

Langham Court Theatre Board Meeting Minutes

Monday, October 21, 2019

Present: Michelle Mitchell, Kara Flanagan, Bill Huzar, Sarah Heyman, Kevin Stinson, David Elendune and Don Keith

Regrets: Keith Digby and Quinn MacTavish

Guests: Michelle Buck (General Manager), Sylvia Hosie, Jon Scheer and Alan Penty

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

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

Production Chairs – Sylvia and Jon

- Presentation of proposed season
- In-depth discussion around whether the proposed season meets the mandate including a balanced cast (gender equity)
- Light discussion on how risk theatre top plays from competition could fit in the following season
- Initial board feedback presented to Chairs

Past Production Chair – Alan Penty

- Discussed Silent Sky and new director

Life Membership Committee – Michelle B

- Discussion on life membership committee research

Approval of the **Sept 2019 Board Minutes**. – **MOVED** by Sarah, **SECONDED** by Bill. **CARRIED**.

Action Items from Sept. Board Meeting

Action	Person Responsible	Status
Develop a process around management of reserve funds.	Finance Committee	In Progress
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	Completed
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 by the play committee chair or co-chair	Keith	Deferred
Write a few lines to explain why we don't need another survey. Send to Reader's Committee.	Michelle B	Completed
A small committee will work with Ombudspersons on their recommendations.	Michelle M / Kevin	In Progress
Keith to circulate the Paid Artist Committee's recommendations to the Board.	Keith / Michelle B	Assigned
Send contracts to HR Committee members	Michelle B	Completed
Circulate two motions with respect to the Finance Committee.	Bill /	Completed
Board needs to vote on Bill's motions.	Board	Completed
Discussion on membership fees and recruitment.	Board	Table to after AGM

Reports

Education Committee – Michelle B

Michelle presented Keith's report discussing upcoming workshops and the risk theatre reading.

Treasurer's Report–Bill

Bill discussed the financial report. The financial health of Langham is very strong. The financial motions were approved by the board previously as part of the Sept meeting. Kara

suggested providing the minutes to the accountant as it will provide all of the strategic decisions by the board and the context of those decisions.

General Manager's Report – Michelle B

Michelle discussed her report.

Publicity Committee Report – David

David presented a very smart plan to have a designated social media marketer for each play in the season. This would be someone working on cast / crew or coming on board specific to support the play marketing. This will be implemented on a pilot basis in an upcoming play at Langham in this season.

New Business

1. Code of Conduct – Kara – deferred to after the Ombudsperson Committee meets

2. Motion by Langham member - Michelle M

The motion is to install a shower at Langham for cast and crew.

MOTION: spend up to \$5K on a shower. MOVED by Kevin, **SECONDED** by Bill. **CARRIED.**

David inquired as to status of access to theatre for persons of disabilities. Kara asked Michelle B to report on how we can prioritize accessible seating and washroom access. Bill suggested the Rick Hanson Foundation as a contributor to support this initiative.

ACTION: Michelle B to develop a plan including a quote, process and timeline for enhancing access to the theatre for people with physical disabilities.

3. Safety Progress Report - Don

Don was very excited to present his safety report and is working with ActSafe. He's working with them to host a safety workshop for scene crew. ActSafe is a free service.

4. Prep for AGM - Michelle M

Discussion on planning for the AGM including scrutineers.

5. Christmas Party - Michelle M

Discussion on planning and food to create a better community experience.

Adjournment: Meeting adjourned at 8:35PM – **MOVED** by ALL. **CARRIED.**

Next Board meeting: Monday November 18 – 7PM.

Upcoming: Sunday Nov. 24th: **AGM; and Christmas party Dec. 14th**

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