

## Langham Court Theatre Board Meeting

May 10, 2021 at 7pm via Zoom

<b>Present:</b>	Kathy Macovichuk	Rosemary Jeffery	Dick Newson (guest)
	Mike Chadwick	Don Keith	Trisha Lees (guest)
	John Crickman	Janine Longy	Sadie Fox (guest)
	Sarah Innes		

Call to Order 7:09pm

### 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: Don Seconded by: John CARRIED

### 3. **Approval of previous Board Meeting Minutes (Apr.12/21):** MOTION by: John Seconded by: Mike CARRIED

### 4. **Business arising from previous Minutes:**

#### a. **Video streaming equipment/Fundraising/Any grant monies received?**

**Mike** - will receive notification on grants by end of April or May; there has been no response from CanadaHelps recently re: donations

#### b. **Diversity Training/Education Proposal (Don)**

- Paulina Grainger (Inter-Cultural Association) proposed May 27th (7-9pm) to do audit training for all Committee members, staff & Board members and **invitation to all will be sent**; Cost: \$300

Note: HR Committee's next meeting is also May 27th but, they will be able to change it

- **Don will resend the email with link to the survey that all should try to complete** (it will give parameters for a preliminary start)

### 5. **Committee Reports**

#### a. **Human Resources (HR) (Rosemary)**

- no report; working on follow up from last report

- Communications Workshop for Board members and HR Committee is May 19th

- b. Membership & Volunteers (Kathy)**
    - no formal report; haven't had a meeting for about a month and a half but, did have a reading for one of the plays *Trouble With Cats*
    - need 12 people for next reading (May 13) but, only have 4 so far; doesn't seem to be a lot of interest so may not do anymore
  - c. Community Outreach (Janine) (see written report)**
    - Committee has met twice
    - Frame of Reference has been drafted listing goals and objectives
    - moving ahead with one of the objectives which is to meet with Committee Chairs to see how they overlap with community outreach --> invited Don (Education) and Kathy (Membership & Volunteers) to next meeting (May 16); some questions have been drafted to guide the discussion
  - d. Strategic Planning**
    - no report
  - e. Artistic Direction/Production Planning Committee (ADPPC)**
    - no report
- 6. Treasurer's Report (Mike)**
- approx. \$180,000 in bank; owe \$50,000
  - insurance cost of \$25,000 coming due
  - money transferred from restricted funds into chequing account to allow for insurance payment
  - rentals and garage & costume sales in June are only expected income right now (\$4,500 expected rental income to come from SKAM)
  - *Starry Skies* may rent theatre for \$750
  - may need to refund one renter as COVID protocols didn't allow event to proceed
  - streaming shows - intention for income?
  - expenditures expected to increase as new staff are hired
  - government support to diminish as COVID improves
  - 4 grant applications submitted to the Ministry that handles gaming grants, Victoria Foundation, BC Arts and the CRD plus one more to submit to the City of Victoria
  - putting together a financial model to see if we could do a 4 show season
  - if 2 shows cut, that revenue needs to be replaced and/or expenditures reduced; **will review with Finance Committee**
- 7. Correspondence**
- a. Draft memo to life members from Board re: photos hanging in lounge**  
(option on whether or not to have their photo remain or be removed)  
**Janine** - thinks sending letter is divisive and puts people in awkward position

- some may not know how to respond or even not want to respond
- doesn't think sending a letter is a first step to solving this
- **table idea of removing photos from wall**; so many initiatives happening right now that membership needs to know about
- need to think of something else to be done with the photos and recognize life members in another way
- intent was honest attempt to honour people

**Dick (asked to comment)** - in 2005, Don Dixon (a non-regular patron) was put off by photos on wall in lounge

- suggests moving photos to downstairs hallway (outside dressing rooms/green room) or rehearsal room out of public view and have a simple plaque (no photos) in lounge with name plates
- don't think we need to ask life members that photos are being moved
- should involve Marilyn Kuss with any decisions; **invite her to next meeting to discuss**

