

## **LCT Agenda, Board Meeting Aug 8**

6pm on Zoom

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

Guests (speakers): n/a this month

Guests (observers): Trish Richards, Linda Mcnaughton, Jan Streader, Alice Bacon, Jim Leard, Geli Bartlett, Peter McNabb

Regrets: Ana de Lara (she/her)

Chaired by: Erica Petty

### **Agenda**

- 1. Call meeting to order - (note time) 6:04 pm Motioned by Emilee, seconded by Ingrid**
  - a. Territory Acknowledgement led by Erica**
    - i. Acknowledge they are on the T'souke nation, and the Lekwungen and WSANEC territories. Extend our gratitude to the nations. A lot of reflections as I move homes from Lekwungen territory to T'souke. Grateful for everything I received from the land, all the opportunities I have received over years growing and working, and all the connections made there.
    - ii. Emilee - Musqueam, Squamish and Tsleil-Waututh nations. Thinking of the harshness that are inflicted on the territories from colonization with the worst coming down on vulnerable territories.
  - b. Review of rules of board meeting for guests and code of conduct for observers.**
- 2. Approve Today's Agenda, motion by Emilee , 2nd Ingrid**
  - a. Additions made and accepted during the meeting.
- 3. Approve Meeting Minutes, motion by, 2nd**
  - a. June 28, 2022**
    - i. Offer regrets that July meeting needed to be delayed due to many reasons - directors with COVID, moving, seeing family over the summer, working on professional projects. May we meet twice in Aug to make up for this? (directors gave thumbs ups)
    - ii. One note about an addition to minutes - i (1) need meeting date added re: Selection Committee
      1. Will approve with this change
      2. Motioned by Ingrid, seconded by Tony

3. Erica noted the process of approving minutes for the observers (when possible, minutes are approved at the monthly meeting that follows. This is why there is a delay)

#### **4. Business Items (Productions, Membership, Operations, Staff, Rentals)**

##### **a. Productions**

- i. Play Selection Committee - made good progress in July
  1. Erica gave an update, has been able to sit in and participate in some of the communication that has been happening. A lot of committee members are bringing a plethora of playwrights/plays, many plays nominated or offered for consideration more than once (different committee members)
  2. Committee requires scheduling considerations re: renters and renos. There are currently 5 slots available for Langham productions/ festival
  3. Hoping to update more at next meeting - potentially later meet in August
- ii. As we plan the schedule of events, a reminder to consider washroom renovations (can we shutdown for 6 weeks Dec22/Jan23?)
  1. Keeping in mind season schedule, presenter schedules, rentals and specific room for scheduling renovation projects (wheelchair accessible bathroom, removal of fluorescent lights, update to air in tech booth)
    - a. How does this affect rentals? We would need to flag this in regards to their contracts and what we have said we are providing (ex. Working bathrooms) - they have all been awesome and understanding with everything so far!
- iii. Cabaret fundraising event
  1. Board has been talking to a lot of artists who would be interested in participating in this fundraiser
  2. Members could submit and we could curate a show with what we receive.
  3. October or November may be the ideal time, looking to schedule to figure it out.
  4. Potential sponsorship from breweries/wineries would be worth seeking
  5. Raising additional funds for the The St. Clair Knights Fund for Black Creatives (Led by Tenyah McKenna)?

##### **b. Membership**

- i. The membership request form on website has been updated
  1. There was an old auto-message from before - so was good to update that.
  2. Members are being advised to pay via the costume loft
- ii. Surge of new and renewed memberships over last month

