

Langham Court Theatre Board Meeting

August 16, 2021 at 7pm

Present: Kathy Macovichuk Philomina Hanson (guest)
Mike Chadwick
Sarah Innes
Don Keith

Absent: Rosemary Jeffery, John Crickman, Janine Longy

Call to Order 7:11pm

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: Mike
Seconded by: Don
CARRIED

3. Approval of previous Board Meeting Minutes (July 19/21): MOTION by: Don
Seconded by: Mike
CARRIED

4. Business arising from previous Minutes:

a. New code of conduct for volunteers is drafted; Board needs to review and then discuss accountability

- there's been a good response from cast & crew of *Until the Flood* re: code of conduct; most have already signed & dated
- this document will continue to evolve

Thoughts on accountability

- report to the Board or form an HR subcommittee to look after volunteer complaints at first instance? (at least until an Ombudsperson hired)
- benefit of subcommittee is that a complaint may be handled/resolved after initial investigation without the need to bring to the Board level
- table to next meeting for further discussion

b. Strategic Planning Committee update (Sarah)

- Sarah contacted David & Mike K. (remaining members of this Committee)
- neither of them were aware that Lisa and Janine had stepped down
- Mike K. not interested in becoming Chair

- **Sarah** answered David's email questions and confirmed that many points raised in the SWOT analysis were moving forward; he was invited to attend this Board meeting to discuss further but, he did not respond

- defer this Committee to next Board

c. Nominations for a Production Chair for 2022/23 & 2023/24 seasons; put request in newsletter and website to generate interest

- put a notice in the next newsletter re: Production Chair

- need a Nominations Chair for AGM in November to run election; **Kathy will ask John to organize a person to volunteer for this role (suggestions were Karrie or Geli)**

d. Production Chair guidelines to be updated (Don & Dick)

- have started on drafting updated guidelines

- past Chairs have done things differently

- some procedures have not been followed in the past

- ideally should be someone who's had experience with past productions at LCT

- **Don & Dick** believe that the Production Chair shouldn't direct a show in their season(s) and that they help each Director to choose their team

- should we create an Artistic Director role so, Board doesn't have to manage?

- table to next meeting for further discussion

e. Publicity/Brochure for upcoming season re: graphics help

- Suzanne DeStaffany is working on brochure

f. Costume Loft

i. Manager/Administrator - job description to be updated

- **Mike** to meet with Linda next week to review procedures

- will be set up with Quickbooks for invoices and payments and get training

- someone was interested in the job but, turned it down; have another prospect which will be followed up on

- need someone who doesn't need to make a lot of money or work on commission?

- **Kathy will put note in newsletter once job description updated --> a part-time position for someone to administer the Costume Loft and deal with the public and invoicing**

ii. Re-open to the public?

- will re-open to the public once an administrator is hired

- will be by appointment only

5. Committee Reports

- a. **Human Resources (HR) (Rosemary) (see also email dated June 16, 2021 from Sadie attaching Current Position Summary)**

Some items to discuss arising from Current Position Summary (as per Janine)

- i. **AGM (Nov.14)**
 - **widely publicize opportunity to run for Board --> put in newsletter and on website and send letter to members**
 - **establish stronger nominee presentation format (goal is to vote on theatre's direction based on candidates) --> Committee Outreach Committee is working on this**

- ii. **Digital infrastructure: contract professional to implement?**
 - **tech audit --> hire tech savvy GM**
 - **shared online database/storage** - Google Drive is set up and could continue to be used so all have access; need consistency in file management; have tech workshops to instruct people how to use
 - **email** - possibly have all roles identified as [yourtitle]@langhamtheatre.ca
 - **Langham website refresh - ask Max Terpstra; Dick to advise what needs to be updated**

- iii. **Develop succession planning for all essential positions/theatre operations**
 - **committee chairs/key volunteer positions**
 - **staff positions**
 - **Board positions**

- table to next meeting (when **Janine** back)

- iv. **Re-evaluate policy which requires Board members to chair a committee (implies Board as management) Guidelines/toolkits for committees identified as missing**
 - **reporting process**
 - **committee conduct guidelines**
 - **communication channels**

- table to next meeting

Note: it's been established this is a working Board and recognize that some guidelines need to be updated. Also, a couple of committees (Strategic Planning and Membership & Volunteers Committees in limbo as Chairs have stepped down).

