

Langham Court Theatre Board Meeting

June 14, 2021 at 7pm via Zoom

Present:	Kathy Macovichuk	Rosemary Jeffery	Dick Newson (guest)
	Mike Chadwick	Don Keith	Jon Scheer (guest)
	John Crickman	Janine Longy	Sylvia Hosie (guest)
	Sarah Innes		Marilyn Kuss (guest)

Call to Order 7:01pm

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: Janine
Seconded by: John
CARRIED

3. Approval of previous Board Meeting Minutes (May 10/21): MOTION by: Don
Seconded by: Rosemary
CARRIED

4. Business arising from previous Minutes:

a. Life Members' Photos Hanging in Lounge

- Marilyn's emails dated January 19 & February 17, 2021 received

Dick - remove photos from wall and replace with a plaque with brass tags and put on wall above memorium book/table (one idea)

- put active life members photos in memorium book if they wish

- still honours life members and removes perceived 'elite club' feeling to the general members/volunteers/patrons

- Charlie Encell made the oak plaque with the brass tags on it from old house seats

also, maybe find out who made the plaque that honours the people that contributed to the 2007 renovation (hanging on left side of lounge entry)

- advised that Angela Henry removed her photo along with photos of Chad Laidlaw, Wendy Magahay and Corrina Gilliland (at their request?) and put them in a portfolio (done without approval); shows as an example of what can be done in the lounge

Don - suggests this topic should be a membership decision to be approved at the next AGM in November

Kathy - it was the Transition Committee that first brought up this topic followed up with a letter from Wendy Magahay (life member) --> "looks like an exclusive club"

Mike - Transition Committee wanted photos taken down immediately but, it's not for the Board to decide, it's the members who approve the election of Life Members and it should be the members who decide on any alternative

Marilyn - agrees that this matter should be brought to membership at next AGM

*****[MARILYN LEFT MEETING]*****

b. Has email drafted April 20, 2021 by Toshik been sent to ADPPC Committee? re: summary of Production Planning meeting on April 19, 2021

Jon - confirmed that the email was sent to him and he provided his notes

c. Advice received from Trisha? re: sending response to email dated May 2, 2021 from Emilee Nimetz and email dated May 5, 2021 from Kyle Kushnir

Kathy - Trisha is no longer our PR person as evidently she was hired for HRT matters only

- will need to pay her \$2,000 invoice for work she did on the HRT complaint, Times Colonist article and a report (Kathy needs to locate this report and then send a copy to the Board members)
- table our response to both emails

5. Committee Reports

a. Human Resources (HR) (Rosemary)

- no report; Rosemary needs to follow up with Sadie as a report had been drafted but, not yet sent to the Board

b. Membership & Volunteers (Kathy)

- playing reading has been discontinued due to lack of interest
- revising system on how complaints are resolved
- volunteers need to be accountable for breaking rules
- there is a code of conduct but, there are no consequences itemized
- researching other theatres (Citadel & The Belfry) on their policies of conduct and how they deal with behaviour
- will need assistance with writing new policies - Luke & Roya? - table to next meeting
- maintaining volunteer list as a resource
- would like Dick & Vinnie to speak to Membership & Volunteers Committee about volunteering program

Dick - moving box office to Thundertix; has quite an extensive database than the one we presently have; **can give presentation at next meeting on how it all works**

c. Community Outreach (Janine)

- committee has met with Chairs of the HR, Education, Membership & Volunteers, Finance and ADPPC Committees
- will put together recommendations and provide report
- proposing a Nominating Committee and has drafted an invitation to send out
 - > Board approved invitation to be sent to members looking to find future Board members and also to find new members
- ready to send another update to the membership; a draft has been started

Sarah - let's start to reach out with our communications to the general theatre community

Dick - can also get communication out to subscribers (330 people), past members (400 people), and people who have attended a show in the past (approx. 10,000) separately or altogether --> these numbers are over and above the list of current active members

Rosemary - is it possible to send our newsletter to subscribers?

"Yes, great idea! Need to keep communications going with this group as well."

