

Langham Court Theatre Board Meeting Minutes

Monday, November 19, 2018

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

Regrets: Keith Digby

Guests: Michelle Buck (General Manager), Alan Penty

The meeting was called to order by the President, Kevin Stinson, at 7:00pm

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

Approval of the **October 15, 2018 Board Minutes** - **MOVED** by Sylvia, **SECONDED** by Wendy. **CARRIED.**

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

Action	Person Responsible	Status
Develop safety guidelines for anyone involved with lighting and building	Michelle B and Don Keith	Complete.
Investigate opportunities and resources for raising funds for the theatre	Bill and Michelle B	Ongoing
Investigate reduction in bank fees as a non-profit	Bill	In Progress
Distribute emergency handbook to stage managers, and other key staff for input on the handbook	Don and Michelle B	Ongoing
Develop bylaw amendments for the AGM to remove the odd/even number language around elections.	Michelle B and Bill	Complete
Schedule facilities committee meeting	Kevin	Assigned. Kevin to organize
Get an engineer report looking at window option in the general manager's office	Michelle B	In Progress

Contact Equity to request permission for actors involved in <i>That Elusive Spark</i>	Michelle B	In Progress
Contact accountant for clarification on GST exemption	Michelle B	Complete
Contact Dick about selling membership at AGM	Michelle B	Complete
Contact Vinnie to discuss Life Membership gifts for AGM	Michelle B	Complete
Plan catering for December 15 Christmas Party	Sylvia	Complete

Reports

Production Chair – Alan Penty

Alan presented the proposed 2019/2020 season. The board members were given scripts to read before the next board meeting.

ACTION: All board members will read the scripts provided to make a recommendation to the incoming board.

ACTION: Alan to put a call for directors into the December newsletter

Alan Penty left the meeting at 7:26pm.

Treasurer's Report– Bill Huzar

The financials have been prepared for the AGM. Bill will discuss the current accounting and bookkeeping practices with the incoming board and Jon Scheer.

There was a net increase in total excess revenue from last year of almost \$46k.

ACTION: Appoint Sterling Stanford as next year's accountants for the year-end financials.

General Manager's Report – Michelle Buck

Government House is an option for one of the 90th anniversary events. The venue would be provided; however there would be costs for the event. The committee has put together 4 options for decision.

Discussion included the costs involved and how to make tickets affordable for attendees.

ACTION: Present board feedback to 90th anniversary committee

Michelle attended the Decolonization of the Arts event last week, and recommended Langham Court Theatre stay involved in the conversation as a community theatre.

Discussion centered on Langham's involvement participating in a committee to support refugee families in the area.

MOTION: Allocate \$100 for refugee committee for snacks for next three months. Moved by Wendy, Seconded by Sylvia.

Readers' Theatre – Wendy Merk

The festival was very well received. Wendy is in the process of putting together plays for the next year that have been previously performed at Langham.

Children's Programming – Michelle Mitchell

Michelle and Brian are working on a final proposal for Michelle B and Keith for a week long spring break camp, puppet show performance, and adult puppeteering workshop in the spring.

AGM Prep – Kevin Stinson

Two proposals have been submitted for production chair. Sylvia and Don will check memberships at the box office door. Michelle Buck, Bill Huzar, Joan Huzar, and Dick Newson will be scrutineers.

Michelle B and the board expressed their gratitude to departing board members Wendy Merk and Sylvia Hosie for their time on the board.

The meeting moved in camera at 9pm.

The meeting moved out of camera at 9:10pm.

Adjournment: The meeting adjourned at 9:10 PM by general consent.

Next meeting: Monday, December 10 at 7 PM.

Action Items

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Investigate opportunities and resources for raising funds for the theatre	Bill and Michelle B	Ongoing
Investigate reduction in bank fees as a non-profit	Bill	In Progress
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Schedule facilities committee meeting	Kevin	Assigned. Kevin to organize

Get an engineer report looking at window option in the general manager's office	Michelle B	In Progress
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Get an engineer report looking at window option in the general manager's office	Michelle B	In Progress
Read scripts and provide a recommendation on the proposed season to the incoming board	ALL	Assigned
Put a call for directors in the December newsletter	Alan	Assigned
Appoint Sterling Stanford as next year's accountant for the year-end financials at the AGM	Bill	Assigned
Present board feedback to the 90 th anniversary committee	Michelle B	Assigned