

LCT Agenda, Board Meeting Jan 25, 2022

6:00 on Zoom

(Zoom Link:)

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

Regrets: Erica (she/her)

Chaired by: Emilee Nimetz

Guests: Ana de Lara (she/her) and Jesse Deutscher (they/she)

Agenda

1. Call meeting to order
 - a. Territory Acknowledgement - led by Emilee
 - i. Participating in the meeting from Lekwungen Territory. Thinking of the work we're doing here on these lands, and how these lands have been a meeting place. Thinking through their ancestry, and undoing legacies of colonialism, especially in tangible ways. These are the thoughts they are bringing into this meeting.
 - ii. Monica adds: We are working towards a goal of communal healing, and that we are trying to make it a welcome place for marginalised folks who were previously made unwelcome
2. Approve Agenda - Motioned by Ingrid, seconded by Monica.
3. Appointments of Vacant Positions
 - a. The following vacant positions were appointed per the Bylaws 6.1 (3): Any vacancy on the Board will be filled by Board appointment, and any such appointment will be presented for confirmation at the next general meeting of the Society. The Board received offers of support and reached out to specific community members who had expressed offers of help with our democratic mandate of opening the theatre up to the broader community.
 - i. Vice President Nomination

Ana de Lara is a performer, screenwriter, film director and producer, based in the unceded Coast Salish Territory of the Lekwungen and WSÁNEĆ nations. She has performed in theatre, film, television, and commercials, as well as in stand-up and improv shows. Her screenplays and films have won over 30 accolades in North America and Europe and have played in international festivals and on CBC. De Lara is a passionate advocate of equity, accessibility, inclusion and diversity in the Arts and serves on committees advancing these values. She is the current co-president of the Women in Film and Television Vancouver, and former president and vice-president of CineVic Society of Independent Filmmakers.

1. Tony motions to appoint Ana de Lara as Vice President,
Monica Seconds
2. Everyone in favour - motion passed
 - a. Note: Erica had sent her approval and enthusiasm for the appointment of Ana De Lara

b. Member-at-Large Nomination

Jesse Deutscher is a settler of French, Scottish, and German origin, originally from Treaty 7 territory in Calgary, AB. A graduate of the Canadian College of Performing Arts, they have

been based out of so-called Victoria for the past 8 years, and have been involved with many local theatre companies in different capacities during that time. Most recently she performed in Langham Court Theatre's 2020 production of I & You by Lauren Gunderson. Jesse has training in conflict de-escalation, bystander intervention, and harm reduction practices. They are currently working through the Whiteness At Work training program via the Adaway Group, learning how oppressive practices can show up in the workplace and how to combat them.

i. Ingrid motions to appoint Jesse Deutscher as Member At Large, Tony Seconds

ii. Everyone in favour, motion passes

Note: Erica had sent her approval and enthusiasm for the appointment of Jesse Deutscher.

c. President

i. Still Vacant.

ii. We are still consulting some individuals, may bring a nomination to the next meeting.

4. Update on approval of past minutes (Dec 28, Jan 4, Jan 11)

a. Consent for Dec 28th and Jan 4th

i. Still awaiting approval from folks who are referenced within Dec 28th minutes. (Update: Dec 28th minutes approved Feb 11 by email).

ii. Erica and her family are ill, so she wasn't able to draft Jan 11 minutes yet

5. Business Items (Productions, Membership, Operations, Staff, Rentals)

a. Productions

i. Refund Status

1. Ingrid has taken on a bulk of labour issuing refunds. All of Hilda's yard tickets have been refunded.
2. Some issues with reissuing funds with how payment was inputted to the system (cash, etc). Cheques have been issued for most folks with strange notes on their file
3. Tracking system created by Emilee for Ingrid and Tony's use
4. ACTION: Tony will be calling some folks to get mailing info.

b. Membership

i. ICA Training

1. ACTION: Email to Membership with a Google Form to sign up for first 2 dates.

a. Will be working with Chad Jarvie-Laidlaw to help put a google form on our website

ii. Note that communication was rec'd from Dick Newson RE: revisions to BOD meeting minutes (first meeting).

iii. HR Committee

1. Need to relay that we need to pause the committee until a BOD is present, congruent with our bylaws. Ana - in their

- experience VP typically sat on HR committees, happy to jump into that role in the future
- 2. Monica may want to have some presence on the HR committee as well
- 3. A lot to consider, and certainly a lot of transformation needs to happen.
- iv. The Black Pledge Forum - Monica to share at next meeting

c. Operations

- i. From Maintenance: AED Machine out of date. Alert First Aid has replacement units. These have not been replaced since 2006. Extinguishers out of date/replacements needed as well.
 - 1. ACTION: Emilee to investigate/obtain quotes
- ii. From Maintenance: Seasonal ants have come back. Chris informed us this is a recurring issue, advised that dishes should not be left in the sink. See COVID guidelines for renters.
- iii. Email Rec'd from Member Jan Streader RE: Ventilation Project in Sound Booth
 - 1. ACTION: Need to obtain history of previous board approvals/discussion around this project.

d. Staffing

- i. Colleen has offered their services in a volunteer capacity only.
 - 1. ACTION: Emilee to reach out to Colleen to gauge ability to implement G-Suite transition.
- ii. Report from Emilee
 - 1. Renters advised that unauthorised persons entered the building during their class. No information as to who this may have been. Security concerns remounting.
- iii. Interim Administrator posting - **Tabled, to be reviewed in advance of next meeting**

e. Rentals

- i. Central Middle School
 - 1. Not Proceeding. We will support with costumes and tech and set, where we can.
- ii. VADArts
 - 1. They did a COVID Refresher. Advised to reduce touch points.
- iii. Other Requests
 - 1. Cold Call Requests coming into operations email

6. Board / Society Items

a. Bank/ Financials

- i. Signing Authority to VP needed
 - ACTION: Resubmit to BC Societies with updated BOD list
 - Tony will follow up with Ana as soon as that is done so she can book an appointment with Coast Capital.

- ii. Invoice from TC from October
ACTION: Tony will provide cheque and send out for next week.
- iii. Accounts
-Request to move \$17,000 from operating reserve into operating chequing for purposes of cash flow / staff payments for next 6 months while revenue is diminished
 - a. Motioned by Tony, seconded by Emilee.
 - i. All approved, motion passed.
 - ii. Erica was aware of financial choices, gave prior consent to this process
- iv. Employment
 - 1. On Friday Jan 14, former BoM reached out to notify us that final payment was not received. This has been requested of LCT accountant. Erica responded to Dick on Jan 14, so did Tony. Once accountant was made aware of the problem, full payment was issued Monday, Jan 17.
- v. Grants
ACTION: Need to research which grants to apply to and create a timeline to complete

b. Report on Communications -

- i. Sent out 6-month plan and minutes to member emails.
-A lot of support received in response.
ACTION: A way to respond to the offers of support/incoming general requests needed. Email template?

c. Legal -

- i. David Borins legal services have been secured and retainer received.
ACTION: To schedule a meeting with lawyer to discuss items to be addressed.

7. Any other business?

a. Communications with Directors

- i. Discussion about preferred communication processes
- ii. ACTION: Create a new calendar system.
- iii. ACTION: Explore a contract with someone to do a G-suite migration.
- iv. ACTION: Emilee to look into some temp agencies for admin support

8. Adjourn meeting

- a. Motioned by Ana, seconded by Jesse. 8:18pm