

LCT Agenda, Board Meeting Jan 4 2022  
5:30-8pm 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 - 5:30pm
  - a. Erica led Territory Acknowledgement as a visitor on T'Sou-ke lands with respect to the Lkwungen-Speaking peoples, where Langham Court and many of our community members live and reside, many of us as settlers in this place. It is an honour to try to do good work and steward reciprocity and healing while on these beautiful lands.
2. Approve Agenda - (Motion Emilee, 2nd Ingrid).
3. Approve Dec 6 and Dec 28 meeting minutes
  - a. Have now received consent from affected parties to include their reports on experiences within the minutes for Dec 6th
    - i. Motion to approve Dec 6 minutes. 1st Erica, 2nd Emilee. 5 votes in favour
  - b. Awaiting consent for minutes on Dec 28
  - c. ACTION - Dec 28 and Jan 4 minutes to be reviewed by board members before next meeting
4. Business Items (Production, Staff, Membership, or Rentals)
  - a. **Productions**
    - i. Website (Updates needed re: Dec 29 announcement, ticket refunds, posting Dec 6 board minutes)
      1. ACTION:
    - ii. Refund process with ticket holders
      1. ACTION: Ingrid and Tony to put in time for returns. Ask former Box Office Manager and Life Member Chad Jarvie-Laidlaw and former Operational Manager Colleen Blunt for help.
  - b. **Membership**
    - i. Revisit Transition committee goals and asks
    - ii. Send more communications to members
      1. ACTION: In Jan, communicate a 6 month work timeline. Also consider sending members updated COVID policies, and/or offer the code of conduct we're considering to gain feedback
  - c. **Rentals**
    - i. Have been in communication with several renters, and largely has been very positive, receiving a lot of support for our COVID guidelines
      1. Everyone has COVID policies in place, filling in the gaps with our guidelines where other plans are lacking.
    - ii. Target Theatre -working online since Dec. Will remain online for the next term.

- iii. Central Middle School
  - 1. They want to continue using our space and have changed their dates.
  - 2. Requesting access for staff and volunteers - in particular with Mike for set, and with Deanna for costumes.
    - a. Need to confirm with staff and see their comfort/capacity.
  - 3. Requesting if classmates could watch the performance, or if families could join within bubbles
    - a. Families are not feasible or safe right now. No public to enter the building
  - 4. Need to shift their rehearsals to the basement
    - a. ACTION: will coordinate with VAD Arts around their tech dress week about switching spaces (VAD Arts downstairs, Reader's Theatre on stage)
    - b. FEB 2 is tech
    - c. FEB 3 & 4 would be their performances
    - d. Or they switch part way through the day, but would have to sanitise the space before the school group comes in.
    - e. ACTION: Contact Mike about set pieces he was going to build
  - 5. ACTION: Increase custodial services? Coordinate with Chris to see what his schedule can hold.
  - 6. Does Langham have livestream/recording capacity? Instead of bringing in any live audiences?
  - 7. ACTION: look into what equipment we have/volunteers to help film.
  - 8. ACTION: Request they sanitise at the end of day.
- iv. VAD Arts - had a meeting with Board members, supportive, asking to start Jan 10
  - 1. Their COVID safety plan is quite comprehensive and thorough.
  - 2. ACTION: VAD Arts have requested more storage - will confirm and set something up for them
  - 3. ACTION: Someone from their school did test COVID positive. Need to affirm what the action is around this
    - a. Reporting?
    - b. Notifying public/other groups?
    - c. Follow up/tracking isolation periods.
  - 4. ACTION: Request sanitising at end of day
- v. Garden City Comedy group - holding off class until February.
  - 1. ACTION: Will confirm if their payment has been deposited, and if we should hold it or refund it.
  - 2. ACTION - Need to create formal contracts for every group

- vi. Reader's Theatre (youth group)
  - 1. ACTION: Team to follow up with them about their dates in April.

