work on a book for the decade 1960-1969. Information will be incomplete. Update history.

2026-2027 season – Begin work on a book for the decade 1950-1959. Information will be incomplete. Update history.

2027-2028 season – Begin work on a book for 1929-1949. Information will be incomplete. Update history.

2028-2029 (100th Anniversary season) - The chronological pictorial books about the plays produced at Langham Court should be complete with the information from the Langham archive accessible to all who are interested. The series of posters that chronicle the history of Langham Court should be up-to-date and ready for use.

Life Members put forward and accepted in the previous year were: Jeanie Reynolds (JAN 28, 2017) and Wendy Mahagay (JUNE 24, 2018) and, at this AGM tonight, three new life members, names as yet not released.

From the Life Member Committee – A gentle reminder to both those giving non-program points and those getting non-program points, be sure to use the system so that all points earned are credited.

Summary – this year, the 10 Year Plan has been greatly aided by the help of Daunine Burbank. There is so much on-going archive work that it can be difficult to take the time to organize and make earlier productions and historical information available to others. However, on behalf of both of us, it is an honour and a privilege to work on the Langham Archive. Readers' Theatre Report

Submitted By: Wendy Merk

The 2017/18 season included a wide variety of offerings, including home-grown ghost stories, original plays, and famous radio scripts. Many volunteers performed both on and off-stage, including producing, directing, writing, acting, stage managing, ushering, bartending, and operating lighting and sound. Many more attended the performances, making this a popular activity for theatre-lovers of all kinds. As always, thanks to grant funding, the productions are free of charge and include free refreshments after every performance.

October 28, 2017: THE HAUNTING OF LANGHAM COURT THEATRE, directed by Wendy Merk.

1. TRUE GHOST STORIES OF LANGHAM COURT THEATRE, as told by the volunteers and staff of the theatre
2. THE SPIRIT IS WILLING by Nicola B. Quinn
3. HECATE'S TEAM, an original script by Barbara Julian and Wendy Merk

February 10, 2018: Beyond Belief, a thought-provoking drama by Jason Vikse, directed by Keeley Teuber.

May 12: The Readers' Theatre Festival

1. FOILED BY PRESIDENT FRED by Spike Milligan, performed by students of Monterey School,

directed by Mitch Barnes

2. FIRE HOSES AND FAMILY, a thoughtful comedy written and directed by Mitch and Jo Barnes.

Financial Statements

Treasurer's Notes to the
LANGHAM COURT THEATRE SOCIETY
Financial Statements Year Ended August 31, 2018

Page 2 Liabilities And Net Assets

NET ASSETS	Increase of \$75,464 over 2017	
		<u>267,451</u> \$ 191,987

Page 3 Revenue

GRANT AND DONATION REVENUE

Provincial grants reported in 2017 were in error and included income from Victoria Foundation

Provincial grants	12,000	20,954
Victoria Foundation	38,154	8,564

decrease in grant and donation revenue reflects 2017 bequest

80,226	100,650
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OTHER REVENUES

Other income	Increase reflects income from Workshops	18,931	8,365
Rental – facilities	Increase in rental use of theatre	17,115	5,040

TOTAL REVENUES	Increase of \$85,728 over 2017	493,444	407,716
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TOTAL EXPENDITURES	Increase of \$40,983 over 2017	423,841	382,858
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Net increase \$44,745

EXCESS OF REVENUE OVER EXPENDITURES \$ 69,603 S 24,858

Page 4 Net Assets End of Year

NET ASSETS - END OF YEAR \$ 168,766 \$ 98,474 **Net increase \$70,292 over 2017**

Page 5 Expenses

ADMINISTRATIVE EXPENSE

Honorariums 27,759 10,765 **Reflects the increase in contractor honoraria and workshop presenters**

Wages and salaries Reflects the hiring under federal program of a summer student intern and move of a contractor to employee status and increase in gm salary

105,597 90,464

FACILITIES EXPENSES Reflects the upgrade of exit signs to code standard

12,556 7,966

OTHER EXPENSES Reflects the decision to cater membership events

Membership

13,863 5,805

Page 6 Capital Assets

A change in Accounting Policy. Capital Assets including new lighting board not previously reported.