Note: photo is taken down when that person passes away

\*\*\*\*\**BREAK FROM AGENDA*\*\*\*\*\*

**Kathy** introduced Trisha Lees - PR person (publicity)

- she met with Toshik & Kathy on May 6th re: social media comments
- Trisha's speciality is helping organizations when things are not going the way they want them to
- she came on board just before the HRT settlement
- worked with media re: results of HRT case --> article in Time Colonist which has been met with some criticism
- advises how to respond to social media comments
- not unusual for resignations in this environment
- is an outside person with fresh eyes
- hard to come out intact
- something significant needs to happen which needs to be recognized by theatre community
- thoughts to talk about --> where are we at as a group/individually?
- she can help support us with future decisions; shut down social media?
- not an easy time in the world right now as well
- victim of circumstances of what's happening in the world

\*\*\*\*\**[TRISHA LEFT MEETING]*\*\*\*\*\*

7. **b. Draft email to ADPPC Committee from Toshik re: Production Planning**  
**Kathy to confirm with Toshik whether or not this email was sent (cc to Dick);** all are OK with the email as drafted  
*Summary of the draft email is that the Production Chair:*
- *be a Board appointed position*
  - *term to remain at 2 years*
  - *duties need to be more clearly defined*
  - *Board supports a 4 play season*
  - *leave as non-Board position*
  - *amend bylaws to support these changes*
- Dick - will put something together (from Box Office Manager perspective) to see what a 4 show season will look like**
- c. Email dated May 2, 2021 received from Emilee Nimetz**  
 Note: Emilee is not a member; email calls for Board to resign; **Kathy will contact Trisha to get advice on how to respond**
- d. Email dated May 3, 2021 received from Chad Laidlaw**  
 Note: Chad is a Life Member; email requests copies of AGM Minutes (last 5 meetings) and list of current members  
**Sarah will look thru binders at the theatre to find Minutes**  
**Dick can compile list of members (less contact info); Total: 163**  
**John - good idea to have a special general meeting called**  
**Kathy will then send email to Chad attaching requested info**
- e. Email dated May 5, 2021 received from Kyle Kushnir**  
 Note: Kyle is no longer a member; email calls for Board to resign and that the Board fire Interim GM/Box Office Manager; **Kathy will contact Trisha to get advice on how to respond**
8. **New Business:**
- a. Payroll**
- Jackie (Custodian/Building Manager) is resigning and intends to leave at end of June :(
  - need to look for a replacement --> cleaning service?
  - Jackie has a person in mind to replace her
- Dick will speak to Jackie**  
**Sadie to advise on candidate as well**
- b. Delete Facebook page temporarily?**
- should we delete?; can be resurrected later

- is it of value at the moment?; just seems to be negative comments right now
  - yes, shut down now; can start up again when theatre starts
  - the posted comments were being filtered not deleted
- Note: page was intended to be for announcements

MOTION by: Don

Seconded by: Mike

Take down Langham Court Theatre Facebook site temporarily.

CARRIED

**Kathy will talk to Wendy Merk (Administrator of Langham Court friends Facebook page) to advise that LCT Facebook page is being closed temporarily**

**c. President's resignation**

**Kathy** (VP) doesn't feel experienced enough to step up to President position; had been leaning on Toshik for advice; had been advised to resign as well but, will stay on with remaining Board members' support

- ask a former Past President to advise?

**\*\*Board can function without a President/Past President as no one else on Board willing to step up\*\***

**Janine** - membership voted for this Board in Nov.2020 after much turmoil already had happened

- good initiatives are happening

- genuine changes to happen; need to get the word out thru PR person

**Don** - can't allow a take over; LCT would be at risk of dissolving; let's simplify what we do and maintain progress

**Mike** - write positive stuff happening for members to read about (by email & in newsletter)

- he will monitor future incoming emails sent to "Board President"

**d. Dick** volunteered to be Langham's Producer for co-pro in the Fall

**9. Next Meetings:**

- a. Communications Workshop with Ben Ziegler (Board members & HR Committee to attend) - Wednesday, May 19, 2021 at 7 to 9pm via Zoom
- b. Diversity Audit Workshop with Paulina Grainger (Board members, Committee members & staff to attend) - Thursday, May 27, 2021 at 7 to 9pm via Zoom
- c. Regular Board Meeting - Monday, June 14, 2021 at 7pm via Zoom

**10. Adjournment: 9:03pm**

/si