

LCTS Minutes + Agenda Board Meeting Dec 28 2021
6-8pm on Zoom
(Zoom Link:)

Present: Erica Petty (she/her), Tony Adams (they/he), Emilee Nimetz (they/them),
Ingrid Moore (she/they), Monica Ogden (she/they)

Agenda

- 1. Call meeting to order at 6:08pm - chaired by Erica**
- 2. Territory Acknowledgment**
 - a. We are meeting on the unceded territories of the Lekwungen and WSANEC peoples, colonially named Victoria BC. As we reflect on our presence on these lands and the ongoing racism faced by Black, Indigenous, and people of colour here, as well as the pandemic disproportionately affecting marginalized folks on these lands, we are reminded of our responsibility to anti-racist work, and changing the culture that allows racism to happen.
- 3. Approve Dec 6 meeting minutes** - hold approving minutes until the next scheduled board meeting.
- 4. Business Items (Production, Membership, or Rentals)**
 - a. ICA anti-racism workshops
 - i. Monica met with Paulina to update her on recent events and to discuss the timeline for workshops.
 - ii. BOD - Mondays 6-9pm is ideal
 - iii. Confirm if workshops will be bi-weekly or monthly
 - b. Staff and Operations
 - i. Costume Loft Manager sent a check in (She was paid late!)
 - ii. Erica has been in almost daily contact with BOM about operations. Since BOM has removed all other BOD from direct communications, this labour is placed solely with Erica. This has been difficult due to time spent volunteering and the nature of the emails.
 - iii. Policy updates needed ASAP. Noted: BOD cannot move through current anti-harassment process without ombudsperson
 - c. Important Communications
 - i. Vandalism reported to Erica and BOM re: personal property damaged on site. Board and BOM emailed to follow up post-report. (Full conversation is redacted until consent is received to share details)
 1. ACTION: Inquire about insurance possibility
 - ii. Erica was informed of outstanding payments re: Until the Flood cast. Discussion: Lack of access to production agreements and society dealings shows the need and importance of the GM role.
 1. ACTION: Box Office shares to be paid by Jan 15.
 - iii. Anti-Black Harassment and Intimidation reported to Monica Ogden. Full board responded with care items to the individual who reported. (Full BOD conversation is redacted until consent is received to share details)
- 5. 2021-22 Productions/ Update on Season PAUSE and CONSULTATIONS**
 - i. Production leaders were asked to tell us about their safety procedures, provide suggestions for how to proceed with the production season effectively without GM, and what impacts a

cancellation may have for their team. Discussion from reports given from directors and producers.

1. Consultation from Hilda's Yard
 - a. COVID plans to follow provincial health orders
 - b. Harassment/Discrimination policy and a code of conduct signed by all cast, available on file. Advised board updated these policies on 06-Nov-2021, but we do not have these updates on record and they have not been released publicly. Cast has been notified of ICA trainings.
 - c. Impacts: main concerns include loss of revenue but also acknowledge their own uncertainty of financial position of the theatre. They note negative impacts of morale and reputation in losing the work/time of those invested.
2. Consultation from Silent Sky
 - a. General feedback provided regarding ways to conduct rehearsals in a respectful manner. Requested clarification on specifics or additional feedback to address other questions, but did not hear a response.
3. Consultation from Mambo Italiano
 - a. Concerns similar to those we requested feedback on were discussed with the previous board, namely around harassment and anti-racism policies and lack of staff leadership, but the previous board did not address these concerns. Director was announced before their concerns were addressed. No major impacts noted
4. DISCUSSION
 - a. Covid protocols provided by the current show are insufficient and code of conduct was not provided. We have not seen an updated worksafe plan or covid-19 plan. Images of cast unmasked in rehearsal were shared publicly, which is concerning. Covid concerns have not been adequately addressed (audience safety, outbreak policy, distancing, masking, cleaning).
 - b. Anti-racism and anti-harassment needs to be addressed at the core/culture level. Some feedback noted that there aren't sufficient policies or training in place yet to ensure safety so it is difficult to roll out auditions and ask for volunteer participation where safety cannot be prioritised. Previous board began rolling out the ICA training mandated through HRT mediation; however, no learnings were communicated publicly/to membership. Roll out of further ICA trainings needs to be complete before we can begin to work towards safer spaces. Given varied responses in consultation process, it is clear that the culture of racism and harassment has not been adequately

addressed - this is not unified, specific, or substantial, so we have a lot of work to do to get this up to a worksafe standard.