Kathy - **the last update we sent out can now go on website** (may need to be reworded as that one was addressed to members only)

d. Strategic Planning

Janine advised that Lisa has resigned as Chair; **will now need to search for a new Chair or check with remaining members to see if they would like to step up as Chair** Note: Lisa is staying on as a member of the Community Outreach Committee

e. Artistic Direction/Production Planning Committee (ADPPC)

Jon - possible ideas for 2021/22 season:

- soft opening - small cast shows if allowed a small audience --> Alan Bennett one Act monologues
- *Until the Flood* (co-production with Attitude Theatre and Bema) is now in rehearsals; show dates at Langham will be: Oct.19 (preview), then Oct.20-Nov.7
- (Jan./Feb.) *Flowers* or *Hilda's Yard* or an outside organization on our stage

- (Mar.) *Silent Sky** which was ready to go last year but, tech needs time
- (Apr.) Mitch Barnes' school reader's theatre event
- (June) *Mambo Italiano** - was cast and ready to start rehearsing last year

*Directors for these shows are ready to come back; rights were approved but, don't know if paid

DISCUSSION:

Rosemary - is reluctant to do a soft opening with one Act plays

- the best start would be to present *Until the Flood* first; this was the agreement
- could do the one Act plays in January or later

Jon - would rather do full production in mid-January

- one Act plays can fit in anywhere

Dick - Lawyers on Stage Theatre (LOST) is already booked for their show in December at Langham

Don - theatre is allowed to open as per health protocols

- open with *Silent Sky* before or after *Until the Flood*

Mike - asked Dick about people who bought tickets for *Silent Sky* and *Mambo Italiano* last year; Dick advised there they were given the option to donate, get a gift certificate (for any future show) or get a refund --> can contact those people to say those shows are back on

Mike - could do a show in September but, keep *Until the Flood* the first show of the new season

Dick - could get outside group in November

Sarah - may need to re-apply for rights; **Mike can do**

Janine - outside organizations can come into a season maybe next year

Mike - brochures need to be started on

Sylvia - graphics for *Hilda's Yard* were already done and paid for

Dick - could ask Max Terpstra who does work for UVic to assist with existing graphics

- Note: Caprina Valentine was graphic artist last year

- could print our own "brochure"

Kathy - she also knows graphic artists

Jon - will contact Penelope Harwood to confirm she stills wants to direct *Hilda's Yard*

- reminder that Board needs to appoint a Production Chair for the 2022/23 season

Full productions for 2021/22 season (15 show run - Wed. to Sun. (matinee)):

Oct.19-Nov.7 - *Until the Flood*

Jan.19-Feb.6 - *Hilda's Yard*

Mar.23-Apr.10 - *Silent Sky*

June 8-26 - *Mambo Italiano*

*****[JON & SYLVIA LEFT MEETING]*****

6. Treasurer's Report (Mike)

- \$50,000 in loans will need to be repaid: \$30,000 by Dec.2021 and \$20,000 by Dec.2022
- received grant of \$35,000 from Gaming Branch; there are 4 more grants applied for; will do another application to Gaming Branch for a capital grant
- insurance and legal bills were paid (\$33,000)
- garage sale brought in \$1,419.95
- were 3 rentals in addition to VADA
- SKAM paid their rental in advance and signed a contract (\$4,950)
- VADA have now finished their rental but, have requested another to go from Sept.2021 to May 2022 in rehearsal room (\$15,000)
- Jackie's last day is July 2nd; contacted 4 people who were interested in taking on the custodian role and selected Chris Clarke (former Head Scenic Carpenter)
- Finance Committee met and discussed alternative scenarios of utilizing theatre based on a financial model using numbers from last full year (2018/19); discussion ranged from selling theatre to running a full six shows and all options in between; Board might benefit from similar discussion to explore different options for moving forward

Don - Paulina will provide cost for future workshops (x 3) in the Fall (Note: they will be expensive)

Rosemary - could we share those costs with other Arts groups?

7. Correspondence

- a. **Email dated May 13, 2021 from Angela Henry**
Kathy - did acknowledge receipt; discussion --> felt no further response needed as new Board will be voted in at next AGM in November
- b. **Emails dated May 20 & 22, 2021 from Kyle Kushnir**
Kathy - did reply to May 20th email and felt no further response needed to the second email
- c. **Email dated June 4, 2021 from Tony Cain**
- apology should go further than the membership and to the theatre community
- d. **Email dated June 7, 2021 from Drew Shand**
Kathy - asked Karrie who advised that we should send Mr. Shand's email to our lawyer, Marcia McNeil, for advice on how to respond
Sarah will email Marcia
Kathy will respond to Mr. Shand advising that we are seeking legal advice

8. New Business:

- a. **Website**
- Max Terpstra has volunteered to monitor
- b. **Jackie's last day (July 2nd)**
- let's do something to say thanks --> pizza at the end of June? **Mike and Dick to organize**

9. Next Meeting(s):

- a. Regular Board Meeting - Monday, July 19, 2021 at 7pm (in person at theatre!!!!)
(Note: meeting date shifted as both Rosemary & Janine away on July 12th)

10. Adjournment: 9:38pm

/si