

## Langham Court Theatre Board Meeting Minutes

**Monday, August 12, 2019**

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

**Regrets:** Bill Huzar

**Guests:** Michelle Buck (General Manager), and guests: Finn Archinuk and Angela Henry

The meeting was called to order by the President, Michelle Mitchell, at 6:58PM

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

Approval of the amended **June 2019 Board Minutes.** **CARRIED.**

### **Report from Ombudsperson**

Angela Henry presented her report including the following recommendations to the Board.

1. We need a Production Manager
  - Ongoing set construction and painting issues
2. Production chairs need to know the scripts well enough to plan ahead for extra rehearsal time, set building/painting time, crew demands, casting issues. Before a season is set, meet with the “production manager”.
3. We need a Code of Conduct

**Action: Michelle M to work with Ombudspeople on some of the recommendations to the board.**

**Action: Kara to draft a Code of Conduct for Langham.**

### **Action Items from June Board Meeting**

<b>Action</b>	<b>Person Responsible</b>	<b>Status</b>
Develop a process around management of reserve funds.	<b>Finance Committee</b>	<b>Deferred to after budget</b>
Amend safety procedures prior to implementing and make them binding for staff and volunteers while on theatre premises	<b>Don and Michelle B</b>	<b>Deferred (further work needed including a meeting with volunteers)</b>
Need a safety marshal presentation	<b>Don and Michelle B</b>	<b>Deferred (following meeting with volunteers)</b>
Production schedule: review the 2020/21 schedule to maximize box office revenue.	<b>David</b>	<b>Tabled (greater discussion needed or a sub committee to discuss)</b>

Review relaxed performance option to support for more accessible performances.	<b>Michelle B / Sarah</b>	<b>In Progress</b>
Meet with Wendy to discuss promotional support for Reader's Theatre	<b>Michelle B</b>	<b>In Progress</b>
Ombudspersons Report	<b>Michelle B</b>	<b>On agenda</b>
Ombudsperson Report: Ongoing Discussion on Inclusivity and Diversity	<b>All</b>	<b>On agenda</b>
Ombudsperson Report Recommendations: Code of Conduct, Director's Guide and Production Chair	<b>All</b>	<b>On agenda</b>
Create a plan for a summer children's program.	<b>Michelle M and Keith</b>	<b>Deferred</b>
Discussion on board facilitation session and mandate / theme	<b>Board</b>	<b>Deferred</b>
Discussion on strategic planning committee.	<b>Board</b>	<b>Deferred</b>
Table discussion on play committee and reporting structure. Create a proposal on a regular report back to the board by the play committee chair or co-chair	<b>Keith</b>	<b>Deferred</b>
Keith to write a few lines to explain why we don't need another survey. We have the data from the previous survey. MB will send to Reader's Committee.	<b>Michelle B and Keith</b>	<b>Deferred</b>
The refinement of protocol document will be passed to the Paid Artist Policy Committee for approval, then back to board and membership.	<b>Paid Artist Policy Committee</b>	<b>On agenda</b>
David to strike publicity committee in September.	<b>David</b>	<b>On agenda in September</b>

## Reports

### *Treasurer's Report*– Michelle B

Michelle B. presented the Treasurer's report and passed on Bill's comments that he felt Langham is in a strong financial position.

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

Michelle presented her report and the need for a social media person to replace the summer intern. The Risk Theatre public presentation has been postponed to Oct. 18-20.

### *Paid Artist Policy Committee* – Keith

The Paid Artist Committee has had several meetings and came to a consensus on its recommendations. Keith will be circulating its recommendations to the Board for review and before they are publicly disclosed on Langham's website.

**ACTION: Keith to circulate the Paid Artist Committee's recommendations to the Board.**

### *Education* – Keith

Keith discussed a number of upcoming workshops including accents, auditions, Shakespeare acting and directing, and lighting in addition to the playwright's unit.

**ACTION: Michelle B to check with Victoria Foundation on funding for a new playwright in residence.**

### *Publicity Committee and Play Scheduling Report* - David

David presented a schedule of how the season could evolve to take advantage of Christmas and Valentines holidays, etc. Michelle B said that Jon and Sylvia do not want to amend their schedules for the upcoming season.

David to strike publicity committee in September.