1. Some requests for membership list, but want to make sure we can update the list with most recent members joining before providing.
- iii. Final ICA trainings are set for Aug 15 and 22
  1. Bystander intervention training will be part of the last 2 sessions. This would be a great place for members who weren't able to be around during the beginning sessions to jump in and participate.
  2. For new members joining it's going to be best/mandatory to take both of these sessions as they build on each other.
  3. Was great to be able to schedule this among peoples vacation/holidays. Super important to get this done before we bring people back to working in process/ productions.
  4. Communication for this workshop was sent to members at the end of July, and a reminder will be sent out this week.
  5. Do we want to do a wider call out (on facebook, etc.)? To bring in more knowledgeable people who would be interested in directing or being involved with the society. Yes
    - a. ACTION: Emilee to support with social media posts
- iv. Equity audit report has been received from Paulina and ICA.
  1. May we set a special meeting to review these findings and make a plan for sharing with the members? We need to flag our most important priorities based on ICA's suggestions and share these priorities with Strategic Planning Committee
  2. May we set a special meeting with the Board to consult Paulina/ICA's suggestion for how we share this information? Format of the report, breaking it down for readability
  3. Tons of spread out data that isn't very accessible to readers
- v. Plans for next member comms?
  1. Circulating bystander intervention sign-up before the 15th
  2. Anything else we want to bring to this update?
    - a. Might be best to keep it focused to really give this training the space and then do a summer update coming up.
    - b. Also put a call out for folks to join strategic planning committee, really want to bring more diverse folks onto this.
    - c. ACTION: Erica and Ingrid to draft
- c. Operations**
  - i. Tech booth air quality is being attended to by Tech Director, Jason
  - ii. Liquor license is up for renewal
    1. Tony to be finishing up this application this week.
  - iii. Wheelchair ramp was built
    1. Huge shout out to Chris and Chad for spearheading. It was long overdue and is great to have.
- d. Staff**

- i. Erica continues to have check in with staff.
  - 1. Costume Loft manager has offered her help as someone on-site, will offer tour to film production team
  - 2. Costume Loft Manager is looking to plan ahead for Halloween and will need to be approved for extra hours
    - a. Suggest 20-30 extra hours over Sept/Oct
    - b. Will need to update payroll with these changes
- ii. Interim GM asked to wrap up his contract July 22, BOD approved
  - 1. Important to note - The Interim GM resigned because he came into a hostile environment due to harassment and degradation from the anonymous group and experienced bullying throughout his time at Langham.
    - a. Erica: With the anonymous group operating it makes it nearly impossible to create a safe space.
    - b. They are not sending these publications to us, they have no right to harass employees or scour their personal material and quote them.
    - c. This isn't a 'dialogue'
    - d. When members are online making light of the KKK and thinking that is completely acceptable, it is deeply troubling. (screenshots shared and reported by Langham members) We cannot come to work as directors due to this insensitivity, employees and volunteers cannot come to work when this is the retraumatization happening.
    - e. When we are being criticized for trying to stop this anonymous campaign when it is our legal obligation to address this, it is not okay.
    - f. I would demand any employer to deal with this if this happened anywhere.
    - g. We stood for election because we didn't want any more harm to happen. To try and make a change in this space. We care deeply about the space, the society, about theatre and the work, really trying to think through our obligations as board members and it is to protect our members.
    - h. Our interim GM knew it was a tense environment, and it was a risk to come in, but it does not give anyone the right for the treatment that he received. This is being actively investigated.
    - i. We are working tirelessly to plan a season and bring in new staff, but we have to reflect on what happened and how we can move forward in a way to bring people in and keep them safe.
    - j. Emilee: really appreciate your leadership and passion to work towards this and the work you do.

- k. Thinking of some of their earliest training while working in government and on film recently, if you are receiving harassment or bullying you do not have to accept that. We don't have to have conversations that don't feel right
      - l. Erica: Culture eats policy for breakfast (Quoting members of The Black Pledge Collective) . We can write a thousand policies, but if it doesn't change from the root, systemically, it doesn't do anything.
      - m. Emilee: makes me think of what Paulina was saying about how this work doesn't happen off the side of your desk, it takes a complete dedication.
    - 2. It is our duty to protect staff from harassment
    - 3. [Example of a current Human Rights Tribunal case](#) - *alleging [the employer] did little to stop the harassment* - and the correlation to our duty as employers to take action against any form of bullying and harassment towards LCT staff, meaning we must hold the anonymous "Langham Theatre Supporters" group accountable for the harm they are enacting thru their publications
    - 4. Reflections on staffing in the current climate. Monica suggested HR policy - paid days off when incidents occur, such as new defamatory publications being broadcast.
      - a. Need to keep this in mind when looking to hire staff.
  - iii. May we approve the following job postings:
    - 1. General Manager
    - 2. Artistic Coordinator
    - 3. Admin Clerk(s)
      - a. New position, would help coordinate participation stats and lists (volunteers, productions, members, etc), support production teams, and make it a more streamlined and localized process (admin and creative)
      - b. HR rep has seen postings and offered feedback so we can approve these listings.
  - iv. Delegate related tasks - Who can support posting these jobs widely? Who wants to support in the interview and training processes? What are our plans/ timeline to hold interviews and hire?
    - 1. Emilee - lots of thoughts about where to put these from their previous experience.
    - 2. Good to get the membership involved so they can share it with their networks.
    - 3. Need to have some board support to get this going ASAP.
    - 4. Reasonable to get interviews going mid September
      - a. It's a bit of a tricky time, back to school and work shifts, but if we get them out soon it should give people good amount of notice to apply by Sept 15

