

Langham Court Theatre Board Meeting Minutes

Monday, September 9, 2019

Present: Michelle Mitchell, Kara Flanagan, Bill Huzar, Quinn MacTavish, Sarah Heyman and Kevin Stinson

Regrets: Keith Digby, David Elendune and Don Keith

Guests: Michelle Buck (General Manager)

The meeting was called to order by the President, Michelle Mitchell, at 6:01PM

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

Approval of the amended **August 2019 Board Minutes**. – **MOVED** by Sarah, **SECONDED** by Quinn. **CARRIED**.

Action Items from August Board Meeting

Action	Person Responsible	Status
Develop a process around management of reserve funds.	Finance Committee	Deferred to Oct. meeting
Amend safety procedures prior to implementing and make them binding for staff and volunteers while on theatre premises. Meeting needs to be held with staff/volunteers.	Michelle B	Assigned
Need a safety marshal presentation	Michelle B	Assigned
Review relaxed performance option to support for more accessible performances.	Michelle B / Sarah	Review and report back in Mar 2020
Meet with Wendy to discuss promotional support for Reader's Theatre	Michelle B	In Progress
Discussion on board facilitation session and mandate / theme	Board	Deferred to after AGM
Discussion on strategic planning committee.	Board	Deferred to after AGM
Table discussion on play committee and reporting structure. Create a proposal on a regular report back to the board	Keith	Deferred

by the play committee chair or co-chair		
Write a few lines to explain why we don't need another survey. Send to Reader's Committee.	Michelle B	Assigned
David to strike publicity committee in September.	David	Completed
A small committee will work with Ombudspersons on their recommendations.	Michelle M / Kevin	Assigned
Kara volunteered to write a Code of Conduct for Langham	Kara	Completed
Keith to circulate the Paid Artist Committee's recommendations to the Board.	Keith / Michelle B	Assigned
Check with Victoria Foundation on funding for a new playwright in residence.	Michelle B	Completed
Finn is going to circulate info to the board on Langham's policies on rentals	Finn	Completed
Circulate some info to the Board on Langham's outreach on new and emerging artists and co-productions.	Michelle B	Completed
Quinn is going to host a membership feedback / Q&A night.	Quinn	Completed
Circulate the correct bylaws to Kara and other board members who were provided incomplete / old binders.	Michelle B	Completed
Send an update on staff appreciation dinner combined with next board meeting.	Michelle M	Completed
Send contracts to HR Committee members	Michelle B	In Progress

Reports

Treasurer's Report–Bill

Bill discussed the need for 3 reserve funds for equipment, operating and the building. In addition, Bill discussed a new subcommittee being proposed to establish funds for Langham, i.e. a legacy fund / bequests. The Board discussed the status of Langham's fund with the Victoria Foundation. The Finance Committee monitors this fund as part of its mandate.

ACTION: Bill to circulate the following two motions with respect to the Finance Committee. The Minutes will be amended in the next board meeting whether these motions are carried or not.

MOTION 1: The Board approve the establishment of a Fund Development subcommittee of the Finance Committee to develop an Implementation Plan for the funding the Reserve Funds.

Approval of Motion 1 – **MOVED** by Bill, **SECONDED** by Kara. **CARRIED**.

MOTION 2: The Board approve David Biltek as lead on the introduction of the Fund Development proposal as attached.

Approval of Motion 2 – **MOVED** by Bill, **SECONDED** by Kara. **CARRIED**.

General Manager's Report – Michelle B

Michelle presented her report. Quinn suggested that the upcoming members meeting could generate interest for a membership committee. The Board suggested that we put the value of the Langham membership in the newsletter (e.g. right to vote, attend special events and reduced cost of workshops).

ACTION: Table discussion on membership fees and recruitment to after AGM.

MOTION: spend up to \$5K on a storage container.
MOVED by Quinn. Seconded by Sarah. Carried.

MOTION: spend up to \$5K on painting the front of the building in July 2020.
MOVED by Sarah. Seconded by Quinn. Carried.

Publicity Committee and Play Scheduling Report – David – deferred to October

New Business

1. Code of Conduct – Kara – deferred to October

2. Ombudsperson support – volunteers needed - Michelle M– deferred to October

3. Prep for AGM - Michelle M

Kevin Stinson volunteered to be nominator for the AGM.

Adjournment: Meeting adjourned at 6:58PM – **MOVED** by ALL. **CARRIED**.

Next Board meeting: Monday October 21 – 7PM.

Upcoming:

Sept 16: Community Forum is on Monday at 7PM in the Langham Lounge
Sunday Nov. 24th: **AGM**

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Keith to circulate the Paid Artist Committee's recommendations to the Board.	Keith / Michelle B	Assigned
Send contracts to HR Committee members	Michelle B	In Progress
Circulate two motions with respect to the Finance Committee.	Bill /	Completed
Board needs to vote on Bill's motions.	Board	In Progress

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