

Langham Court Theatre Board Meeting Minutes

Monday, April 8, 2019

Present: Quinn MacTavish, Kara Flanagan, Bill Huzar, Kevin Stinson, David Elendune, Sarah Heyman, Don Keith, Michelle Mitchell and Keith Digby

Regrets: None

Guests: Michelle Buck (General Manager)

The meeting was called to order by the Vice President, Quinn MacTavish, at 7PM

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

Approval of the amended **March 4, 2019 Board Minutes** - **MOVED** by Bill, **SECONDED** by Keith. **CARRIED.**

Finance Committee - Principles of Budget preparation

Bill presented the budget principles on behalf of the finance committee.

ACTION: Bill and Michelle B. to develop a budget for 19/20 season and bring back recommendations.

ACTION: Finance Committee to develop a process around management of reserve funds.

Action Items from March Board Meeting

Action	Person Responsible	Status
Distribute emergency handbook to stage managers, and other key staff for input on the handbook	Don and Michelle B	In progress

Motion to amend safety procedures prior to implementing and make them binding for staff and volunteers while on theatre premises. – **MOVED** by Don, **SECONDED** by Keith.
CARRIED.

ACTION: Amend safety procedures prior to implementing and make them binding for staff and volunteers while on theatre premises

ACTION: Need a safety marshal presentation.

Action	Person Responsible	Status
Get an engineer report looking at window option in the general manager's office	Michelle B	Complete
Schedule facilities committee meeting	Kevin / Michelle B	Complete (meeting held last month)
Review discounts for insurance offered by Volunteer Canada and Theatre BC	Michelle B	Complete (list being assessed)
Finance Committee to confirm bookkeeper.	Bill	Complete
Finance Committee to research terms of investment with the Victoria Foundation and report on progress at next board meeting.	Bill	Complete (more discussions need to be held with the Victoria Foundation)
Michelle B to present financial performance of musicals vs. plays by Langham.	Michelle B	Complete
Production schedule: review the 2020/21 schedule to maximize box office revenue.	David	In Progress
Create a policy on how to incorporate content warnings on Langham's shows.	Alan, David, Michelle M and Michelle B	Complete
Create a google doc folder with letters for the board to review.	Michelle B	Complete
Report on new members coming in from workshops.	Michelle B	In Progress
Babes in Arms policy discussion.	Michelle B	Complete
Review relaxed performance option to support for more accessible performances.	Michelle B / Sarah	In Progress

Motion to implement a policy to not admit babes in arms. – **MOVED** by Kevin, **SECONDED** by Keith. **CARRIED**.

ACTION: Michelle B to inform box office of policy to not admit babes in arms.

Action	Person Responsible	Status
Social Media person needed	Board	In Progress
Education Committee Report	Keith	Completed
Paid Artist Policy Committee	Keith	Tabled - Report to May
Paid Artist Policy Committee - Quinn to check with Kevin on replacing himself with another board member due to Quinn's scheduling conflicts	Quinn	Completed
Paid Artist Policy Committee advertising/newsletter	Michelle B	Completed
90th anniversary parties – planning meeting with Pearl	Michelle B / Sarah	Completed
Ombudspersons Report	Michelle B	Tabled to May
Ombudsperson Report: Ongoing Discussion on Inclusivity and Diversity	All	Tabled to May
Ombudsperson Report Recommendations: Code of Conduct, Director's Guide and Production Chair	All	Tabled to May
Safety Committee report is completed but the discussion is tabled to April meeting.	Michelle B	Completed
Committees Chairs: Membership and Volunteers; HR; Strategic Planning; Play Selection and Publicity	All	In Progress
Thank you letters	Don	Completed
Life Committee – new member needed	Kevin	Completed

Reports

Production Chair – Michelle B

A discussion was held on the review of new plays for consideration in our season. Keith suggested a process be in place to review a new play such as asking the playwright whether a workshop has taken place with professional dramaturgs and who attended such workshop and their feedback. The Board discussed considerations such as other support the playwright has sought out including grants (e.g. to produce their play / host a workshop).

ACTION: Michelle B to provide feedback to Production Chair.

Treasurer's Report– Bill Huzar

Bill presented a financial report.

General Manager's Report – Michelle B

Michelle discussed her report including upcoming grants due.

Motion to accept GM's report. – **MOVED** by Quinn, **SECONDED** by Keith. **CARRIED**.

Children's Programming – Michelle M

Michelle M discussed the programming.

ACTION: Michelle M will work with Keith on a plan for a summer children's program.

Education – Keith

Keith discussed having some late summer / early fall workshops including a legacy workshop. Shakespeare, audition and accent workshops were also discussed. A continuation of the playwrights unit was discussed with unanimous support.

The tragedy competition exceeded expectations and was well received by the community.

ACTION: Email workshops ideas to Keith.

Paid Artist Policy Committee – Quinn – tabled to May

90th Anniversary Parties – Sarah

Sarah discussed the upcoming events in celebration of the 90th anniversary.

Ombudsperson Report - tabled to May

Safety Committee - Completed

New Business

Discussion on board facilitation session and mandate / theme -Tabled to May

The board discussed what may be needed in future facilitations sessions. Goals need to be set before the Board commits to a future session.

Thank you letters – Completed

Committee Chairs

ACTION: Kara to strike HR committee with co-chair support from Michelle M and input from Bill.

ACTION: David to launch a publicity committee with support/recommendations by the Board and Michelle B.

ACTION: Table discussion on strategic planning committee to May.

ACTION: Table discussion on play committee and reporting structure

Move in Camera: Motion to move in camera at 9:40PM. – **MOVED** by Bill, **SECONDED** by Kevin. **CARRIED**.

Move out of Camera: Motion to move out of camera at 10:15PM. – **MOVED** by Bill, **SECONDED** by Kevin. **CARRIED**.

Adjournment: Motion to adjourn at 10:20PM. – **MOVED** by Keith, **SECONDED** by David. **CARRIED**.

Next meeting: Monday, May 13 at 7 PM.

Action Items

Action	Person Responsible	Status
Develop a budget for 19/20 season and bring back recommendations	Bill and Michelle B.	Assigned
Develop a process around management of reserve funds.	Finance Committee	Assigned
Amend safety procedures prior to implementing and make them binding for staff and volunteers while on theatre premises	Don and Michelle B	Assigned
Need a safety marshal presentation	Don and Michelle B	Assigned
Production schedule: review the 2020/21 schedule to maximize box office revenue.	David	In Progress
Report on new members coming in from workshops.	Michelle B	In Progress
Review relaxed performance option to support for more accessible performances.	Michelle B / Sarah	In Progress
Inform box office of policy to not admit babes in arms.	Michelle B	Assigned
Social Media person needed	Board	In Progress
Paid Artist Policy Committee	Keith	Tabled - Report to May
Ombudspersons Report	Michelle B	Tabled to May
Ombudsperson Report: Ongoing Discussion on Inclusivity and Diversity	All	Tabled to May

Ombudsperson Report Recommendations: Code of Conduct, Director's Guide and Production Chair	All	Tabled to May
Michelle to provide feedback to Production Chair.	Michelle B	Assigned
Create a plan for a summer children's program.	Michelle M will work with Keith	Assigned
Email workshops ideas to Keith.	Board	Assigned
Discussion on board facilitation session and mandate / theme	Board	Tabled to May
Kara to strike HR committee with co-chair support from Michelle M and input from Bill.	Kara	Assigned
David to launch a publicity committee with support/recommendations by the Board and Michelle B	David	Assigned
Discussion on strategic planning committee to May.	Board	Tabled to May
Table discussion on play committee and reporting structure	Board	Tabled