

## Langham Court Theatre Board Meeting Minutes

**Monday, March 4, 2019**

**Present:** Quinn MacTavish, Kara Flanagan, Bill Huzar, Kevin Stinson, David Elendune and Sarah Heyman

**Regrets:** Don Keith, Michelle Mitchell and Keith Digby

**Guests:** Michelle Buck (General Manager)

The meeting was called to order by the Vice President, Quinn MacTavish, at 9:03pm

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

Approval of the amended **January 21, 2019 Board Minutes** - **MOVED** by Keith,  
**SECONDED** by Sarah. **CARRIED.**

<b>Action</b>	<b>Person Responsible</b>	<b>Status</b>
Distribute emergency handbook to stage managers, and other key staff for input on the handbook	<b>Don and Michelle B</b>	<b>In progress</b>
Get an engineer report looking at window option in the general manager's office	<b>Michelle B</b>	<b>In Progress</b>
Ombudsperson Report: Ongoing Discussion on Inclusivity and Diversity	<b>All</b>	<b>Tabled (discussion of meeting on Feb 21<sup>st</sup>)</b>
Review Director and Officers' insurance	<b>Michelle B / Kara</b>	<b>Completed</b>
Review discounts for insurance offered by Volunteer Canada and Theatre BC	<b>Michelle B</b>	<b>In Progress</b>
Determine whether the cast of a show can be expanded (ask playwright).	<b>Alan</b>	<b>Completed</b>
Determine the status of royalties for a show.	<b>Alan</b>	<b>Completed</b>
Finance Committee to confirm bookkeeper.	<b>Bill</b>	<b>August</b>

Finance Committee to research terms of investment with the Victoria Foundation and report on progress at next board meeting.	<b>Bill</b>	<b>Meeting to be setup with Victoria Foundation</b>
Finance Committee to present a profit and loss statement for next board meeting.	<b>Bill</b>	<b>Completed</b>
Track action items related to financials in a parallel document to meeting minutes for Michelle B.	<b>Kara</b>	<b>Completed</b>
Sign off on last 4 years of financials in preparation for upcoming gaming grant application.	<b>Michelle M</b>	<b>Completed</b>
Michelle B to present financial performance of musicals vs. plays by Langham.	<b>Michelle B</b>	<b>In Progress</b>
Forward emails concerning equity cast members to Keith.	<b>Michelle M</b>	<b>Completed</b>
Create a policy on how to incorporate content warnings on Langham's shows.	<b>Alan, David, Michelle M and Michelle B</b>	<b>In Progress</b>
Ombudspersons Report	<b>Michelle B</b>	<b>Tabled</b>
Create a google doc folder with letters for the board to review.	<b>Michelle B</b>	<b>In Progress</b>
Report on new members coming in from workshops.	<b>Michelle B</b>	<b>In Progress</b>
David to call taxi companies about the upcoming event at Government House.	<b>David</b>	<b>Completed</b>
Bring a facilitator to the March board meeting to support strategic planning.	<b>Michelle B</b>	<b>Completed</b>
Schedule facilities committee meeting	<b>Kevin / Michelle B</b>	<b>Meeting to be set</b>
Ombudsperson Report Recommendations: Code of	<b>All</b>	<b>Table discussion for a future board meeting</b>

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)

## Reports

### *Production Chair* – Michelle B

Michelle B presented the production schedule for the 2019/2020 season.

**ACTION: David suggested reviewing the 2020/21 schedule to maximize box office revenue.**

Motion to approve production schedule. – **MOVED** by Kevin, **SECONDED** by Sarah. **CARRIED.**

### *Treasurer's Report*– Bill Huzar

Bill presented a financial report.

Motion to approve the financial report. – **MOVED** by Bill, **SECONDED** by Kevin. **CARRIED.**

### *General Manager's Report* – Michelle B

Michelle discussed her report including her search for a new photographer.

**ACTION: Board to email suggestions for a volunteer social media expert / newsletter editor to Michelle B.**

**ACTION: Michelle B to look into a policy for babes in arms.**

**ACTION: Michelle B and Sarah to discuss relaxed performance and accessible performances.**

Motion to accept GM's report. – **MOVED** by Kara, **SECONDED** by Kevin. **CARRIED.**

### *Children's Programming* – Michelle B

Michelle B discussed postponing the spring break camp to summer.

### *Education* – Tabled

**ACTION: Education report is tabled to April meeting.**

### *Paid Artist Policy Committee* – Quinn

Quinn resigned from committee due to scheduling conflicts. Quinn will check with Kevin on his replacement.

**ACTION: Quinn to check with Kevin on his replacement.**

**ACTION: Advertise the committee meetings in the newsletter.**

**ACTION: Report tabled to April.**

*90th Anniversary Parties – Quinn*

Quinn discussed the need for Michelle B, Pearl and Sarah to meet to discuss some items with respect to the 90<sup>th</sup> anniversary parties.

