

LCT Minutes for Board Meeting May 22, 2022

2pm on Zoom

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

Guests: Chad Laidlaw (he/him), Peter McNabb, Caitlin Croteau (she/they)

Regrets: Ana de Lara (she/her), Jesse Deutscher (they/she)

Chaired by: Erica Petty

Agenda

- 1. Call meeting to order - (note time) 2:05 Motioned by Ingrid, seconded by Emilee**
 - a. Territory Acknowledgement led by Erica Petty -
 - i. Joining from Lekwungen and WSANEC Territory. Thinking more about what it is to be on these lands, especially as the sun comes out. The land provides every opportunity that we are given as individuals living here. It is important to be holding these things in mind as we work through and try to implement systemic change within theatre and our lives.
 - b. Welcome to guests and members attending the meeting. Provide a review of rules for Observers
 - i. Emilee - joining from Musqueam, Tsleil Waututh, Squamish
 - ii. Emilee- read guest rules out loud for the meeting and reminded everyone that the code of conduct is in place and will be followed.
- 2. Approve Today's Agenda,**
 - a. Add in Membership communication
 - b. Add in Rentals
 - c. motion by Emilee, 2nd by Tony
- 3. Approve Meeting Minutes from March 13, motion by Monica, 2nd by Emilee. To be sent to GM and posted on website in next few days.**
 - a. Note: A motion was circulated and voted upon via email to Board Directors between meetings. It will be noted in today's meeting minutes.
- 4. Business Items (Productions, Membership, Operations, Staff, Rentals)**
 - a. **Productions**
 - i. Play selection committee to convene in next couple of weeks
 1. VP has been compiling lists for committee participants.
 2. Play selection is the most prioritized currently
 3. Monica - Ana and Monica are finding some time to connect. Things are underway with the goals and timeline in mind.
 4. Ingrid and Ana have also been compiling scripts and creating a long list, as well as reflecting on the canceled plays from 21-22 and past committee's selections for 22-23

5. In talks with GM to help support scheduling and knowledge of the institution
- ii. Timeline goals:
 1. Is it possible to announce an LCT season by July 15?
 - a. Challenging. Goal to select before fiscal year end of August 31, as max deadline
 2. Is it possible for Pre-Production (outreach, auditions, casting) to be underway by Aug/Sept for a Nov/Dec opening?
 - a. At next training session with Chad this will be discussed and worked through.
 - b. 8-9 weeks may be the fastest production timeline possible (due to obtaining rights, volunteer availability, needs of set builders, etc)
 - c. Emilee to meet with long-time volunteers/ former ombudsperson to consult on past production timelines

b. Membership

- i. Equity audit is underway
- ii. Candidates for equity interviews have been selected
 1. 6 people were selected with various backgrounds and roles of involvement (spanning 5 to 50 years of involvement with LCT).
 2. Interviews should be wrapped up by next week.
 3. Presentations of the data/findings will be scheduled for June
- iii. Followed up with Paulina to schedule next workshop sessions
 1. Three training workshops remain
 2. Dates have been submitted to Paulina, waiting for ICA to respond with what would work with them.
 3. We were hoping for a May start-up but that was not possible as the interviews took a bit longer.
- iv. A written update about the Board's work timeline has been provided to members
 1. Still on track for a lot of our goals, even though we lost a lot of valuable time in April due to illness (covid), loss of family members, and undue stress caused by the campaign of harassment. Some timelines may need to shift as a result
- v. Who would like to draft next member comms? Facebook updates?
 1. Ingrid will draft a communication. Monica and Erica to support as well as GM.
 2. Reactivating the Facebook page and sharing equity resources and the learning we're doing.
 3. Want to create a word document to track equity info-graphics?
 - a. Emilee to draft something up.
 - b. Monica reminded us that the ICA has a ton of resources on their website to engage and push learning further. Will help

pair those pieces with what we have learned to share with Membership.

- vi. Erica - Resource for BOD to be sent around from Volunteer BC
- vii. Membership list has been requested for inspection; however, not all request steps have been fulfilled. GM has followed up with these members to communicate the process.
 - 1. Communication is still active and being worked through.