- b. Membership & Volunteers (Kathy)**
 - i. Any feedback from request for a new Chair?**
 - no one wants to step forward from Committee and no response from note in last newsletter
 - maybe become a subcommittee of HR?
 - **table to next meeting**
- c. Community Outreach (COC) (Janine) (see written report dated August 13, 2021)**
 - i. Research and suggest plays for 2022/23 season? (tabled from last meeting)**
 - **table to next meeting**
 - ii. Review draft Invitation to sit on next Board**
 - extract job descriptions from Bylaws and include rather than cite links
 - para.3 - needs to be rewritten; need to broaden scope of community members to be welcomed
 - para.4 - OK
 - after changes made then can be sent out
- d. Education (Don)**
 - i. Equity Homework Guide received from Paulina at ICA**
 - **to be given to cast & crew of *Until the Flood* for their info**
- e. Artistic Direction/Production Planning Committee (ADPPC) (Jon & Sylvia)**
 - no report
- f. Safety (Don)**
 - i. Guidelines for volunteers/audience for upcoming season --> good source of info on *Act Safe* website**
 - has drafted COVID safety procedures - covers all angles --> auditions, rehearsals, performances, audience behaviour and what we expect of an audience
 - would like to purchase a portable air sanitizer
 - **Don will ask Dick & Chris about cleaning the theatre seats and cleaning schedule**
 - hepa filters to be replaced
 - signage will be posted once season starts

6. Treasurer's Report (Mike)

- received \$23,906 to build disabled washroom (probably in Summer 2022)
- \$7,500 grant can be used to go towards training on Quickbooks and Thundertix
- Victoria grant rejected because streaming equipment listed on application
- a capital grant application has been submitted to the Gaming Commission; will know by November
- Jason is re-cabling the booth
- could buy sound amplifiers now

MOTION by: Mike

Seconded by: Don

That we spend up to \$8,000 to buy new sound amplifiers. Note: they won't produce as much heat in the booth.

CARRIED

- Victoria Academy of Dramatic Arts: School for Film & Acting Training (VADA) to rent rehearsal room from Sept.20/21 to May 20/22 (Mon. to Fri. 7am to 3pm) and want to eventually put on a play if possible; good intent for long term relationship; have been invited to become members/volunteers and participate in any of our activities which they might have an interest

7. Correspondence

- a. **Email dated July 21, 2021 received from Emilee Nimetz (non-member)
*Kathy sent a detailed response by email on July 29, 2021***
- b. **Email dated July 21, 2021 received from Monica Ogden (non-member)
*Kathy sent a detailed response by email on July 30, 2021***
- c. **Email from Jane Birkbeck in response to Further Apology email dated July 28, 2021 and request on August 3, 2021 to be removed from mailing list**
- d. **Email dated August 3, 2021 from Bill Williamson (member)**
- e. **Email letter dated August 3, 2021 from Drew Shand (life member)**
- f. **Email dated August 13, 2021 from Dick (Box Office Manager) advising that Margaret L. Smith has requested that her subscription be cancelled**

8. New Business:

a. Show programs - presentation by Philomena Hanson (Victoria Arts Marketing)

[MOVED FORWARD IN AGENDA and discussed following Item 3]

- she has been the "publisher" of show programs for LCT since 1999 (*Death of a Salesman* was her first program for us)
- charges a modest fee
- she pays for printing, administration and graphics
- Cost: \$75/page for a 16 page program (\$1,200); 20 page program = \$1,500
- has advertising for support
- liaises with graphic designer, arts groups, printer, advertising, etc.
- *I and You* (Feb./Mar.2020) was the last show program she did for us
- available to do four show programs for our upcoming season
- pricing for advertising will be adjusted as won't be at capacity
- will need to think about what we want in the program? 12 pages?
- deadline for receiving material is 2-3 weeks in advance of preview night; proofs provided then rewrites
- confirm her services by beginning of September (**Dick** has her email)

PHILOMENA LEFT MEETING AT 7:41pm

Other options:

- Bev Van Druten Blais may be interested; she does St. Luke's programs for \$1,200-\$1,500
- could we design and print our own for this season?

9. Next Meeting(s):

- a. Regular Board Meeting - Monday, September 13, 2021 at 7pm

10. Adjournment: 9:26pm

/si