

LCT Agenda, Board Meeting Feb 26, 2022

5:30pm at Langham Court Theatre

following work session for board members at 3pm

Things that got tabled/need to be talked about

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

Regrets: Jesse Deutscher (they/she)

Chaired by: Erica

Agenda

- 1. Call meeting to order - 5:34pm**
 - a. Territory Acknowledgement led by Monica
 - i. We're meeting here together on the unsundered territory of the Lekwungen-speaking peoples. A lot of our discussions recently stem back to land, and what it means to be on these lands in a good way. I am grateful that we are all prioritizing our relationship to anti-racism because Black and other racialized folks live under constant threat,
- 2. Approve Agenda - Motion by Emilee, Seconded by Tony**
- 3. Approve Meeting Minutes. Motion to delay the vote on minutes** to allow board members more time to proof and confirm the minutes reflected from Jan 4, Jan 11, and Jan 25 Board meetings. Motion by Tony, seconded by Erica.
 - a. Update: *Dec 28 minutes were approved by BOD Feb 11 by email
- 4. Business Items (Productions, Membership, Operations, Staff, Rentals)**
 - a. **Productions**
 - i. Planning for 2022-23 Season: prioritize diversity, equity, and inclusion in our programming. *Tabled*
 - b. **Membership**
 - i. ICA training continues. Next dates: Feb 28 and Mar 14
 - c. **Operations**
 - i. Received Organisational Audit from MBA student. It was conducted in 2019 and passed on by former GMs. It's a great strategic analysis of the micro and macro operational challenges at LCTS. Many constructive directions and possible action plans are given.
 1. Emilee has read through the report and it really affirms and aligns with a lot of the work we are seeking to do as the board in regards to anti-racism, organizational restructuring, transparency, etc.
 2. IDEA: May we offer the membership, subscribers, and general public an opportunity to participate in a survey about the future of LCTS and offer some strategic directions?
 - a. ACTION: Draft a survey over March. Ana, Emilee, and Tony to create a survey.
 - ii. Update on meeting from former Ombudspersons
 1. Meeting was in-camera

d. Staff

- i. Past GM's have offered consultations about GM + BoM job descriptions
 - 1. ACTION: To affirm a job description and hire a new GM. BOD will continue outreach to former committee members, staff, and ombudspersons.

e. Rentals

- i. Hapax Theatre has requested rehearsal space
- ii. Filmmakers are using theatre mid-March for a one-day shoot
- iii. Story Theatre to send a rental proposal for outdoor TYA fest
- iv. Other local companies are starting to ask about space in the fall...
 - 1. ACTION: to see if Jesse could potentially take on role as rental contact

5. Board / Society Items

a. Societies

- i. Erica filed an update with BC Societies re: new directors
 - 1. ACTION: Reimburse Erica the fee
- ii. Discussion about protecting members privacy re: member list being used without proper member-request process, permissions or usages listed in the by-laws
 - 1. An email was sent to members on Feb 4 to notify them about the privacy breach.
 - 2. BOD we will consult to confirm our legal obligations going forward

b. Bank/ Financials

- i. General Update from Tony
 - 1. Bank Balance is approx \$240K (all accounts)
 - 2. Updated budget is needed for GM hire.
 - a. Board did not receive a season budget from outgoing directors
 - i. ACTION: Ana and Erica to collaborate on a budget
 - 3. Credit Card issued yet?
 - a. Arrived 2/25/2022
- ii. Reserve Fund Policy proposed by Erica
 - 1. This policy was originally suggested thanks to efforts of the past Finance Committee, who set up the Operating, Building, and Equipment reserve funds. We need a policy that governs how we add to, use, and report about the reserve funds. BOD were not advised of any existing reserve policy
 - a. UPDATE: BOD found drafted policy when looking in-person at the theatre. BOD to study
 - b. Discussion of how the reserve funds are currently being used/kept was had. Flagged that the way they are currently is problematic for a lot of arts and community funding programs.
 - c. ACTION: Draft a revised Reserve Fund policy

c. Media

- i. Mike Devlin has requested a follow up conversation with Erica
 - 1. Ana offered to speak on the record with TC

d. Legal

- i. In-Camera

6. Any other business?

- a. Next meeting date: Sunday March 27th at 3pm? TBC
7. **Adjourn meeting** - 7:02pm Motion by Erica, 2nd by Monica