c. Operations

- i. GM, TD, and Building Maintenance staff have been discussing bathroom renovation planning. GM has suggested we plan for renovations to take place next summer
 - 1. VP (not present) has had a lot of work to sift through grants to see what was committed to, getting things moving and conversations and planning underway.
 - 2. VP (not present) has suggested we fast-track the work. What is possible before year end to avoid deferring the funding?
- ii. Members have written to request air quality/ ventilation take priority for future improvements. GM has been prioritizing this request to see if we can work within the capital gaming grant (previously received)
- iii. Update on Strategic Directions survey
 - 1. Emilee - still being edited and paired down. Would like to get the results of the equity audit first so we're not repeating/seeking out info we already have from that. Slows things down slightly, but makes most sense.
 - 2. Erica has offered to help edit
- iv. Update on Committee Work
 - 1. A lot of great candidates have been submitting, it is great to see folks want to volunteer their time to the theatre.
 - 2. Communication with candidates will continue until all committees convene

d. Staff

- i. Deanna has accepted an employment offer for Costume Loft work (Self-employed contract work ended in April)
 - 1. Made more sense as an employment contract. It allows for more security for her as well as administratively for the theatre.
 - 2. Monica - it has been a long journey to make this position structured this way. Want to shout out Colleen Blunt, former Costume Loft Manager/ Interim Ops Manager for their work and advocacy to get this going and bringing this recommendation to us.
- ii. Chad Laidlaw has accepted an Interim GM job (6 month contract until Sept). Training has begun. Request for GM to give a report at Board meetings to begin next month. WELCOME CHAD!

1. Chad - Happy to be here. This theatre means a huge amount to me. The community has been a home to me for 20 years. Excited to be a part of opening things up and making art with people together.

e. Rentals

- i. Rental policy and rate updates have been drafted.
 1. Rates working in 3 categories - members, non-profit, and commercial use. Thanks to GM for their work on that.
- ii. Auditorium schedule for 2022-23 needs to be reviewed to make time for Langham production season, as well as, guest presenters. Can the play selection committee prioritize this?
 1. Facilitating strong rental relationships. Folks are excited to bring exciting work to the city.
- iii. Theatre SKAM has confirmed their booking for a summer rental to run their youth camps
 1. GM has been negotiating this contract. Need to work through and get on the same page with COVID policies.
- iv. VAD Arts negotiations on Tuesday
 1. Is it possible to delay as not board members present?
 2. Seems like it won't be possible. Erica and GM to connect and get on the same page ahead meeting

5. Board / Society Items -

a. Financial

- i. A grant was submitted for flexible operating funds (Victoria Foundation)
 1. Ana and Ingrid worked through grant with support from Erica.
 2. Don't recall them providing the timeline of confirmation - but likely August.
 3. Felt like a strong application and it was streamlined. VF has been incredible to Non-profits throughout the pandemic. Want to mark the gratitude for them, this opportunity, and their support of the community at large.
- ii. An additional grant was received from the Victoria Foundation (flexible)
 1. Just under 12,000 at the end of March.
- iii. Tony provided an update on financial situation - re: insurance payment upcoming, Transfer of funds

(FURTHER AGENDA ITEMS INCLUDE IN CAMERA SUBJECTS, guests to be excused)

Guests excused at 2:40pm

b. Staff - In-Camera

- i. General check in with Chad. Chad was excused at 3:05pm

c. Financial (cont) - In-Camera

- d. **Building - no business**
- e. **Media - no business**
- f. **Memberships - In-Camera**
- g. **Legal I-Camera**
- h. **Policy - In-Camera**

6. Any other business?

- a. Seemed like a guest was taking notes the entire time. This went directly against the rules stated off the top. (Conversation continued in-camera)
- b. ADDENDUM: May the record show that the following motion and vote was made via email on April 10, 2022. Board Directors were given 5 days notice and a quorum was established via email in order to treat this motion as official business, as per the bylaws.
 - i. *1. We so move to allow members to be guests at Board meetings under the following conditions:*
 - ii. *-Members wishing to attend as observers **must register** for attendance at the meeting by emailing their request to operations@langhamtheatre.ca **5 days in advance of any board meeting***
 - iii. *-Members who are permitted to attend as observers will do so **without voice***
 - iv. *-Members who attend board meetings, as observers or guests, **must identify themselves***
 - v. *-For online meetings, members must log on from a device unique to them (no multi-users) and when possible, keep their cameras on*
 - vi. *-**The board does not provide consent for recordings of any kind** to be made at board meetings. This includes but is not limited to, making video recordings, audio recordings, screenshots, photographs, or note taking of any kind (meeting minutes are to be the sole official record of any Board meeting)*
 - vii. *- Members who attend the meeting, as guests or observers, will be **excused for In-Camera** portions of the meeting*
 - viii. *-Members who are invited to attend Board meetings **as Speakers** will do so **with voice**. **Speakers** will be notified of this privilege by the Board in advance of the meeting they attend (for example, when we ask a member to report or offer consultation with the Board, they will be welcomed to use their voice)*
 - ix. *Motion by Ana. 2nd by Jesse. 7 votes in favour received*

7. Next meeting date: June 19 or 20 (Sun or Mon)?

8. Adjournment 3:42 - motion by Ingrid 2nd by Tony