**ACTION: Michelle B, Pearl and Sarah to meet to discuss some items with respect to the 90th anniversary parties.**

*Ombudsperson Report - Tabled*

**ACTION: Ombudsperson report is tabled to April meeting.**

*Safety Committee - Tabled*

**ACTION: Safety Committee report is completed but the discussion is tabled to April meeting.**

*New Business*

*Thank you letters – Tabled*

**ACTION: Table discussion on thank you letters to April meeting.**

*Committee Chairs – Tabled*

**ACTION: Table discussion on committee chairs to April meeting.**

*Life Committee*

New member needed. Kevin volunteered.

**ACTION: Kevin to join Life Committee.**

**Move in Camera:** Motion to move in camera at 9:35PM. – **MOVED** by Kara, **SECONDED** by Sarah. **CARRIED.**

**Move out of Camera:** Motion to move out of camera at 9:43PM. – **MOVED** by Kara, **SECONDED** by Kevin. **CARRIED.**

**Adjournment:** Motion to adjourn at 9:45PM. – **MOVED** by Kara, **SECONDED** by Kevin. **CARRIED.**

**Next meeting:** Monday, April 8 at 7 PM.

**Future events:** Meet and greet on Thursday March 21<sup>st</sup>.

### **Action Items**

<b>Action</b>	<b>Person Responsible</b>	<b>Status</b>
Distribute emergency handbook to stage managers, and other key staff for input on the handbook	<b>Don and Michelle B</b>	<b>In progress</b>
Get an engineer report looking at window option in the general manager's office	<b>Michelle B</b>	<b>In Progress</b>
Schedule facilities committee meeting	<b>Kevin / Michelle B</b>	<b>Meeting to be set</b>
Review discounts for insurance offered by Volunteer Canada and Theatre BC	<b>Michelle B</b>	<b>Assigned</b>
Finance Committee to confirm bookkeeper.	<b>Bill</b>	<b>August</b>
Finance Committee to research terms of investment with the Victoria Foundation and report on progress at next board meeting.	<b>Bill</b>	<b>Meeting to be setup with Victoria Foundation</b>
Michelle B to present financial performance of musicals vs. plays by Langham.	<b>Michelle B</b>	<b>In Progress</b>
Production schedule	<b>David</b>	<b>David suggested discussing/reviewing the 2020/21 schedule to maximize box office revenue.</b>
Create a policy on how to incorporate content warnings on Langham's shows.	<b>Alan, David, Michelle M and Michelle B</b>	<b>In Progress</b>
Create a google doc folder with letters for the board to review.	<b>Michelle B</b>	<b>In Progress</b>

Report on new members coming in from workshops.	<b>Michelle B</b>	<b>In Progress</b>
Babes in Arms	<b>Michelle B</b>	<b>Michelle B to look into a policy for babes in arms.</b>
Relaxed performance	<b>Michelle B / Sarah</b>	<b>Michelle B to discussed relaxed performances and support for more accessible performances.</b>
Social Media person needed	<b>Board</b>	<b>Email suggestions for a volunteer social media expert / newsletter editor to Michelle B</b>
Education Committee Report	<b>Keith</b>	<b>Tabled to April</b>
Paid Artist Policy Committee	<b>Keith</b>	<b>Tabled - Report in April</b>
Paid Artist Policy Committee	<b>Quinn</b>	<b>Quinn to check with Kevin on replacing himself with another board member due to Quinn's scheduling conflicts</b>
Paid Artist Policy Committee	<b>Michelle B</b>	<b>Michelle B to let Kathy know about meetings / town hall (advertise in newsletter)</b>
90th anniversary parties	<b>Michelle B / Sarah</b>	<b>Plan a meeting to discuss some party planning with Pearl.</b>
Ombudspersons Report	<b>Michelle B</b>	<b>Tabled</b>
Ombudsperson Report: Ongoing Discussion on Inclusivity and Diversity	<b>All</b>	<b>Tabled (discussion of meeting on Feb 21<sup>st</sup>)</b>
Ombudsperson Report Recommendations: Code of Conduct, Director's Guide and Production Chair	<b>All</b>	<b>Table discussion for a future board meeting (after strategic planning session)</b>
Safety Committee report is completed but the discussion is tabled to April meeting.	<b>Michelle B</b>	<b>Tabled - Report in April</b>
Committees Chairs: Membership and Volunteers; HR; Strategic Planning; Play Selection and Publicity	<b>All</b>	<b>Table discussion for a future board meeting (after strategic planning session)</b>
Thank you letters	<b>Don</b>	<b>Tabled - discuss in April</b>
Life Committee	<b>Kevin</b>	<b>Kevin to join committee</b>