NOTE: The building and land are not reported as Capital Assets.

The accountant says that when the property was purchased, it was probably shown as an operating expense and the source of the funds shown as operating income.

This is normal accounting policy adopted by not-for-profits.

Annual reports do not normally show the market value of property owned by the not-for-profit.

The assessed value for property taxes in 2018 was \$1,699,800

Land \$1,608,000
Buildings \$91,800

Previous year value \$1,699,000

Land \$1,435,000
Buildings \$264,000

LANGHAM COURT THEATRE SOCIETY

Financial Statements Year

Ended August 31, 2018

(Unaudited - See Notice To Reader)

LANGHAM COURT THEATRE SOCIETY
Index to Financial Statements Year
Ended August 31, 2018 *(Unaudited -*
See Notice ToReader)

	Page
NOTICE TO READER FINANCIAL	
STATEMENTS	
Statement of Financial Position	2
Statement of Operations	3
Statement of Changes in Net Assets	4
Notes to Financial Statements	4
Productions <i>(Schedule 1)</i>	5-
	6
	7

NOTICE TO READER

On the basis of information provided by management we have compiled the statement of financial position of Langham Court Theatre Society as at August 31, 2018 and the statements of operations and changes in net assets for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Victoria, British Columbia
November 7, 2018

CHARTERED PROFESSIONAL ACCOUNTANTS

LANGHAM COURT THEATRE SOCIETY

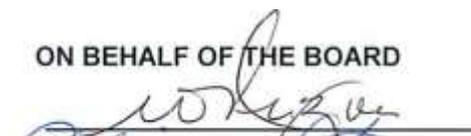
Statement of Financial Position

August 31, 2018

(Unaudited - See Notice To Reader)

	2018	2017
ASSETS		
CURRENT		
Cash	\$ 153,872	\$ 107,578
Restricted cash and short term investments	68,552	67,862
Accounts receivable	9,461	
Prepaid expenses	15,474	13,976
Goods and services tax recoverable	2,345	2,571
	249,704	191,987
CAPITAL ASSETS (Note 4)	17,747	
	\$ 267,451	\$ 191,987
 LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 2,579	\$ 2,469
Employee deductions payable	2,785	
Deferred revenue	93,321	91,044
	98,685	93,513
 NET ASSETS		
Unappropriated net assets	100,214	30,611
Appropriated net assets	68,522	67,863
	168,736	98,474
	\$ 267,451	\$ 191,987

ON BEHALF OF THE BOARD

 _____ Director

 _____ Director

LANGHAM COURT THEATRE SOCIETY

Statement of Operations

Year Ended August 31, 2018

(Unaudited - See Notice To Reader)

	2018	2017
REVENUE		
PRODUCTIONS (Schedule 1)	\$ 305,179	\$ 225,654
GRANT AND DONATION REVENUE		
Donations	23,862	71,132
Federal grants	6,210	
Provincial grants	12,000	20,954
Victoria Foundation	38,154	8,564
	<u>80,226</u>	<u>100,650</u>
OTHER REVENUES		
Coffee bar	34,463	29,809
Costumes	35,406	35,228
Interest income	314	110
Memberships	1,810	2,860
Other income	18,931	8,365
Rental - facilities	17,115	5,040
	<u>108,039</u>	<u>81,412</u>
TOTAL REVENUES	<u>493,444</u>	<u>407,716</u>
EXPENDITURES		
Production expenses (Schedule 1)	119,876	126,401
Administrative expenses (Note 1) Facilities expenses (Note 2)	201,005	161,100
	64,869	68,854
	38,091	26,503
Other expenses (Note 3)		
	<u>423,841</u>	<u>382,858</u>
TOTAL EXPENDITURES		
EXCESS OF REVENUE OVER EXPENDITURES	\$ <u>69,603</u>	\$ <u>24,858</u>

