

LCT Agenda, Board Meeting Jan 11 2022
6:30-8pm 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)
Chaired by: Erica

Agenda

1. Call meeting to order - 6:36pm
 - a. Territory Acknowledgement led by Monica
 - i. We are all meeting on the unceded territories of the Lekwungen and WSANEC peoples. I've been thinking a lot about the state of racism in this city, and how hard it is to exist as an Indigenous person, a Black person, a POC on these territories, and the coalitions that exist between various BIPOC communities. It feels very present for me. I want to presence those things. It is our job to continue this anti-racism work.
2. Approve Agenda - **Motioned by Emilee, seconded by Ingrid.**
3. Approve Dec 28 and Jan 4 meeting minutes
 - a. Are we still awaiting consent from community members mentioned in the minutes on Dec 28? -
 - i. Still under review and awaiting consent from peoples experiences referenced in the agenda. (Update: *Dec 28 minutes were approved by BOD Feb 11 by email)
 - ii. **Motion to delay approval of minutes. Motion by Erica, 2nd Tony**
4. Business Items (Productions, Membership, Operations, Staff, Rentals)
 - a. **Productions**
 - i. How is refund process going?
 1. Ingrid was in box office January 10. Still looking into the process of refunds.
 - a. ACTION: Tony and Ingrid to find some time to look through it together
 - b. <https://admin.thundertix.com/discussions/317> - refund walkthrough
 - c. ACTION: Connect with the accountant to confirm which account the ticket revenue comes from and ensure we have enough to cover returns.
 2. Some emails from folks seeking their refunds. Have addressed their concerns and have communicated a timeline of next week.
 - ii. How are comms with public going?
 1. Waiting for website updates to be made. Will follow up again.
 - b. **Membership**
 - i. BOD's work timeline is now ready to present to the membership
 1. Some issues accessing the membership list.
 - a. Want to look into how we store and access this list.

2. ACTION: Send a member email with the timeline document by next week.

c. Operations

- i. A door is broken and will need to be repaired.
 1. The keypad on one of the doors on the building has malfunctioned and cannot be unlocked. Emilee troubleshooted with support and the lock company confirmed a new lock would be required.
 2. Waiting on a follow up from Prices Locks for a service date
 3. Need to affirm our client standing with them.
MOTION: To accept this quote and move forward with the repairs (Motedioned by Erica, 2nd by Emilee)

d. Staff

- i. Staff continue to check in and suggest pivots re: working from home
 1. Worksafe plan to be presented to staff tomorrow (Jan 12)
MOTION: To approve sharing current working COVID document with staff/contractors (Motedioned by Tony, 2nd by Erica)
ACTION: Will continue to work on public facing COVID policy for Feb 1.
 2. Meetings and introductions with staff members - ongoing
- ii. Colleen Blunt has been offered a short-term contract to help with admin. Meeting with them to confirm if they accept or decline.
- iii. HR committee has been contacted. 4 former GM's have offered to help write the job description and provide some training to new GM.

e. Rentals

- i. All rental groups are in touch and their COVID plans have been approved
- ii. Emilee and Erica to meet with Central Middle School to coordinate further

5. Board / Society Items

a. Bank/ Financials

- i. Checking in about Bema/ Attitude payments and Lawyers On Stage payments.
 1. Will have to go to the theatre and check the computers for info on the payments
 2. Payments will be approved early next week.
 - a. Tony to contact Wendy Merk and Zelda Dean
 - b. Erica reaching out to Lawyers On Stage
- ii. Credit card was cancelled by the former Treasurer. New Credit card needed to run box office systems, etc
 1. Application being submitted this week.
- iii. Erica's appointment at the bank was cancelled (COVID related staff shortage). Will re-book.

b. Media

- i. Erica gave an interview with reporter Mike Devlin
 - 1. Likely to come out mid January

c. Legal

- i. In the process of hiring David Borins
 - 1. ACTION: Emilee will follow up
- ii. Member email lists were used Jan 6, 2022 by a former BOD who resigned their position Dec 7. Lists were used without the society's knowledge or consent.
 - 1. Personal info was shared without consent
 - 2. Content of the letter appeared to encourage intimidation of board members
 - 3. ACTION: We will investigate legal obligations around a privacy breach and required steps per PIPPA

6. Any other business?

a. Anti-Racism training with ICA

- i. Confirm 2 training dates - potentially January 31 and February 14?
 - 1. ICA wants to commit to every 2 weeks.
- ii. Need to send invites out to membership and give heads up.
- iii. How do we get people to register?
 - 1. ACTION: Emilee to investigate the use of Google Forms to collect participant information.

b. Next meeting date: TBD

7. Adjourn meeting

- a. 8:47pm MOTION: Ingrid, 2nd Erica.