

## Langham Court Theatre Society Board Meeting

Tuesday, Dec. 22, 2020 @ 7:00 PM Via Zoom

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

Meeting called to order by Toshik Bukowieck @ 7:02 PM

1. Territory Acknowledgement
2. Approval of agenda

MOVED Kathy Macovichuk SECONDED Rob Hurst CARRIED

3. Discussion and motions on:

- a. Community Outreach survey – Motion to approve the Community survey as it was presented at last board meeting

MOVED Rob Hurst SECONDED Kathy Macovichuk CARRIED

- b. Final Draft Mandate, Mission and Vision Statements and the list of Values  
Motion - Accept Toshik's as written, subject to amendments and vote on changes at next meeting

MOVED Michael Chadwick SECONDED Don Keith DEFEATED

Deadline for individual amendments to Dawn by Jan. 4<sup>th</sup>

Michael and Dawn will collate and distribute to board prior to next board meeting

- c. Draft apologies

Kathy Macovichuk & Don Keith will revise the statement and will make a final version and submit to the Board for voting by email

Kathy Macovichuk will create the video for the apology statement

- d. Draft policies regarding "conflict of interest" (see below)

Motion to accept the policy with changes to pronouns from she/he to they

MOVED Rob Hurst SECONDED Kathy Macovichuk CARRIED

- e. Address questions raised in Colleen's letter to the Board at the meeting on Dec. 7<sup>th</sup>

Committee chairs are appointed by board

Policy for conflict of interest – **adopted** and that would guide staff being on decision-making committees before – staff would be consulted

Theatre is our primary purpose and the money is the means to sustain the theatrical work

We value all our employees.

Toshik will draft a reply to Colleen and will circulate it to the board prior to sending it to Colleen.

#### 4. New Business

- a. Change board meeting date to second Monday of each month starting January 11<sup>th</sup>
- b. Successful Food and Clothing drive for the Food Bank on December 19/20

Adjourned at:

Next meeting – Monday, January 11<sup>th</sup> @ 7:00 PM

#### POLICY TYPE: CONFLICT OF INTEREST FOR EMPLOYEES, VOLUNTEERS AND BOARD MEMBERS

Purpose: Langham Court Theatre hires staff and contract personnel based on their knowledge, skills, experience and commitment to the Society and the individuals it serves. It is important that the Society and its members are protected from actions that may be in conflict with the interests of the Society.

*Conflict of interest:* Occurs when an employee's personal interests, those of a family member or those of someone with whom they have a close personal or business relationship, affect or might affect their judgment or ability to carry out their duties for Langham Court Theatre Society with objectivity, independence and impartiality.

*Perceived conflict of interest:* Occurs when people could reasonably conclude that a conflict of interest exists, even if this is not the case.

The honesty and impartiality of staff, contract personnel, Board Members and volunteers must be above suspicion and their conduct during and outside work hours, while associated with the Society, should not knowingly produce a conflict of responsibility or undermine the trust that the public places in the Society.

Staff or contract personnel may engage in remunerative employment with another employer, carry on a business, or otherwise receive remuneration provided that these activities do not: a) Interfere with the performance of their duties on behalf of the Society b) Bring the Society into disrepute c) Involve the use of the Society's premises, services, equipment or supplies to which they have access by virtue of their role with the Society. Employees, volunteers and Board Members have an obligation to disclose private interests that may affect their work with the Society. All are required to sign that this policy has been read and understood at orientation and annually.