

## Victoria Theatre Guild Board Meeting Minutes

**Monday, October 15, 2018**

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

**Guests:** Michelle Buck (General Manager), Alan Penty

The meeting was called to order by the President, Kevin Stinson, at 7:03pm

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

Approval of the **September 10, 2018 Board Minutes** - **MOVED** by Michelle, **SECONDED** by Don. **CARRIED.**

**Action items brought forward from the September 10, 2018 board meeting:**

<b>Action</b>	<b>Person Responsible</b>	<b>Status</b>
Develop safety guidelines for anyone involved with lighting and building	<b>Michelle B and Don Keith</b>	<b>Don to send to Michelle B for review</b>
Investigate opportunities and resources for raising funds for the theatre	<b>Bill and Michelle B</b>	<b>Ongoing</b>
Investigate reduction in bank fees as a non-profit	<b>Bill</b>	<b>In Progress</b>
Implement training sessions for key staff and volunteers that would be involved in emergency situations.	<b>Don and Michelle B</b>	<b>FOH volunteers completed in September. In Progress with builders and other staff</b>
Distribute emergency handbook to stage managers and other key staff for input on the handbook	<b>Don and Michelle B</b>	<b>Ongoing</b>
Develop bylaw amendments for the AGM to remove the odd/even number language around elections.	<b>Michelle B and Bill</b>	<b>More conversation needs to happen to determine final bylaw changes. Kevin will draft language for comment on suggested changes and send to the board.</b>
<b>Schedule facilities committee meeting</b>	<b>Kevin</b>	<b>Assigned. Kevin to call Michelle B to set up a meeting.</b>

Get an engineer report looking at window option in the general manager's office	<b>Michelle B</b>	<b>In Progress</b>
Post short criteria for life members in the lounge	<b>Michelle B</b>	<b>Complete.</b>

## Reports

*General Manager* – Michelle Buck

Michelle Buck presented the general manager's report.

*Bill Huzar left the meeting at 7:20pm.*

Community Partnership Network rental was very successful.

The Christmas party will be December 15. Discussion included meal options and best way to proceed. Support is needed to assist with the planning of catering for the party.

*Alan Penty joined the meeting at 7:33pm.*

**ACTION: Sylvia will take the lead on planning the catering for the Christmas party**

It was reported that the lighting information sessions have been well attended and received positive feedback.

Discussion on equity practices was brought forward based on proposed casting for *That Elusive Spark*. Four equity actors have been suggested for the cast, which goes against the general 10% rule (for tax purposes). CRA guidelines for charity dictate that 90% of participants must be volunteers to qualify for the GST exemption on ticket sales. Therefore, Langham will have to pay 5% on ticket sales for GST if Equity actors are cast.

**ACTION: Investigate whether the GST exemption is per performance, per production, or per season.**

**MOTION: Understanding that every effort has been made to find local amateur actors, and pending approval from our accountants that LCT will not be charged GST for the remainder to the season, the Board approves the casting of the Equity and Actra performers, subject to Equity approval.**

**MOVED** by Michelle M, seconded by Don to accept the report. **CARRIED.**

**ACTION: Contact Equity to request permission for each of the Equity actors involved, and to determine whether the Actra members are also Equity members.**

*Alan Penty left the meeting at 8:37pm.*

Online ticket sales have been very successful.

**Readers' Theatre**– Wendy Merk

Quinn will direct both plays, *Sham* and *The Boy Comes Home*. Both shows have been cast. Michelle B will do FOH and Sylvia will help usher. Kevin will bartend. Wendy will do the program and will discuss food with Michelle B.

The Readers' Theatre festival will take place again in May.

**AGM**

Kevin is serving as nomination chair. Don and Sylvia will sign members in.

**ACTION: Ask Dick to sell membership at the AGM**

**ACTION: Contact Vinnie about Life Membership gifts**

**Education**

The Playwriting in residence program is moving forward.

**Adjournment:** The meeting adjourned at 9:07 PM by general consent.

**Next meeting:** Monday, November 19 at 7 PM.

**Action Items**

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Schedule facilities committee meeting	<b>Kevin</b>	<b>Assigned. Kevin to call Michelle B to set up a meeting.</b>
Get an engineer report looking at window option in the general manager's office	<b>Michelle B</b>	<b>In Progress</b>
Contact Equity to request permission for actors involved in <i>That Elusive Spark</i>	<b>Michelle B</b>	<b>Assigned</b>
Contact accountant for clarification on GST exemption	<b>Michelle B</b>	<b>Assigned</b>
Contact Dick about selling membership at AGM	<b>Michelle B</b>	<b>Assigned</b>
Contact Vinnie to discuss Life Membership gifts for AGM	<b>Michelle B</b>	<b>Assigned</b>
Plan catering for December 15 Christmas Party	<b>Sylvia</b>	<b>Assigned</b>