### *New Business*

#### 1. *Policy on supporting emerging artists and co-productions* - Kara

Although no policy exists to date, the Board discussed some of the work done to support smaller companies and artists. David suggested that Jazz P@ge (playwrights collective) could be something supported by Langham.

**ACTION: Finn is going to circulate info to the board on Langham's policies on rentals.**

**ACTION: Michelle B to circulate some info to the Board on Langham's outreach on new and emerging artists and co-productions.**

#### 2. *Member feedback* – Quinn

Quinn is going to host a membership feedback / Q&A night. A discussion on whether this should be a regular event every 2-3 months. Michelle B will be supporting Quinn with a small budget for this first event.

**ACTION: Quinn is going to host a membership feedback / Q&A night.**

### **3. Prep for AGM - Michelle M**

Michelle M. noted that Kara, Bill and Keith's positions will be up for election. Kara noted that the bylaws stated the secretary's position was a 2 year term. It then appears the bylaws given to Kara (and possibly other new board members) were old and contained incorrect information.

**ACTION: Michelle B to circulate the correct bylaws to Kara and other board members who were provided incomplete / old binders.**

### **4. Staff appreciation dinner - Michelle M**

A discussion on the next board meeting was held on combining the meeting with a staff appreciation dinner. More info. to follow.

**ACTION: Michelle M to send an update on staff appreciation dinner combined with next board meeting.**

**IN CAMERA SESSION.**

**Adjournment:** Meeting adjourned at 9:30PM – **MOVED** by David, **SECONDED** by Sarah. **CARRIED.**

**Next meeting:** Monday September 9 – time TBD / location TBD.

**Upcoming AGM:** Sunday Nov. 24th

### **Action Items**

<b>Action</b>	<b>Person Responsible</b>	<b>Status</b>
Develop a process around management of reserve funds.	<b>Finance Committee</b>	<b>Deferred to after budget</b>
Amend safety procedures prior to implementing and make them binding for staff and volunteers while on theatre premises	<b>Don and Michelle B</b>	<b>Deferred (further work needed including a meeting with volunteers)</b>
Need a safety marshal presentation	<b>Don and Michelle B</b>	<b>Deferred (following meeting with volunteers)</b>
Production schedule: review the 2020/21 schedule to maximize box office revenue.	<b>David</b>	<b>Completed</b>

Review relaxed performance option to support for more accessible performances.	<b>Michelle B / Sarah</b>	<b>In Progress</b>
Meet with Wendy to discuss promotional support for Reader's Theatre	<b>Michelle B</b>	<b>In Progress</b>
Create a plan for a summer children's program.	<b>Michelle M and Keith</b>	<b>Deferred</b>
Discussion on board facilitation session and mandate / theme	<b>Board</b>	<b>Deferred</b>
Discussion on strategic planning committee.	<b>Board</b>	<b>Deferred</b>
Table discussion on play committee and reporting structure. Create a proposal on a regular report back to the board by the play committee chair or co-chair	<b>Keith</b>	<b>Deferred</b>
Keith to write a few lines to explain why we don't need another survey. We have the data from the previous survey. MB will send to Reader's Committee.	<b>Michelle B and Keith</b>	<b>Deferred</b>
David to strike publicity committee in September.	<b>David</b>	<b>On agenda in September</b>
Michelle M to work with Ombudspersons on their recommendations	<b>Michelle M</b>	<b>Assigned</b>
Kara volunteered to write a Code of Conduct for Langham	<b>Kara</b>	<b>Assigned</b>
Keith to circulate the Paid Artist Committee's recommendations to the Board.	<b>Keith</b>	<b>Assigned</b>
Check with Victoria Foundation on funding for a new playwright in residence.	<b>Michelle B</b>	<b>Assigned</b>
Finn is going to circulate info to the board on Langham's policies on rentals	<b>Finn</b>	<b>Assigned</b>

Circulate some info to the Board on Langham's outreach on new and emerging artists and co-productions.	<b>Michelle B</b>	<b>Assigned</b>
Quinn is going to host a membership feedback / Q&A night.	<b>Quinn</b>	<b>Assigned</b>
Circulate the correct bylaws to Kara and other board members who were provided incomplete / old binders.	<b>Michelle B</b>	<b>Assigned</b>
Send an update on staff appreciation dinner combined with next board meeting.	<b>Michelle M</b>	<b>Assigned</b>
Send contracts to HR Committee members	<b>Michelle B</b>	<b>Assigned</b>