

Langham Court Theatre Board Meeting

July 19, 2021 at 7pm

Present: Kathy Macovichuk Don Keith Dick Newson (guest)
Mike Chadwick Janine Longy Linda MacNaughton (guest)
John Crickman Sarah Innes

Absent: Rosemary Jeffery

Call to Order 7:07pm

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: Don

CARRIED

3. Approval of previous Board Meeting Minutes (June 14/21): MOTION by: Don

Seconded by: Mike

CARRIED

4. Business arising from previous Minutes:

a. Send response to email dated May 2, 2021 from Emilee Nimetz and email dated May 5, 2021 from Kyle Kushnir

- acknowledgement of receipt of both these emails already sent; put into record

b. New policies of conduct for volunteers to be written --> find people to assist

- **Kathy** has been working with Tony Cain and **Rosemary** on drafting the code of conduct for use on the co-pro (*Until the Flood*); could also be used across all shows held at Langham

- all producers (Bema/Attitude/LCT) for *Until the Flood* approved it

- a copy was sent to Jon & Sylvia (ADPPC Chairs); they like it so, could be adopted as standard

- future volunteers (cast & crew) would need to sign and date this document

- now need to work out accountability

- form a new Committee to handle? or the complaint to go to the Membership & Volunteers Committee at first instance?

- then give verbal warning

- then written warning for second complaint?

- third complaint goes to Board to decide

- Ombudsman would get involved if one is hired

- **Kathy will send a copy of the code of conduct to the Board members for review**

c. Thundertix update (Dick)

- 10,416 customer records imported to new database

- there are a few extra fields included if we want to input this info i.e. DOB, gender, salutation, multiple email addresses, etc.

- some existing info will be kept for historical database

- the software will be updated to include a field for notes which will be useful

- four shows for new season have been defined with all performances

- ticket pricing has been defined

- season tickets are now called packages --> 15 packages have been defined for the 15 performances (Wed/Thurs/Fri/Sat evenings at 8pm; Sun matinees x3 at 2pm)

- 425 gift cards will be imported

- 330 subscribers will have new season tickets (packages) defined for the four main shows with reserved seating

- emails will be sent to gift card holders stating how to use them with Thundertix

- emails will be sent to 330 subscribers about the new season and that some subscription options have changed (Sunday matinee) and some cancelled (Tuesday evening)

- subscribers will be invited to call the Box Office to renew their subscription

- there will be a \$2 discount per ticket as was done in the past for subscribers and many also have gift cards that can be applied

- ticket sales for the general public will not start until early September but, subscribers can buy tickets before then

- an invite will go out to those that bought tickets for *Silent Sky* and *Mambo Italiano* advising that these shows are coming back

- most ticketing will now be done online

- can have multiple users on same database

- will now have ability if we wanted to, to set up discount coupons for first number of people (eg.100) who buy tickets

- **Sept. 7th** - next date for Step 4 under Provincial Health Order guidelines so, hopefully will know then if we can have full capacity audience. Note: 88 seats is 50% capacity

- there is the capability within this system to sell tickets for livestreaming shows

- **most of above info to go in next newsletter**

d. New Chair required for Strategic Planning Committee

- David B. and Mike K. are remaining members on this Committee

- **Sarah will contact them to confirm whether or not they continue to serve on this Committee and if so, whether one has stepped up as Chair or need our assistance to recruit a replacement Chair and/or additional volunteers**

- e. **Appoint Production Chair for 2022/24 season**
 - need to put the word out and/or ask people if they are interested
 - until the bylaws change, this person is nominated and voted on at an AGM
 - put request in newsletter and website
 - the Production Chair manages each production in their season and works with the Board
 - need written requirements for them to know what to expect
 - Don and Dick will look at the historical Guidelines document and compile into a new and updated document

