

Langham Court Theatre Board Meeting

April 12, 2021 at 7pm via Zoom

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|-----------------|-------------------|------------------|--------------------|
| Present: | Toshik Bukowiecki | Rosemary Jeffery | Janine Longy |
| | Mike Chadwick | Don Keith | Sarah Innes |
| | John Crickman | Kathy Macovichuk | Jason King (guest) |

Call to Order 7:00pm

1. Territory Acknowledgment:

Langham Court Theatre respectfully acknowledges we are located on the traditional territory of the Lekwungen People, also known as the Songhees and Esquimalt Nations.

2. Approval of Agenda: MOTION by: Kathy Seconded by: John CARRIED

3. Approval of previous Board Meeting Minutes (Mar.24/21): MOTION by: John Seconded by: Rosemary CARRIED

4. Business arising from previous Minutes:

a. Video streaming set up (see email dated Apr.4/21 from Jason)

- need video switcher for multiple cameras and operators
- would want remote controllable cameras that have pan, tilt and zoom (PTZ)
- recommending same system that Mac Theatre & Royal Theatre has
 - one cable to camera from switcher and sends power
 - easy to install
 - can move cameras (x 2)
 - one box like a laptop with screen and controls

Toshik asked "what's the learning curve for using equipment?"

Jason - not too difficult

- press a button for whichever camera you want
- camera controlled by a joy stick
- can program positions
- could be run by one person

Toshik asked "would this be a long term investment?"

Jason - Yes, it's not 4K it's HD but, don't stream in 4K anyway

- Cost is \$10,700 CAD + tax for two cameras; extra \$2,050 + tax for another camera

- don't need an electrician or permits to install
- all low power --> runs over network cable; 48V
- Jason can install (Perry could help)

Mike asked "how much revenue can we get out of this?"

Toshik - depends on us; might be worth it to create capability to make money

- **Mike** has applied for a grant from CRD for streaming; don't know when awarded; deadline for application is April 22; also applied to gaming people and Victoria Foundation for operational funding to tide us over; and another grant that just came out for City of Victoria

- we will know if we get awarded money by Aug./Sept. so, maybe don't buy equipment before then

- special order equipment; not sure how long it would take to arrive but, when it does it wouldn't take too long to install; allow a week to get up and running

- **Jason can reach out to supplier to see how long it might take to receive**

- have to pick a show that has live streaming rights

- how to generate revenue to watch --> sell tickets/donations; could create a website just for live streaming

- look for donations from sponsors

- renters could use equipment as well

- want to do but, maybe not now; leave it for a month to see if we get the grant money

- **Jason will find out why we didn't get funding for grant from BC Arts Council for updating equipment last time**

- Fundraising? don't attach a specific project to it; make general topic ie. live stream, sound, lighting

- make appeal to membership for donations

- **table this topic to May meeting**

Note: air conditioning unit in booth cost estimated at \$1,500 (from Home Depot) + cost of electrical

[JASON LEFT MEETING]

b. Diversity Training/Education Proposal (Don)

- received two letters from Paulina Grainger (Multi-Cultural Society) and Dr. Moussa Magassa (expensive) who are willing to help

- haven't heard back from Dr. Lisa Gunderson (OneLove)

- **Don** wants to proceed slowly

- Board, Committee Heads and staff are the main audience right now
- have to have Langham's interest at heart
- Cost is \$5,000-\$6,000 for resource people
- can they be videotaped?
- special meeting for them to present
- **Rosemary** offered to help **Don**
- there are training sessions at Belfry Theatre and Regina Theatre (taken over 5 weeks)
- all companies looking at this kind of training
- need to conduct diversity and equity audit (a term in the settlement agreement of HRT case); can this be incorporated into this?
- Paulina does this and is gathering info
- Paulina could start next week - \$300 - a bit soon --> looking 3-4 weeks down the road
- **all Board members to fill out survey** so they can get a feel for our group
- meeting with Paulina and Board in a couple of weeks
- **Don** wants to encourage Paulina to get started
- Community Outreach meeting is April 18 - **Don and Rosemary will attend this meeting as there is an overlap between committees**

c. Date for the Board to meet with HR Committee

- **Toshik** requested this
- to clear up communication confusion
- exit interviews need to be discussed

5. Committee Reports

a. HR (Rosemary)

- no report today
- awaiting feedback on facilitator being chosen
- **Toshik** sent email to Sadie on weekend; two Board members replied
- confirmed Ben Ziegler chosen
- **meeting between Board and Ben can be arranged (HR Committee to attend as well) but, await to hear from Ben Ziegler before setting**

b. Membership & Volunteer (Kathy)

- March 13th play readings cancelled due to lack of participation
- will try April 15th for next one
- members are not seeing the dates in the newsletter
- electronic thank you to be sent to volunteers who have been working at the theatre during COVID
- email from Finn Archinuk who stated concerns and gave suggestions; **will take to Committee to discuss** --> how to get word out to volunteers about opportunities

and how to organize the activities; how to support volunteers if they're in trouble; how to remove volunteers if they are the trouble

Rosemary asked if there are any safety concerns to address for staff there right now? **Kathy** hasn't heard anything.

- rentals - students - complying with COVID protocol?

