

**Langham Court Theatre  
Board Meeting Minutes  
December 16, 2019**

**Present:** Don Keith, David Elendune, Quinn MacTavish, Bill Huzar, Michelle Mitchell, Kevin Stinson, Rosemary Jeffrey, Sarah Heyman

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

The meeting was called to order by the President, Michelle Mitchell, at 7:03 PM

Approval of the amended **Agenda** – **MOVED** by David Elendune **SECONDED** by Kevin Stinson **CARRIED**.

Approval of the November **Board Minutes**. – **MOVED** by David Elendune, **SECONDED** by Quinn MacTavish **CARRIED**.

Approval of the amended November 30 **Board Meeting Minutes**. – **MOVED** by Quinn MacTavish, **SECONDED** by Bill Huzar. **CARRIED**.

We had a quick in-camera session called at 7:10 PM. We came out of it at 7:31 PM.

**Action Items from 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 February</b>
Amend safety procedures prior to implementing and making them binding for staff and volunteers while on theatre premises. Meeting to be held with staff/ volunteers	<b>Michelle B.</b>	<b>Deferred to January</b>
Need a safety marshal presentation	<b>Michelle B.</b>	<b>In Progress</b>
Review relaxed performance option to support for more accessible performances	<b>Michelle B. / Sarah</b>	<b>Review and report back March 2020</b>
Discussion on board facilitation session and mandate / theme	<b>Quinn / SP Committee</b>	<b>In progress</b>
Discussion on strategic planning committee	<b>Quinn</b>	<b>In progress</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>

A small committee will work with Ombudspersons on their recommendations	<b>Michelle M./Kevin</b>	<b>Complete</b>
Circulate the Paid Artist Committee's recommendations to the Board	<b>Keith/Michelle B.</b>	<b>Complete</b>
Discussion on membership fees and recruitment	<b>Quinn/SP Committee</b>	<b>In Progress</b>
Spend up to \$5000 on a shower	<b>Michelle B.</b>	<b>In Progress</b>
Develop a plan including a quote, process and timeline for enhancing access to the theatre for people with physical disabilities	<b>Michelle B.</b>	<b>In Progress</b>

### **Reports:**

GM Report: Michelle Buck discussed several options for replacing "The Blue Light" with "I and You". Five proposal options were discussed. The consensus was to opt for the co-production with the director and Langham.

**ACTION: Find a replacement or other option for the open slot after removal of "The Blue Light" from the schedule.**

**MOTION 1: Replace "The Blue Light" with a co-production of "I and You."**

Approval of Motion 1 – **MOVED** by (?), **SECONDED** by (?). **CARRIED**

### *New Business*

*1. One consistent recorded preshow announcement in 20/21 season: **Moved by Quinn. Seconded by Rosemary***

*2. Create a strategic planning committee of board members re: staffing, production chairs, board facilitation sessions re: mandate/theme. Quinn suggested we have a special meeting outside of board meetings to continue discussions around these topics and the formation of the committee. **Moved by Quinn. Seconded by Rosemary.***

**Adjournment:** Meeting adjourned at @ 9:15PM– **MOVED** by Kevin. **SECONDED** by Sarah **CARRIED**.

**Next Board meeting: JANUARY 20, 2020**