5. Committee Reports

- a. **Human Resources (HR) (Rosemary) (see also email dated June 16, 2021 from Sadie attaching Current Position Summary)**
 - GM and Ombudsman - hiring these positions? - table to next meeting
- b. **Membership & Volunteers (Kathy)**
 - needs to step down as Chair
 - she will ask if anyone on this Committee is willing to step up
 - code of conduct is basically written
 - need to work out accountability; who receives complaints and decides?
 - have a complaint flowchart
 - Note: HR Committee deal with staff issues
- c. **Community Outreach (COC) (Janine)**
 - i. **Research and suggest plays for 2022/23 season?**
 - table to next meeting
 - ii. **For next AGM - recruitment/positions available/date**
 - this is a working Board rather than a governing Board
 - how do we recruit --> will need President, Secretary, Treasurer, Members at Large (x 3)
 - qualifications - can meet the time commitment required
 - good communication skills
 - good inter-personal skills
 - good organizational skills
 - has emailed an indigenous reporter at the Times Colonist (Charla Huber) to ask how we can reach out to indigenous people and First Nations
 - will contact Paulina Grainger for suggestions
 - is meeting with Pulcherie Mboussi (Issamba Centre) in August

- Roya Tunali who is Iranian (member of the COC) is interested in becoming a Board member
- we can nominate people at next AGM to run for the Board but, do need to work now to find new people
- date for next AGM will probably be Sunday, November 14th at 4pm

iii. Next update

- apology sent to membership in June was incomplete; should have included what we are apologizing for
- need to revisit an older version of the apology, revise it, and resend to membership by email
- **Kathy will resend older version of apology to the Board members for review**

d. Education (Don)

i. Equity and Diversity audit update

- takes several steps to process over many years
- the first workshop held in May via zoom was the "Why diversity, equality and inclusion?", and attended by all Board members, staff and Committee Chair Heads - paid \$300
- looking at two more workshops hopefully to be held in person that will be ready starting in October
- the second workshop will be the "How to go about it?" - all members will be invited to attend
- the third workshop will be an "inventory or evaluation on how we're doing?"
- Total cost of three workshops is: \$4,500
- budget for October thru December for balance due = \$4,200
- Paulina has given Don some info on what we can do between now and the next workshop and he will review

MOTION by: Don

Seconded by: Kathy

That Langham Court Theatre spend \$4,200 on the remaining two ICA workshops to be held this Fall.

CARRIED

Note: **Don** would also like to do programs for kids, young people/teenagers in the future.

e. **Artistic Direction/Production Planning Committee (ADPPC)**

Questions asked by Committee members:

- i. **What is updated COVID safety plan?**
 - **Dick** says that all Public Health Order guidelines are being followed now and into the future
 - as well the new custodian/building manager is keeping things clean
- ii. **Hiring a GM?**
 - need to respond to HR's Current Position Summary before dealing with this
- iii. **Responding to HR Report?**
 - will be reviewing HR's Current Position Summary at next Board meeting; **(Janine offered to review and bring forward any questions to discuss at next meeting)**
- iv. **Publicity/Brochure**
 - need to get brochure together for upcoming season
 - **John's** wife's friend may be able to help with graphics
 - **John will follow up and ask her to contact Dick**

6. **Treasurer's Report (Mike)**

- \$191,000 approx. in the bank
- two GICs in the total amount of \$50,000 are to cover bank loans due for repayment (\$30,000 in Dec.2021 and \$20,000 in Dec.2022)
- grant of \$20,000 received from Victoria Foundation
- will receive grant of \$23,906 from Federal Government to be used specifically for disabled washroom
- costume/garage sales produced \$4,300
- costume loft making very little if any profit
- costume loft volunteer managers are open to idea of trying to reduce public rentals and deal only with groups and companies
- Jason suggested rewiring the booth over the Summer at estimated cost of \$2,000 using volunteer labour; **Mike** recommends we proceed with this
- Jason also recommended we buy some microphones and cables for \$718 and some handheld wireless mics for \$649; Warren (from Royal Theatre) is able to give us some cables as well
- if we obtain more grant money for capital projects we will be in a position to acquire streaming and new sound equipment and lighting (est. \$25,000)
- Chris Clarke (new custodian/building manager) started in early July