LANGHAM COURT THEATRE SOCIETY

Statement of Changes in Net Assets Year

Ended August 31, 2018 (Unaudited - See

Notice To Reader)

	Unappropriated Net Assets	Appropriated Net Assets	2018	2017
NET ASSETS - BEGINNING OF YEAR	\$ 30,611	\$ 67,863	\$ 98,474	\$ 73,093
Excess of revenue over expenditures	69,603		69,603	24,858
Interest income		689	689	<u>523</u>
NET ASSETS - END OF YEAR	<u>\$ 100,214</u>	<u>\$ 68,552</u>	<u>\$ 168,766</u>	<u>\$ 98,474</u>

LANGHAM COURT THEATRE SOCIETY

Notes to Financial Statements

Year Ended August 31, 2018

(Unaudited - See Notice To Reader)

1. ADMINISTRATIVE EXPENSES

	<u>2018</u>	<u>2017</u>
Amortization	\$ 2,890	\$
Cash over (short)	2,498	(4,219)
Courier services and postage	1,293	1,803
Contracted services	13,833	21,707
Donations	50	50
Honorariums	27,759	10,765
Interest and bank charges	11,210	10,236
Office	6,532	6,772
Photocopying	5,770	4,108
Professional fees	7,724	2,628
Subscriptions	768	258
Telephone	2,276	3,916
Wages and salaries	105,597	90,464
WCB expense	944	1,072
Workshops	11,861	11,540
	<u>\$ 201,005</u>	\$ 161,100

2. FACILITIES EXPENSES

	<u>2018</u>	<u>2017</u>
Electricity	\$ 8,757	\$ 9,954
Garbage	4,187	6,933
Insurance	18,545	17,450
Janitorial	11,481	11,516
Property taxes	126	126

Repairs and maintenance	12,556	7,966
Security	1,535	730
Storage		128
Supplies	5,579	12,456
Utilities	2103	1,595
	<u>\$ 64,869</u>	<u>\$ 68,854</u>

3. OTHER EXPENSES

	<u>2018</u>	<u>2017</u>
Coffee bar expenses	\$ 20,506	\$ 16,827
Membership costs	13,863	5,805
Costume repairs	3,722	3,871
	<u>\$ 38,091</u>	<u>\$ 26,503</u>

LANGHAM COURT THEATRE SOCIETY

Notes to Financial Statements Year

Ended August 31, 2018 *(Unaudited -*

See Notice ToReader)

4. CAPITAL ASSETS

			2018	2017
	Cost	Accumulated amortization	Net book value	Net book value
Building improvements	\$ 5,643	\$ 564	\$ 5,079	\$
Equipment	13,970	2,096	11,874	
Computer equipment	1,024	230	794	
	<u>\$ 20,637</u>	<u>\$ 2,890</u>	\$ 17,747	\$

LANGHAM COURT THEATRE SOCIETY

**Productions
(Schedule 1)**

Year Ended August 31, 2018

(Unaudited - See Notice To Reader)

	2018	2017
REVENUE		
Box office	\$ 194,010	\$ 141,646
Season tickets	1111169	84,008
	3051179	225,654
EXPENSES		
Actors	6,441	2,840
Advertising	45,863	55,634
Costumes for production	4,250	4,713
Flowers	160	130
Lights	2,115	3,668
Makeup	1,123	394
Photography	5,238	4,653
Program expenses	7,518	8,988
Props	1,233	1,373
Public relations	886	844
Reader's Theatre	328	
Refreshments	6,148	4,065
Royalties and scripts	24,202	22,596
Set decor	2,381	1,434
Set materials and services	9,532	11,450
Sound	2,458	3,619
	119,776	126,401
EXCESS OF REVENUE OVER EXPENSES	\$ 185,303	\$ 99,253