**d. Staffing**

- i. Staff have taken strong leadership to suggest pivots re: working from home
  - 1. Deanna has been incredible, had a plan immediately.
  - 2. Discussion with Chris - Has not been in building since Dec 21. Is looking for clarity around expectations.
    - a. Will get him to go in before any rentals are in the building as of Jan 10.
  - 3. Jason - Technical Director - asking for access to space at off times for maintenance.
    - a. Is Jason working assisting Central Middle school at all?
    - b. Erica will meet with Jason to check in
  - 4. New door codes need to be sent to Jason and Chris
  - 5. ACTION: Set up a meeting with staff and connect with everyone.
- ii. ACTION: Update signage in building
- iii. Have approached Colleen about taking on some admin hours.
  - 1. Would be an interim position, contracted for avg. 12 hours/week
  - 2. Focus on organising and streamlining admin processes
  - 3. Help create an operational document for onboarding new folks
- iv. ACTION - Need to create an official contract for Deanna
- v. ACTION - Develop a plan for costume rental returns/procedures/guidelines

**5. Board / Society Items**

**a. Bank**

- i. Tony gained signing authority as of Jan 4, 2022.
  - 1. ACTION: Erica to book an appointment
- ii. Meeting with accountant January 6th
- iii. Outstanding payments to be made this week.
- iv. ACTION - Tony to meet with Accountant about ROE for former box office manager

**b. Correspondence**

- i. Newsletter - do we want to start this up again to communicate directly with the membership?
- ii. Anti-Black Harassment and Intimidation reported by Tenyah McKenna (she/they) **Informed consent given on March 10, 2022 to include in the minutes**
  - a. Further to the initial confidential incident report at the last meeting, Tenyah has informed us that on Friday, Dec 3, 2021 a blue medical masked individual approached them while Tenyah was outside near their home, while Tenyah was on a video call. Blue medical

masked individual asked Tenyah if her name was Tenyah, she said yes, and masked individual went on to call her a “murderer” and said “are you happy now”. Tenyah left the situation immediately for her safety.

- b. Harasser is described as follows: White woman, wearing maroon long sleeve sweater with stripes and texture. Dyed brown hair with wispy white strands. Dark eyes, glasses with thin frames , wearing a blue medical mask.
- c. BOD communicated immediately with Tenyah about her safety, whether she needed support to get to a safer location. The Board discussed that this incident of harassment and intimidation is inexcusable and must be stopped.
- d. The Board discussed safety of Black community members must be a top priority, this was not prioritized previously when Tenyah reported past harms/abuse from the community (related but not isolated to HRT complaint).

**c. Reparations and ongoing accountability processes**

- i. Accounts of harm have been popping up online
  - 1. Ana de Lara has publicly voiced her repeated history of racism experienced at Langham over the years.
  - 2. Monica has checked in with her
  - 3. ACTION : Erica and Monica to meet with Ana
- ii. Monica volunteers to be a point person for folks disclosing abuse
- iii. Until the Flood
  - 1. Want to reach out to the team and coordinate a debrief with them
    - a. ACTION: Connect them with a community member they trust to facilitate a debrief

**d. Appointment of new President, VP, and Member at Large**

- i. Monica has checked in with Ana de Lara, interested in future projects/consultation.
  - 1. ACTION : Erica and Monica to meet with Ana about being on board or a committee.

**e. Email / Files / onboarding transition**

- i. Still looking for major pieces like a season budget, rental contracts,
- ii. Into email accounts as of Jan 2, 2022

**f. Rights for plays**

- i. Hilda’s Yard - ACTION: contact them and notify of cancellation.
- ii. Look into rights for remainder of year and cancel
- iii. ACTION -Tony to look through files and on Friday and coordinate the returns.

**6. Any other business?**

- a. Next meeting date: Tuesday Jan 11 at 6:30pm

**7. Adjourn meeting - 8:50pm**