

## Langham Court Theatre Board Meeting Minutes

**Monday, November 18, 2019**

**Present:** Michelle Mitchell, Kara Flanagan, Sarah Heyman, Kevin Stinson, David Elendune, Don Keith, Keith Digby and Quinn MacTavish

**Regrets:** Bill Huzar

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

The meeting was called to order by the President, Michelle Mitchell, at 7:01PM

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

### **Production Chairs – Sylvia and Jon**

- Presentation of revised season
- Discussion around the rebalancing of cast (gender equity)
- Chairs are seeking directors and working with Michelle B on the order of the season

**MOTION: to approve the season in principle.** **MOVED** by Kevin, **SECONDED** by Quinn. **CARRIED**.

Approval of the **Oct 2019 Board Minutes**. – **MOVED** by Kevin, **SECONDED** by Don. **CARRIED**.

### **Action Items from Sept. 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</b>
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.	<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 in Mar 2020</b>
Discussion on board facilitation session and mandate / theme	<b>Board</b>	<b>Deferred to after AGM</b>
Discussion on strategic planning committee.	<b>Board</b>	<b>Deferred to after AGM</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>In Progress</b>
Circulate the Paid Artist Committee's recommendations to the Board.	<b>Keith / Michelle B</b>	<b>In Progress</b>
Discussion on membership fees and recruitment.	<b>Board</b>	<b>Table to after AGM</b>
Spend up to \$5K 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>Assigned</b>

## Reports

**Treasurer's Report**–Bill - deferred

**Ombudsperson Committee** – Kevin / Michelle M  
The work is ongoing including finalizing the Code of Conduct

**General Manager's Report** – Michelle B  
Michelle discussed her report including the quote she is pursuing for the new shower. She discussed the box office for Rope and upcoming events at Langham like the Lifetime Network Santa's Sick Seasonal Spectacular Holiday Show.

**Education Committee** – Keith  
Keith discussed that he would like to work with a board member on upcoming workshops. Keith is finishing his board term but is happy to support the committee work.

**Safety Progress Report** - Don  
Don is scheduling a workshop for January with ActSafe and is looking for board members to participate. He is also looking at First Aid Training for crew through St. John Ambulance.

### **New Business**

**1. Prep for AGM** - Michelle M  
Discussion on planning for the AGM including scrutineers.

**2. Christmas Party** - Michelle Bt  
Discussion on planning.

At 8:38PM: **MOTION: move in camera.** – **MOVED** by Quinn, **SECONDED** by Don.  
**CARRIED**

At 8:40PM: **MOTION: move out of camera.** – **MOVED** by Don, **SECONDED** by Kevin.  
**CARRIED**

**Adjournment:** Meeting adjourned at 8:40PM – **MOVED** by ALL. **CARRIED.**

**Upcoming:** Sunday Nov. 24<sup>th</sup>: **AGM**; and **Christmas party Dec. 14th**

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