- c. Hilda's Yard will be the most impacted by the cancellation. Will offer support in terms of communicating to their team. There has been substantial work completed; however, it seems unrealistic to be able to proceed as planned given major safety concerns.
- d. Financial Impacts: Refunds must be offered to ticket holders. Revenue may still be generated if we are able to safely proceed with rentals of space, costumes, props with a new COVID plan. Staff expenses less without active production season. The financial impacts of not addressing safety are greater than that of revenue loss from cancellation of performances. For example, theatre spent \$38,000 on legal fees to do with HRT and PR consultation according to financial statements in previous minutes - this could have been avoided if years of community calls to address racism were taken seriously.

5. MOTIONS:

- a. Erica motions to cancel the remainder of the season in light of consult process and discussion. Emilee seconds. (All BOD vote in favour.)
- b. Tony motions to close Langham Court Theatre to the general public for COVID safety amidst staggering rising cases of Omicron variant, after monitoring cases from last meeting. Ingrid Seconds. (All BOD vote in favour)
- c. Erica Motions for all staff to work from home, and any staff laid off be guaranteed January wages. Ingrid seconds. (All BOD vote in favour.)
- d. Tony motions to allow rentals pending review of protocols, with priority to non-performance based rentals, to continue but to reexamine new COVID protocols. Emilee seconded. (All BOD vote in favour)

6. ACTION:

- a. Create a communication to be delivered to the membership and artistic teams, Langham Court Theatre employees, renters and general public. Circulate by Dec 29.
- b. Erica will reach out to all staff, ask them about their needs and to help assess risks, implement a worksafe plan. Tony will ask accountant about BOM's ROE. Erica will provide BOM notice of termination without cause and pay in lieu of notice
- c. Monica to add BOD as admins to social media

- channels.
- d. Tony and Erica to post paper notices on-site (doors, etc)
- e. Emilee to liaise with renters.
- f. Ingrid to assist with refunds.

6. Board/ Society Items

- a. Legal: Check in about our personal capacity, the liability to society, as well as legal risks as individuals acting as a legal entity.
 - i. Emilee, Erica, and Tony Consulted with Society Lawyer, David Borins, who provided strategies for ways to implement policies/changes to ensure safety and address institutional harms. Update on meeting with lawyer, David Borins
 - ii. Consultation confirmed general operations have not been abiding by the Societies Act properly, bylaws have been ignored
 - 1. MOTION: Appoint Borins & Company as legal counsel to the society (Motioned by Emilee, seconded by Tony)
 - a. ACTION: Gain quotes for Board Insurance
- b. Thunder Tix
 - i. Need to have a valid card to take payment for upcoming charge on January 4. BOM card was cancelled by past Treasurer
 - 1. MOTION: Tony to use personal card and will be reimbursed once signing authorities are sorted. (Motioned by Tony, seconded by Ingrid)
- c. Admin Support for BOD
 - i. Support needed to address impacts of cancellation such as refunds, support Tony in invoice processing, and responding to email inquiries, as well as some operational issues (rentals, building, etc). Discussed possibility of hiring Interim Administrator/bring in support from members who have worked in this capacity before/have institutional knowledge.
 - 1. MOTION: Reach out to Colleen Blunt with hiring proposal/ LOA
 - 2. ACTION: Erica to draw up LOA, Monica and Ingrid to reach out.
- d. Financials and Bank
 - i. Erica and Tony have confirmed appointments at bank, provided paperwork and relevant minutes
 - ii. Most outstanding payments have now been made

7. Any other business?

- a. Next meeting date: Early January, date to be confirmed.

8. Adjourn meeting - 9:00pm (Moved by Erica, 2nd by Tony)