b. ACTION: all to support

**e. Rentals**

- i. Kaleidoscope will present their 22/23 season at Langham
  - 1. A lot of this came together from the Interim GM so a huge thank you to them for their work on this
  - 2. They will be announcing their season very soon.
  - 3. Kaleidoscope is really excited about using this space and the possibilities it holds (for pro artists and youth in community)
- ii. Hallmark Film production negotiating the use of the space
  - 1. ACTION: Ingrid and Erica to connect about calendar/availability.
- iii. VAD Arts registration numbers - check in? Also, some conflicting dates with other renters, need to notify VAD Arts and find them alternate spaces on those select dates
  - 1. Have redone their contract and all parties are happy and excited.
  - 2. Emilee is going to connect with them and get a sense of their upcoming needs for the year, or Ana may also be able to support
  - 3. Need to really cement how the dates will work with Kaleidoscope and transition spaces
- iv. Need to send an invoice to Kevin Matviw for their rental
  - 1. ACTION: Erica will invoice
- v. Need to track down rate card from previous GM.
  - 1. ACTION: Erica to reach out to him.

**5. Board / Society Items**

**a. Financial**

- i. 22/23 season budget to be presented at next board meeting
  - 1. Digging into previous budgets and financials. We never received a budget for this current year so a lot of that digging and investigation is still ongoing.
  - 2. Try and get this together for next meeting
- ii. Update from Treasurer
  - 1. Looking to wrap up year end for August 31
  - 2. A few prepaid expenses from previous board, and no notes were left to indicate what these are.
  - 3. Honest guess is that it is for legal, as legal was budgeted at zero in 2021-22
  - 4. Application for Tourism/Hospitality Recovery employee subsidies is in progress
  - 5. Application for property tax exemption was submitted. Potential financial savings of over 100K over 3 years for the society
- iii. Any reports to funders due?
  - 1. Potentially gaming is coming up.
  - 2. 90 days after fiscal, we may need to get an extension which would be very likely to be approved.

- iv. Any extension requests needed for the washroom renovation timeline?  
Ex. may we schedule this for Jan 2023 with or without
- v. **Formal request to Victoria Foundation Fund, re: deficit assistance**
  - 1. **\*On agenda, however, did not discuss. Meeting chair skipped this agenda item by mistake. Item requires follow-up by email**
- vi. Vancouver Foundation is offering \$50-72K for 3 year recovery program to equity-led organizations. This is in recognition that systemic change in the arts/ non-profits is most effective when led by those who experience systemic barriers / “equity-denied” groups. Recommend we apply
  - 1. Really exciting for a board like ours, this grant is focused on equity led organizations.
    - a. This is in regards to who is working there, who is in leadership, and what your values are as an organization.
  - 2. If you are well defined in their equity matrix then that is when you can get boosted up towards the \$72k.
  - 3. Erica has experience with the VF, and they have been essential and huge for Story Theatre. A huge shoutout to them for being accessible and supportive of the community, especially orgs looking to make change
  - 4. A big thanks to Monica for bringing this to our attention.

**b. Building**

- i. Two primary contacts need to come off Price’s Locks call list. Update their codes and who to call lists

**c. Media**

**6. Guests dismissed at 7:21**

- a. **Legal - in camera**

**7. Any other business?**

**8. Next meeting date: Sunday Aug 28 late afternoon or Mon Aug 29 evening**

**9. Adjournment - motion by Emilee, 2nd Ingrid. 7:50**