

Langham Court Theatre
AGENDA
Board Meeting November 19, 2020
7:30 PM

Present: Toshik Bukowiecki, Kathy Macovichuk, Rosemary Jeffery, Don Keith, John Crickman, Rob Hurst, Mike Chadwick

Guest: Colleen Blunt

Meeting called to order at 19:34 by Toshik Bukowiecki

1. Territory Acknowledgement
2. Review of Agenda
 - Additions?
3. Approval of Agenda
Moved Rosemary Seconded Rob Hurst CARRIED
4. Review of Board meeting minutes for October 28, 2020
 - Amendments?
5. Approval of Minutes from previous board meeting - October 28, 2020
MOVED Don Keith Seconded Rosemary Carried
6. Review - Annual General Meeting
Higher attendance at AGM
Close to 75 participants
7. New Board Information and Discussion
Have binders for new board members
Don & Rosemary have them and can bring them in to be copied

Colleen work – Mon – Wed 10 – 4 (in theatre) Th/Fri work from home
32 hours/week and 3 hours/week is Costume Loft
Phone -
Respond within 24 – 48 hours

sjcrickman@telus.net – John's email

Looking for a way to streamline document sharing

Thanks to all for stepping up and joining board
Introductions of board members to each other
Important to bring membership back together

Shouldn't be an 'us' and 'them'

Communication breakdown – have to ensure we do understand each other
Avoid communication breakdowns

Because we are non-profit

We do need to be prepared to be a working board as well as governing board

Counting on all of us to be working board members

Board members expected to chair committees

Have had a severe breakdown of committees to support board and staff

Past President – T. asked Michelle Mitchell who did decline

Can appoint a previous past president

Committees:

- Human Resources – Rosemary
- Health & Safety and Education – Don Keith
- Karrie Wolfe requested – Litigation Committee
 - o Karrie, Colleen, John C. (just bear in mind his legal experience is in USA not Canada)
 - o Would serve as point of contact for our legal counsel Marcia McNeill
- Finance – Mike Chadwick
- Diversity Development – terminology? Or whatever name is most appropriate to give it - community outreach
- Membership – strength of LCT is our membership
 - o Have members engaged in committee work
- Policies
 - o May be crossover with Diversity
- Fundraising – is usually put in with finance?
 - o Has often been a stumbling block
- Strategic Planning – interested in getting that going
 - o Toshik will chair this one
- Succession Planning
- Operations
- Production Chair/Artistic Director/Artistic planning
- Physical Plant and building development

8. Transition Operations Manager update

- will centralize the google drive and set it up so it's streamlined
- Business level of Google
- Each of us will have full access to Google drive and for whomever is in a management position
- Report – Victoria Foundation – has been approved and the amount is to be determined (asked for \$60,000)

- No timeline yet
- Finn A. has volunteered to help with filing system
- Will share the John Ellis report
- Jackie Stewart is moving to Sidney in December and will continue with hours
- New regulations may affect rentals
- Will focus on grant opportunities
- Applied for special equipment acquisition grant – may not hear until February
- Vic High – put on show in May? 9 days total rental – can we offer same agreement as we have with Central Middle School
- Share draft of apologies created – will share with board and then run it through legal counsel
 - i. Get recommendation from the Transition Committee as to apologies
 - ii. Asking committee for recommendations to be presented to the board
 - iii. Dawn to make presentation to board
 - iv. Go back to Transition Committee – put in a format with recommendations to board
 - v. Element of trust and due diligence – not leaked to public before board approves it - can we ask the group to sign something?
 - vi. Stamp it Draft so it's clear it's not been approved and not policy

9. Transition Committee Update

- Have a recommendation from the committee for the board about apologies
- Survey – explore idea of a survey that can be sent to partner organizations – how can we gauge our activities for the future and how to diversify
- A tool to give us some data and guidelines
- Make a recommendation to board
- Not same urgency but there is a necessity to get feedback from the community
- How diverse is our community? - question to explore
- Appreciation for the work that is being done on the transition committee
- There's crossover to all committees and to every level of the organization
- How we think about diversity will infiltrate every activity
- Don't try to run into too many directions at the same time
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10. Treasurer's report

Mike circulated the financial statements
Board will have to decide to de-restrict some of the restricted monies if needed
Insurance claim – Mike followed through
– has not yet been approved
May continue to get CEWS ?
Looking to increase revenue, reduce costs
Fiscal year – September 1 – August 30
Must think about long-term
Business model in the past – not sustainable

Wants to bring forward a motion to reverse the previous board decision to not do any Langham productions –

To generate revenue – using zoom for productions

Need to follow through on our commitments – be honest and consistent with what we are doing – as per statement on the board

Do we need to raise funds – yes

Trying to buy us time to do it both ways – be able to do theatre and also to honour our commitment

Doing theatre as soon as possible with integrity – making sure we are going down the right path

We did make some commitments and that doesn't mean we have to sacrifice our creativity.

Compromise - Can we make money and reach out to marginalized communities?

Doesn't have to be a compromise but could be in alignment with what we have pledged and the future we want for Langham

We all want to see theatre and we all want to keep our promise

We just need to get going and doing it

Treasurer's report
MOVED by Mike Seconded Toshik CARRIED

11. Signing Authorities

Need to add signatories:

Toshik
Kathy
Mike

New signatories will be Toshik, Kathy, Mike and Dawn

MOVED by John SECONDED by Rosemary CARRIED

12. New Business

- Kathy to organize - Christmas party at Langham
 - i. Have a reader's theatre for Christmas plays – sort of a zoom reading – an online presentation for members only
- Colleen will give board access code to building
- Need to follow covid protocols and inform colleen about presence in the building
- Reshape mandate – is that a committee? Exploring productions in light of mandate and diversity?
- Ask members if they are interested in joining committees through newsletter

13. Adjournment – moved to adjourn by Toshik at 22:11

NEXT MEETING – December 7, 2020 @ 7:00 PM
Back to first Monday of the month - January 4, 2020