- awaiting response on two grant applications that would cover cost of installing A/C in the booth

7. Correspondence

- a. **Email dated June 16, 2021 received from Gil Henry and Ned Lemley (both life members)**
 - **Kathy will respond to Gil and Ned with the following:**
 - topic of removing Life Members' photos hanging in the lounge will be voted upon by the membership at the next AGM as Life Members are a member-driven aspect of Langham so, this question needs to be taken to them
 - if majority vote to take them down, then an alternative way of celebrating Life Members will be implemented
 - if majority vote to leave them up, then those individuals who want their photos taken down will be removed while the others will stay up
 - Note: as Gil & Ned have asked their photos be taken down now, then this can be done now (some other life members have already done so)
- b. **Email dated June 25, 2021 received from Emily Nimetz (non-member)**
 - received and reviewed; put into record
- c. **Email dated June 25, 2021 received from Rebekah Hatherly (non-member)**
 - received and reviewed; put into record
- d. **Email dated June 26, 2021 received from Ingrid Moore (non-member)**
 - received and reviewed; put into record
- e. **Handwritten letter dated May 19, 2021 (transcribed July 4, 2021) from Carolyn Stephenson (former member)**
 - received and reviewed; no further action needed
- f. **Email dated July 12, 2021 received from Drew Shand**
 - received and reviewed; no response needed
- g. **Follow-up email sent to Drew Shand on July 7, 2021 re: Judy' life membership (no response received)**
 - now required to bring this question to the membership at next AGM

8. New Business:

a. **Costume Loft Recommendations for Fall 2021 (see email dated July 7, 2021 from Linda & Wendy)**

- Linda feels a need to hire a Costume Loft Manager ideally by mid-September --> 20 hrs/week
- guidelines/job description need to be updated
- **Mike can send a copy of the last Costume Loft Manager's contract to Linda** so she and Wendy can put together an updated job description
- Linda and Wendy are still able to volunteer 2 days a week for collection and run future costume sales
- still taking donations but, not renting to the public right now
- salaries have increased and recently learned that a lot of free rentals were being given out by former Manager
- will also need to find volunteers to help
- **Mike** says there was \$30,000 revenue in last full year and projected budget was \$35,000 before COVID so, headed for making a loss; is it worth it running a loft if it's not making money?
- **Janine** - is it worth it if you break even as a community service?
- **Mike** - could there be alternative ways to organize running the loft?

- Linda and Wendy need computer training when Jason sets up newer computer (acquiring from Camosun College) with updated software for invoicing and email

b. **Questions from Jan Streader (active member and part of the *One Act* plays)**

- **Kathy will respond to Jan with the following answers:**

1. **What is latest re: A/C in the booth?**
 - we are waiting for a response on a grant application that would cover cost of installation

2. **Why have Langham agreed to receive a percentage of the take for *Until the Flood* but, want to charge the *One Act* plays a fee? Was that point debated?**
 - *Until the Flood* is a joint production and part of our 2021/22 season and the One Acts are a rental
 - this point was debated and agreed upon
 - **Dick** advised that Wendy Merk is having an ongoing discussion with him to change the rental into a percentage of the ticket sales

3. **Will *Until the Flood* have to buy insurance coverage?**
 - no, because *Until the Flood* is a co-production with Langham and part of the regular season

4. **I am wondering if Theatre SKAM had to buy coverage as they have rented for the entire Summer.**
 - Yes, Theatre SKAM has bought insurance
5. **What kind of deal are they giving the Lawyers on Stage re: rental and insurance in December?**
 - LOST is renting the space at Langham and will be buying insurance
6. **Is Langham going to run a bar during *Until the Flood*? If so, why not for the *One Act* plays?**
 - Langham will run the bar pre-show only; *Until the Flood* is a one act play so there is no intermission
 - opening the bar for the One Acts is in negotiation; we would get the profit from the bar sales

9. **Next Meeting(s):**

- a. Regular Board Meeting - Monday, August 16, 2021 at 7pm (Note: Janine may be away)

10. **Adjournment:** 9:50pm

/si