

Langham Court Theatre Board Meeting

November 8, 2021 at 7pm via Zoom

Present: Kathy Macovichuk Don Keith
Sarah Innes Dick Newson (guest)
John Crickman Karrie Ayotte (guest)
Rosemary Jeffery Marilyn Kuss (guest)
Janine Longy

Absent: Mike Chadwick

Call to Order 7:05pm

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: Janine
CARRIED

3. Approval of previous Board Meeting Minutes (Oct.11/21): MOTION by: Rosemary
Seconded by: Don
CARRIED

4. Business arising from previous Minutes:

a. AGM - Nov.14/21

i. Prepare for action item re: membership vote on Judy Treloar Life Membership (Karrie); and discuss our response to Drew Shand's latest correspondence (Oct.28)

- **Karrie** - theatre's HRT lawyer can't attend AGM but, a colleague can attend on her behalf (who can be briefed on background of file) to assist Board at AGM if questions arise

- they could do a phone (or video) call tomorrow or Wednesday with Board members to prepare (to attend phone call will be Kathy, Toshik, Karrie, Marcia & colleague)

- **John** re: procedural fairness; it's the intention of the Board to present the motion; shouldn't take more than 5 minutes; Drew as a member (and any other members in attendance) will have same amount of time to respond

- Note: Board hasn't responded to Drew's latest correspondence as "didn't want to prejudice your case by discussing it prior to AGM and protecting your rights by not responding to your letters"

- the motion at the AGM will be made by **John** and seconded by **Janine** to say: *To revoke the Life Membership of Judy Treloar in the Langham Court Theatre Society consistent with the terms of the settlement reached at the Human Rights Tribunal on March 29, 2021.*

- before the motion is made, need to establish with the members present whether they would like to vote on the motion by secret ballot as per bylaw 4.6(2)

- one question that might come up is why didn't the Board suspend Judy's Life Membership --> it's a different category of membership; life memberships are voted on by the membership as a whole so, can't unilaterally be taken away by the Board

ii. **Bylaw amendments - aside from general housekeeping & formatting:**

- **5.2(3)(k) - "even" to "odd"**
- **7.2(9) - "odd" to "even"**
- **10.1(3) - remove reference to "General Manager" as being one to sign cheques; they are not a signing officer of the Society and have no authority to sign cheques (missed including this in Notice of AGM but, would form part of general "housekeeping" of the bylaws and to bring into alignment with *BC Societies Act* requirements)**

- we will be withdrawing first two amendments as we have not received any nominations for Planning Production Chair; nominations are now closed and nominations are not accepted from the floor for this position so, would not be able to have an election this year, therefore no need to change the wording in both of those bylaws; new Board will be able to appoint a person to plan next season

- the remaining motions will be made by **Sarah** and seconded by **Don** at the AGM

iii. **Life Membership recommendation (Marilyn); *should we proceed with new recommendation at AGM given the membership vote on revocation of Judy Treloar's life membership?***

- Marilyn has confirmed that a member does qualify this year for Life Membership with 14+ years membership and enough service points accumulated

- after some discussion it was decided to postpone this year's recommendation at the AGM and possibly put forth two people next year

iv. **AGM by Zoom? *Written Notice of AGM gave members notice that meeting is to be "in person". Can this be changed within the 14 day notice period?***

- short answer is "no" as per Part 4 of the bylaws and *BC Societies Act*; Notice of AGM advised that meeting is "in person"
- can't change "venue" now as we are less than a week away i.e. within the 14 day notice period
- there is an option to seat some people in the lounge to allow for more distancing; could see & hear meeting on monitor

****KARRIE & MARILYN LEFT THE MEETING****

v. **Linda MacNaughton wants to introduce Deanna Milligan to membership. *OK to add to AGM Agenda?***

- yes, can be added to the "Welcome & Overview" item on the Agenda

vi. **Update on nominations and written reports received to date (Sarah); *aiming to get the package finalized and sent out by email to membership and put on website by Nov.12th (final hardcopies will be available at AGM)***

- Sarah following up with those yet to send in reports
- Dick will add a summary of the sales to date re: *Until the Flood* to his Box Office Report already provided
- six people nominated to date; have their bios

vii. **Confirm sign in sheet, ballots and voting cards prepared (Dick); *find white board/flip chart for Geli; require podium & microphones for speakers' use?***

