

**Langham Court Theatre
Board Meeting Minutes
February 17, 2020**

Present: Sarah Heyman, David Elendune, Don Keith, Quinn MacTavish, Dawn Schell, Bill Huzar, Kevin Stinson, Michelle Mitchell (phone)

Regrets: Rosemary Jeffery

Guests: Michelle Buck, Toshik Bukowiecki

The meeting was called to order by the Vice-President, Quinn MacTavish, at 7:00PM

Approval of the **Agenda** – **MOVED** by Sarah Heyman, **SECONDED** by Don Keith. **CARRIED.**

Approval of the amended January 20, 2020 **Board Minutes.** – **MOVED** by Kevin Stinson, **SECONDED** By Sarah Heyman. **CARRIED.**

Member – Toshik Bukowiecki shared some concerns with the Board.

ACTION:

MOTION 1: That LCT Board develop a policy about decorum at meetings.

Approval of Motion 1 – **MOVED** by Kevin Stinson, **SECONDED** by Don Keith. **CARRIED**

In camera – 7:55

In camera ended at 8:13 PM **MOVED** by Kevin Stinson, **SECONDED** by David Elendune. **CARRIED**

Action Items from Board Meeting

Develop a process around management of reserve funds.	Finance Committee	Deferred to February
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	In progress <i>MB will talk to DK</i>
Need a safety marshal presentation	Michelle B	In Progress <i>MB will talk to DK</i>
Review relaxed performance option to support for more	Michelle B / Sarah	In progress <i>MB attended CCPA</i>

accessible performances.		<i>relaxed performance LCT is interested in possibly being trained & certified</i>
Discussion on board facilitation session and mandate / theme	Quinn/SP Committee	Completed
Discussion on strategic planning committee.	Quinn	In progress <i>Possibly bring in an external person to facilitate strategic planning process</i>
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	In progress <i>To be discussed on Saturday, Feb. 22 board session</i>
Discussion on membership fees and recruitment.	Quinn/SP Committee	In Progress <i>Board focus in March 2020 will be on membership structure</i>
Spend up to \$5K on a shower	Michelle B	In Progress <i>MB has emailed and will call</i>
Develop a plan including a quote, process and timeline for enhancing access to the theatre for people with physical disabilities	Michelle B	In progress <i>Done with building committee?</i>
HR Committee to bring forward a values statement and how we value employees	HR Committee	In progress

Reports

1. General Manager – Michelle Buck (see attached)

2. Strategic Planning Committee – Quinn MacTavish
 - a) Meeting on Feb. 26th @ Central Middle School
 - b) Had a meeting with an external facilitator and the general sense is she has a lot to offer LCT in this process

3. Treasurer – (see attached)
 - a) In March - a detailed financial report for first quarter will be presented
 - b) Reserve Funds Policy was approved by Board in the past
 - c) Operations Reserve Fund Draft will be brought forward to March meeting
 - d) Building Reserve Fund Draft will be brought forward to March meeting
 - e) Will gather further information about Equipment prior to creating a draft for reserve fund
 - f) Setting up accounts at bank to reflect these three reserve accounts. Aim is to identify the reserve funds, set policy for how we access them and a plan for returning any that is taken out

4. Education – Don Keith
 - a) Don reported he and Don Keith will work together to develop programs Keith has already established once Keith returns

New Business

Further to an idea suggested by Toshik Bukowiecki - David Elendune presented the idea of a layman's version of the minutes in the newsletter

- Discussion followed
- Agreement that Notes from the Board would be a section in the newsletter to be decided at the end of each board meeting
- This will be added as a standing item on the board agenda

Adjournment: Meeting adjourned at 9:02 – **MOVED** by Sarah Heyman. **CARRIED.**

Next Board meeting: March 16, 2020