

Langham Court Theatre Board Meeting Minutes

Monday, January 21, 2019

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

Guests: Michelle Buck (General Manager)

The meeting was called to order by the President, Michelle Mitchell, at 7:00pm

Approval of the amended **Agenda** – **MOVED** by Sarah, **SECONDED** by Don. **CARRIED.**

Approval of the **December 10, 2018 Board Minutes** - **MOVED** by Keith, **SECONDED** by Sarah. **CARRIED.**

Action items brought forward from the December 10, 2019 board meeting:

Action	Person Responsible	Status
Investigate opportunities and resources for raising funds for the theatre	Bill and Michelle B	Ongoing
Distribute emergency handbook to stage managers, and other key staff for input on the handbook	Don and Michelle B	January.
Schedule facilities committee meeting	Kevin	Assigned.
Get an engineer report looking at window option in the general manager's office	Michelle B	In Progress
Ombudsperson Report Recommendations: Code of Conduct, Director's Guide and Production Chair	All	Table discussion for a future board meeting (after strategic planning session)
Ombudsperson Report: Ongoing Discussion on Inclusivity and Diversity	All	Meeting on Feb 21st. Board members are encouraged to attend.
Review Director and Officers' insurance	Michelle B / Kara	Assigned
Determine whether Langham can secure the rights to produce a musical.	Michelle B / Alan	Complete

Determine whether the cast of a show can be expanded (ask playwright).	Alan	Assigned
Determine the status of royalties for a show.	Alan	Assigned
Determine the status of royalties for Little Foxes.	Michelle B / Wendy	Complete
Finance Committee to confirm bookkeeper	Bill	Assigned
Get QuickBooks online and report on progress at next board meeting.	Bill	Complete
Finance Committee to research terms of investment with the Victoria Foundation and report on progress at next board meeting.	Bill	Assigned
Finance Committee to present a profit and loss statement for next board meeting.	Bill	Assigned
Committees: Membership and Volunteers; HR; Strategic Planning; Play Selection and Publicity	All	Need to assign each of these or table discussion for a future board meeting (following strategic planning session)
Buy \$100 gift cards for staff.	Michelle B	Complete
Discuss children's programming.	Michelle B / Keith	Complete
Create a policy on how to incorporate content warnings on Langham's shows.	Alan, David, Michelle M and Michelle B	Assigned
Form a committee to examine Langham's current paid artist policy.	Michelle B to confirm Committee Chair	Assigned to Keith.
Respond to emails concerning equity cast members Langham's current paid artist policy.	Michelle M	Complete
Setup email for Michelle M boardpresident@langham.ca	Michelle B	Complete

ACTION: Michelle B to bring a facilitator to the March board meeting to support strategic planning.

ACTION: Michelle B to review discounts for insurance offered by Volunteer Canada.

ACTION: Michelle M to forward emails concerning equity cast members to Keith.

Reports

Production Chair – Michelle B

Michelle B presented the amended 2019/2020 season.

Motion to approve new season as amended. – **MOVED** by Kevin, **SECONDED** by Don.
CARRIED.

ACTION: Michelle B to present financial performance of musicals vs. plays by Langham.

Treasurer's Report– Bill Huzar

Bill presented a profit and loss statement and discussed Quickbooks online and the upcoming finance committee meeting Tuesday January 29th to discuss budgets.

ACTION: Kara to track action items related to financials in a parallel document to meeting minutes for Michelle B.

ACTION: Michelle M to sign off on last 4 years of financials in preparation for upcoming gaming grant application.

General Manager's Report – Michelle B

Michelle discussed her report including upcoming dates, updates and discussions.

ACTION: Michelle B to report on new members coming in from workshops.

Children's Programming – Michelle M

Michelle B discussed the week long spring break camp.

Education – Keith

Keith discussed the playwright units, cabarets and international playwright competition.

90th Anniversary Parties – Quinn

Quinn discussed the upcoming anniversary party on Friday February 8th 5:30-7:30: cocktail party at Government House.

ACTION: David to call taxi companies about the upcoming event at Government House.

New Business

Paid Artist Policy Committee -Keith

Keith has formed a committee, as per the recommendation of the board at the December meeting, to review the paid artist policy.

ACTION: Michelle B to check in with ombudspersons about a debrief for next board meeting.

ACTION: Michelle B to create a google doc folder with letters for the board to review.

Adjournment: Motion to adjourn at just after 9PM. – **MOVED** by Sarah, **SECONDED** by Quinn. **CARRIED.**

Next meeting: Monday, February 11 at 7 PM.

Action Items

Action	Person Responsible	Status
Distribute emergency handbook to stage managers, and other key staff for input on the handbook	Don and Michelle B	January.
Get an engineer report looking at window option in the general manager's office	Michelle B	In Progress
Ombudsperson Report: Ongoing Discussion on Inclusivity and Diversity	All	Meeting on Feb 21st. Board members are encouraged to attend.
Review Director and Officers' insurance	Michelle B / Kara	Assigned
Review discounts for insurance offered by Volunteer Canada.	Michelle B	Assigned
Determine whether the cast of a show can be expanded (ask playwright).	Alan	Assigned
Determine the status of royalties for a show.	Alan	Assigned
Finance Committee to confirm bookkeeper.	Bill	Offer role to John first.
Finance Committee to research terms of investment with the Victoria Foundation	Bill	January

and report on progress at next board meeting.		
Finance Committee to present a profit and loss statement for next board meeting.	Bill	Assigned
Track action items related to financial motions in a parallel document to meeting minutes for Michelle B.	Kara	Assigned
Sign off on last 3 years of financials in preparation for upcoming gaming grant application.	Michelle M	Assigned
Michelle B to present financial performance of musicals vs. plays by Langham.	Michelle B	Assigned
Forward emails concerning equity cast members to Keith.	Michelle M	Assigned
Create a policy on how to incorporate content warnings on Langham's shows.	Alan, David, Michelle M and Michelle B	Assigned
Check in with ombudspersons about a debrief for next board meeting.	Michelle B	Assigned
Create a google doc folder with letters for the board to review.	Michelle B	Assigned
Report on new members coming in from workshops.	Michelle B	Assigned
David to call taxi companies about the upcoming event at Government House.	David	Assigned
Bring a facilitator to the March board meeting to support strategic planning.	Michelle B	Assigned
Schedule facilities committee meeting	Kevin / Michelle B	Assigned.
Ombudsperson Report Recommendations: Code of	All	Table discussion for a future board meeting

Conduct, Director's Guide and Production Chair		(after strategic planning session)
Committees: Membership and Volunteers; HR; Strategic Planning; Play Selection and Publicity	All	Table discussion for a future board meeting (after strategic planning session)