Kathy will ask staff (Dick & Jackie) and confirm

c. Community Outreach (Janine)

- Lisa Karoway (Strategic Planning Chair) and Zelda Dean (a member of former Transition Committee) are both now on the Community Outreach Committee

- next meeting is April 18th

- a survey is to go out to membership initially and then to communities beyond

d. Strategic Planning (see written report)

- first process in strategic planning cycle is to complete a SWOT analysis (Strengths, Weaknesses, Opportunities and Threats); has been drafted

- **next step** is to meet with staff, Committee Chairs and Board to verify info in the SWOT and get us all on the same page

e. Artistic Direction/Production Planning Committee (ADPPC) (see written report dated Apr.7/21)

- draft guidelines for Production Chair position proposed

- discussion with Outreach and Education also with ADPPC

- the two plays that were in rehearsals last year are recommended for 2021/22 season (*Silent Sky* and *Mambo Italiano*)

- **Toshik will see if rights are still available and also for live streaming for these two plays** (approx. 10 people in each cast)

What will seasons look like moving forward?

- make our space a hub for others? Langham season is 6 plays right now - maybe overextending ourselves trying to fit it all in along with rentals and Reader's Theatre in between

- **Toshik** suggests start Sept/Oct and run to July for 4 plays; end the season with a Summer show ie. show dates in Oct., Dec., Apr. & July; then makes theatre more accessible to broader community

- need meeting to discuss this as ADPPC needs direction --> April 19th @ 6pm via Zoom re: Production planning (for Board members only to attend)

- **Janine** found the draft troublesome

6. Treasurer's Report (Mike)

- \$200,000 approx. in the bank

- estimated \$50,000 to be paid out within a month

- income - government subsidies, rentals, costume and props rentals, donations

- right now, costs average about \$3,000 more than income every month
- grants - maximum possible is \$60,000
- inquiries made to B.C. Arts Council; why didn't we get a resilience grant? SKAM had received \$81,000; **Mike** has a meeting with a Program Manager next week to discuss

MOTION by: Mike

Seconded by: John

That the restriction on the equipment reserve bank account 1193 be removed so that funds can be transferred from it into the chequing account as required.

CARRIED

- Toshik** asked "can we take out small mortgage on lands or get a loan?"
- **Mike** - we spend as much as we earn and don't have income so, would be surprised if we could get
- **Mike/Dick** has the Langham credit card (guaranteed by someone other than Langham; was Michelle Buck but, **Mike** in process of changing it)
- **can we tap into equity?; let's look into it**
- CanadaHelps.org for donations (Langham is on that website)
- charged a small fee
- get tax receipt
- **put this info in newsletter and website**

MOTION by: Rosemary

Seconded by: John

That the Treasurer's Report be adopted.

CARRIED

7. Correspondence - none

- 8. a. Costume Sale in theatre parking lot on Saturday, May 15, 2021 (possible date)**
- Jackie Early and costume folks want to do a costume sale; this date may change as they are waiting for a renter to confirm if they need the theatre for May 15th
 - the Board is OK with the sale date TBC; **Toshik to send email**
 - a Hallmark movie rented costumes for \$1,000
- b. *Until the Flood* - play offered by Attitude Theatre and Bema Productions**
- Zelda (Attitude) and Bema excited to do *Until the Flood*
 - dates? Oct? for full run - social distance or live stream?; Langham to be venue
 - Bema to do anyways in December at synagogue for encore run (6 shows)
 - **Toshik** thinks it will sell out
 - rights already obtained
 - minimalist set; no production design
 - Langham shares profit with other Attitude and Bema after deducting all expenses

MOTION by: Don

Seconded by: Kathy

That Langham Court Theatre agree to a co-production with Attitude Theatre and Bema Productions to put on *Until the Flood*.

CARRIED

- **Toshik** is willing to represent Langham as Producer but, will also approach other experienced members (who have produced past shows) to see if they are interested

c. Date for the Board to meet with staff and Committee Chairs

--> April 26th at 7pm via Zoom

d. Action items arising from the settlement of the Human Rights Tribunal complaint

- as per the settlement agreement reached, the three recommendations to be brought forward are:

1. That the Board explore professional local resources who can assist the Board to conduct an equity and diversity audit and to seek information about the process of conducting an equity and diversity audit for Langham;
2. That the Board take steps to ensure that future Board appointments represent the diversity of theatre community;
3. That the Board agree to put to its membership at the next general meeting a vote to revoke Ms. Treloar's life membership in the Langham Court Theatre Society.

Recommendation #1

- we talked about this earlier; Paulina can advise us; no date set yet; **Don to start process**

MOTION by: Don

Seconded by: John

That the Board accept this recommendation and conduct an equity and diversity audit.

CARRIED

Recommendation #2

MOTION by: Rosemary

Seconded by: Kathy

That the Board accept this recommendation and ensure future Board appointments represent diversity of the theatre community.

CARRIED

Recommendation #3

MOTION by: Kathy

Seconded by: John

That the Board accept this recommendation and will ask the general membership at the next AGM to vote to revoke Ms. Treloar's life membership, if she doesn't withdraw it herself before then.

CARRIED

Toshik will draft email to Judy asking if she's willing to withdraw her membership herself and if she doesn't then it will be voted on by the membership at the next AGM.

Note: the outcome of the membership vote stands ie. if members vote against this recommendation, then her life membership stands.

9. Next Board Meeting: May 10, 2021 at 7pm via Zoom

10. Adjournment: 9:23pm

/si