- Dick says we have a lecturn, can buy whiteboard & markers
- Sarah will follow up with Jason on setting up microphone
- members will sign in when they arrive in the lobby; Dick will arrange a person to handle plus check vaccine cards (doors open at 3pm)
- Christine Sam (Songhees Nation) can open AGM with song of prayer (Kathy will introduce) Cost: \$200 honarium

b. **Job Description for new Theatre Administrator to be updated (Dick); *discuss first draft (need to include qualifications)***

- Dick - can carry on handling rental contract administration and going to accountants for Mike
- some qualifications would include: personable, communicative, able to negotiate, good at liaison, good at problem solving

- **Kathy** will update the draft and send to Board for approval; then will send to HR Committee so they can start looking for a part-time Theatre Administrator

- c. **Production Chair guidelines to be updated (Don & Dick); discuss first draft**
 - **Don** - draft is a suggestion given new circumstances with equality, diversity and inclusion
 - Production Chair presents two slates of plays one season at a time
 - updated guidelines are still a work in progress
- d. **Part-time Costume Loft Administrator - job description updated? (Linda awaiting Mike's return); may be written into new contract which is yet to be completed**
 - Linda sent an email confirming that: "Deanna has been working under an unwritten goodwill agreement between herself and the General Manager. Job focus is on managing rentals, sales, technical and marketing needs of the costume rental, plus coordinating with volunteers on management and general upkeep of the costume collection and the Loft".
 - Deanna can be paid for October by etransfer once she issues an invoice --> base salary + 50% of October retail sales
- e. **African Art and Cultural Society concert at LCT (Spring 2022 - dates TBD) - any update on their technical needs?**
 - **Janine** hasn't heard back from Pulcherie; will wait until after Christmas to follow up

5. Committee Reports

- a. **Human Resources (HR) (Sadie)**
 - have submitted AGM report
- b. **Membership & Volunteers (vacant Chair)**
 - no report
- c. **Community Outreach (COC) (Janine)**
 - have submitted AGM report
 - **Kathy** met with a new member and his partner and gave them a tour of the theatre; **Janine** will follow up to see if they're interested in volunteering in some aspect at the theatre
- d. **Education (Don)**
 - **Don** had a long conversation with Paulina
 - Zoom workshops will start in January with Module #1 (repeated from May 2021)
 - Paulina will have a contract for us to sign

- **Don** doesn't mind continuing on with supervising these workshops (*ex officio*) unless someone else wants to
- will write AGM report with all descriptions
- all members can attend plus all cast & crew of shows this season

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

- have submitted AGM report
- **Kathy** noted that *Until the Flood's* run now over at LCT; went really well; will open again at Bema Productions on Dec.2nd
- **Kathy** met the cast of *Hilda's Yard* at their read thru last week

f. Safety (Don)

- all protocols in place; theatre clean; actors have been respectful
- have continued relationship with ActSafe BC (will include in AGM report); recommends that we keep this relationship going; workshops are free; keep presenting their handbooks, etc.

6. Treasurer's Report

- **Mike** emailed the draft AGM Treasurer's Report and year end financial statements

MOTION by: Janine

Seconded by: Don

That the Board accept the draft AGM Treasurer's Report and year end financial statements.

CARRIED

7. Correspondence

- a. **Email dated October 23, 2021 from Jennifer Sagar re: double vaccination requirements at auditions; preliminary response sent by Kathy on Nov.3/21**
- no further response required
- b. **Registered letter/email dated October 28, 2021 from Drew Shand (life member) to Board of Directors**
- **Kathy will send response**
- c. **Email dated November 3, 2021 from Emilee Nimetz (member)**
- **Kathy will send response**
- d. **Email dated November 4, 2021 from Heather Jarvie-Laidlaw (member)**
- **Kathy will send response**

- e. **Email dated November 5, 2021 from Rebekah Hatherly (member); response sent by Dick on Nov.5/21**
 - no further response required

8. New Business:

- a. **Questions received from Jeannie Reynolds re: Art Shows in lounge**

Answers:

- Art Shows are now allowed again in the lounge; maximum capacity at one time is 20; no food or bar
- would need volunteer at door to check vaccine cards
- artist can be in attendance but, also needs to be vaccinated
- can be solo artist or group shows
- patrons can view and purchase art at intermission
- masks need to be worn in the lounge
- **Kathy will respond to Jeannie with these answers to her questions**

9. Next Meeting(s):

- a. Regular Board Meeting - **Monday, December 13, 2021** at 7pm (TBC)

10. Adjournment: 9:35pm

/si