

- **Don** - for first show *Until the Flood* - if a complaint arises then those producers could start the process then bring to the Board if no resolution
- **Rosemary** - Board should meet with HR Committee to discuss this for future shows (re: Ombudsperson role and more comprehensive conflict of resolution process)**
- **Kathy** - for now follow organizational chart in place --> stage manager to director to producer; but still need form of accountability especially if a serious circumstance eg. verbal warning, written warning, then to Board but, what are the consequences?; it is not clear
- **Sarah** - in lieu of having an Ombudsperson at the moment, the Production Chair could also get involved with solving a dispute if one arises now, especially if the problem revolves around someone on the production team

****need to arrange a date for the Board to meet with the HR Committee****

c. Nominations Chair for AGM in November to run election for new Board members and Production Chair (John to find volunteer)

- **John** still canvassing people and will aim to find one by Sept.30th
- NOTE: Nominations Chair needs to be appointed by Oct.14th

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

- **Don** - do need to simplify responsibilities of Board and Chair
- future Chair does not necessarily need to be familiar with LCT but, does need a strong background and knowledge of theatre world
- needs to have wide experience in theatre practice and able to present a variety of plays for a season under our guidelines --> a mystery, a comedy, a classic and a new play; size of set, budget, cast, royalties, etc.
- some feel that the Chair shouldn't direct in their season however, it does provide a perk for the position
- **will continue working on drafting updated guidelines for next meeting**
- Production Chair could be created as an Artistic Director but, a true Artistic Director position is usually a paid position
- also need to change bylaws to reflect that the Board can appoint a Production Chair; right now it's a voted position; **Don to work on wording for this potential bylaw change**

e. Part-time Costume Loft Administrator - job description updated?

- **Dick** - Deanna Milligan is interested; she has just moved here

- has some theatre background; done a lot of photography, artwork, music
- keen to learn
- wants to promote costume loft through social media
- wants active role in getting sales going; better pricing --> would be responsible for retail end
- willing to work with Linda & Wendy (volunteer costume loft managers)
- propose that this be a contracted position; receive 50% of profits; minimum salary \$1,000/month for x hours
- need to find out her availability
- will wait until **Mike** to get back to confirm
- follow up with Linda on progress re: updating job description

****NOTE:** in meeting to be scheduled between Board and HR Committee, also need to discuss duties of HR Committee as written in Part 7 of the bylaws (section 7.2(7)) re: their involvement with contract negotiation**

5. Committee Reports

a. Human Resources (HR) (Rosemary)

i. Hire a new GM/General Administrator

- Board needs to look at exit summaries prepared by Michelle & Finn (their feedback may be helpful)
- **Kathy** will find past job description and send to us for review
- **Janine** - after review invite HR Committee to assist and provide input
- **Dick** can look at both documents for updating
- look at requirements of theatre; kind of same as job description
- **John** - there will be financial restraints; past GMs were managing a 6 play season, now we're only doing a 4 play season - revenue will be 2/3 of what it was
- **Rosemary** - some of the infrastructure not in place to support a GM as written; do need to address i.e. review and adjust job description, before we can hire a GM
- **Dick** - prefers to refer to this position as a "General Administrator"

b. Membership & Volunteers (vacant Chair)

i. Discuss moving this Committee to become a subcommittee of HR

- Sadie will bring this topic to her committee for discussion in the next week or so
- NOTE: if this is agreed to, the bylaws would need to be amended as the Membership & Volunteers Committee is presently listed as a standing committee

- alternative is to approach members directly to ask if they want to Chair this committee

c. Community Outreach (COC) (Janine)

i. Research and suggest plays for 2022/23 season? (tabled from July)

- has decided it's not their job

ii. Possible topics to be included in next Board update to members

- continue with these updates? No, as they are now just repeating what is in the newsletter; past updates served their purpose at the time

- **Dick** - anyone can read the newsletter as it is publicly posted on the website but, at present it is listed under the "Members" tab --> will look into moving location to be more easily seen

iii. Candidates for the Board

- latest invitation sent to membership was also sent to Pauline Grainger and cultural organizations

- an ad to go in the Times Colonist

- website, Facebook and newsletter

- one response so far - Carmen Morgan (just moved from Edmonton) is interested in coming on the Board; a playwright, long term patron of the arts, was active in the theatre scene in Edmonton, was a producer and stage manager for a play at the Edmonton Fringe Festival, Board member at large and program coordinator for the Canadian Author's Association responsible for inviting authors for writing workshops and organizing the events; **Dick** gave her a tour of the theatre

iv. Proposal to Rent Theatre to The African Art and Cultural Society

- Pulcherie Mboussi (an event organizer at the Issamba Centre) is a woman (originally from Cameroon) who brings in African Canadian artists to Victoria once a month; she gets grants to cover her costs

- proposed dates December 17, 18, 19 for performances at LCT

- performer would be Zal Sissiklo (Senegalese Canadian musician based in Montreal) whose music draws on the griot tradition of West African story telling and music (a fusion of American chora with Spanish flamenco)

- ticket sales would go through our system - \$25/ticket (max. 88 seats/show as per health order)

- we receive rental cost of \$250/show (promote as part of LCT advertising)

- they pay for tech assistance at \$30/hour, program and print ads

- would need some rehearsal time at LCT

- they can provide Front of House

- not sure if they would want the bar open

- **Janine** will contact Isaamba Centre to see if this is acceptable

d. Education (Don)

- next Diversity Training Workshop will be ready to go in October (dates TBD)
- this season's production teams will also be invited

e. Artistic Direction/Production Planning Committee (ADPPC) (Jon & Sylvia)

- no report

f. Safety (Don)

i. Cleaning schedule?

- need to follow Provincial Health Regulations; rules apply to all people that enter the theatre i.e. audiences, cast & crew, renters, volunteers, etc.
- actors don't need to wear masks while performing
- will need someone at each performance to check at door for vaccine cards and photo ID to confirm name on vaccine card
- theatre will be cleaned thoroughly after every performance including the seats and carpets
- there are no longer two show days so will be enough time between performances to clean theatre

6. Treasurer's Report

- in **Mike's** absence **Sarah** checked online balances of all accounts --> Total: \$196,772.81

7. Correspondence

a. Email dated September 8, 2021 sent to all life members re: photos in lounge

- **Dick** confirmed this email went out to 43 life members (he will call the two life members that don't have email)
- so far he has received 24 responses --> 8 want photos removed and 16 do not
- deadline for further responses is Sept.24th (need at least 9 more responses for a quorum decision)

****ROSEMARY LEFT MEETING AS COMPUTER BATTERY POWER ALMOST OUT****

8. New Business:

a. Upcoming AGM (Nov.14/21)

- **Sarah** will look at past AGM Agendas and start drafting one for this November

b. Upcoming season

- brochure is at the printer
- rehearsals going well for *Until the Flood*

- the remaining 2 roles for *Silent Sky* have been cast

9. Next Meeting(s):

- a. Regular Board Meeting - **Monday, October 11, 2021** at 7pm

10. Adjournment: 9:27pm

/si