

Langham Court Theatre Board Meeting Minutes

Monday, June 10, 2019

Present: Kara Flanagan, Michelle Mitchell, Keith Digby, Quinn MacTavishDavid Elendune, Sarah Heyman and Don Keith

Regrets: Bill Huzar and Kevin Stinson

Guests: Michelle Buck (General Manager) and David Biltek (guest)

The meeting was called to order by the President, Michelle Mitchell, at 7PM

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

Approval of the **April 2019 Board Minutes** **MOVED** by Keith, **SECONDED** by Sarah.
CARRIED.

Approval of the **May 2019 Board Minutes** **MOVED** by Keith, **SECONDED** by David.
CARRIED.

Action Items from May Board Meeting

Action	Person Responsible	Status
Develop a budget for 19/20 season and bring back recommendations	Bill and Michelle B.	Completed
Develop a process around management of reserve funds.	Finance Committee	Deferred to after budget
Amend safety procedures prior to implementing and make them binding for staff and volunteers while on theatre premises	Don and Michelle B	Deferred (further work needed including a meeting with volunteers)
Need a safety marshal presentation	Don and Michelle B	Deferred (following meeting with volunteers)
Production schedule: review the 2020/21 schedule to maximize box office revenue.	David	Tabled (greater discussion needed or a sub committee to discuss)
Review relaxed performance option to support for more accessible performances.	Michelle B	In Progress
Inform box office of policy to not admit babes in arms.	Michelle B	Completed

Provide feedback to graphics designer on poster.	Michelle B	Completed
Meet with Wendy to discuss promotional support for Reader's Theatre	Michelle B	In Progress
Michelle B. is going to call CBC and Monday magazine to do an article about this in the paper.	Michelle B	Marketing in progress as part of ongoing work for playwrights unit
Paid Artist Policy Committee – Email Board decision	Keith	Discussed in reports
Ombudspersons Report	Michelle B	Tabled to August
Ombudsperson Report: Ongoing Discussion on Inclusivity and Diversity	All	Tabled to August
Ombudsperson Report Recommendations: Code of Conduct, Director's Guide and Production Chair	All	Tabled to August
Create a plan for a summer children's program.	Michelle M and Keith	Deferred
Discussion on board facilitation session and mandate / theme	Board	Deferred
David to launch a publicity committee with support/recommendations by the Board and Michelle B	David	Intern hired.
Discussion on strategic planning committee.	Board	Deferred
Table discussion on play committee and reporting structure	Keith	Create a proposal on a regular report back to the board by the play committee chair or co-chair
Approve April Minutes	Board	Approved

Reports

Treasurer's Report– Bill Huzar

Bill discussed some ideas for raising ticket prices for season 2020/21. David Biltek presented the finance committee ideas and suggestions. There will be a written report. Michelle B.

presented the budget. APPROVAL of budget. MOVED by David. SECONDED by Quinn. CARRIED. David Biltek left at 8:19pm

General Manager's Report – Michelle B

ACTION: 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.

Paid Artist Policy Committee – Keith

The Paid Artist Committee meeting is coming up and the Committee's recommended policy of not paying artists will be presented. Info meeting – Paid Artist Protocol June 24. Refinement of protocol document in progress.

ACTION: The refinement of protocol document will be passed to the Paid Artist Policy Committee for approval, then back to board and membership.

Education – Keith

Round table read of Playwright in Residence Jason Vikse's work. Then a public staged reading.

ACTION: David to strike publicity committee in September.

UPDATES on 90th Anniversary Volunteer Appreciation and Wrap Up party.

IN CAMERA SESSION.

Adjournment: Meeting adjourned at 9:28PM.

Next meeting: Monday August 12 at 7 PM.

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Meet with Wendy to discuss promotional support for Reader's Theatre	Michelle B	In Progress
Ombudspersons Report	Michelle B	Tabled to August
Ombudsperson Report: Ongoing Discussion on Inclusivity and Diversity	All	Tabled to August
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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.	Michelle B and Keith	Assigned
The refinement of protocol document will be passed to the Paid Artist Policy Committee for approval, then back to board and membership.	Paid Artist Policy Committee	Assigned
David to strike publicity committee in September.	David	Assigned