

LANGHAM COURT THEATRE SOCIETY – BOARD MEETING MINUTES - APPROVED

Sunday, October 16, 2022 7:00 PM – Zoom Meeting

DIRECTORS PRESENT: Wayne Yercha (President), Jacquollyne Keath (Vice President), Andrew Law (Treasurer), Marilyn Kuss (Secretary), Geli Bartlett (Member at Large), Heather-Elayne Day (Member at Large), Blake Handley (Member at Large)

REGRETS: David Blue (Member at Large)

Chairperson - Wayne Yercha

Meeting minutes recorded by Marilyn Kuss

Meeting called to order at 7:05 PM by chairperson, Wayne Yercha.

1. Territorial Acknowledgment: This meeting of Langham Court Theatre Society is being held on the territories of the lək'wəŋən speaking peoples, also known as the Esquimalt and Songhees First Nation. With humility and gratitude, we live and create on this land.

2. Approval of Agenda

Moved by Blake Handley, Seconded by Andrew Law **Carried**

3. Approval of Amended Board Minutes of October 2, 2022

Moved by Blake Handley, Seconded by Andrew Law **Carried**

5. Business arising from the previous meeting

Note: The previous motion (October 2, 2022), *“Be it resolved that Langham Court Theatre approve the production of the play, The Shoplifters, by Morris Panych, for production in Nov/Dec 2022.”* was rescinded, as rights to this production were not available for community theatre groups at this time, and the following motion was made in its place:

MOTION: Be it resolved that Langham Court Theatre Society approve the production of the play, “Almost, Maine”, by John Cariani, for production in Nov/Dec 2022. (This motion was passed by electronic messaging.)

Moved Heather-Elayne Day, Seconded by Geli Bartlett **Carried**

As the Board does not have access to Langham bank accounts at this time, payment for the rights to produce “Almost, Maine”, will be advanced by the President until such time as reimbursement can be made.

6. Status of box office operations

Dick Newson (Volunteer Interim Administrator) updated the Board on the current status of box office operations. The Board discussed various issues related to the box office, including the membership list, Langham email addresses, ticket pricing, on-line ordering, and other related matters.

7. Mailbox

The Board discussed the building of a secure mail box designed to allow for a separate flow of mail between Langham Court Theatre Society and VADArts (who is renting the facility and using 805 Langham Court as an address for correspondence).

8. Treasurer's Report: Andrew Law

We have formed a "Caretaker" Finance Committee to focus on issues related to closing the books for the last fiscal year and generating the required reports necessary for the 2022 AGM. Those individuals are: Andrew Law (Chairperson), Jon Scheer (Member and Former Treasurer Bookkeeper), Mike Chadwick (Member and Former Treasurer), John Crickman (Member), Ian Simms (Member) Sterling Stanford (Accountants and Bookkeepers)

The Finance Committee is now going through each of these items to properly allocate the deposits and expenses. Once this is completed, we have been told that End of Year (EOY) reports for the AGM can be generated in 2-3 weeks. This activity represents the highest priority for the finance committee.

Sterling Stanford gave the financial committee access to the "QuickBooks" online account for Langham. Administrative rights to our QuickBooks online account were transferred from the previous board to Sterling Stanford. Moving forward, all bills (and supporting invoices, documentation) will be sent to Sterling Stanford for payment. Bills that can't be paid by Sterling Stanford will be paid by the Treasurer, with secondary approval required by the Secretary.

Coast Capital - accounts and account access

As of the date of this Treasurer's report, we cannot access any of our accounts at Coast Capital, pay bills, deposit checks, or perform the required analysis for EOY.

We have been trying for nearly two weeks to engage the previous board to provide the required signature transfer documents and send them to Coast Capital, but have been unsuccessful. We have contacted both the local and regional branches of Coast Capital, who have in turn contacted the previous board with specific instructions and requirements.

Bills and Use of Personal Credit Cards

As we have no access to our Coast Capital accounts, the board has had to use personal credit cards to cover costs for the Theatre. These include:

\$1,100 Shaw Internet Bill (~3 months overdue) - paid by Andrew Law

\$3,167.59 Production and Royalty Fees for Almost Maine - paid by Wayne Yercha

Fee from Prices Locksmiths to replace missing file cabinet lock in GM office - paid by Dick Newson.

Notable financial events - fiscal year 2022

While we don't have access to any of our accounts at Coast Capital, we have been able to review many of the transactions that have taken place in the last fiscal year (and the current year) through our accountant. While this review is ongoing, a partial listing of notable transactions over the last year follows:

- A \$60,000 CEBA loan was received from the federal government. \$40,000 of this loan must be repaid by 12/31/2023, at which point, \$20,000 will be forgiven. If the deadline is not met, the entire \$60,000 must be repaid, with interest.
- A \$30,600 GIC was opened on May 5th, 2022 (Term 730 Days, 2.9% Per Annum) to fund the new Travis Knights Scholarship.
- A \$6000 payment was made on March 12, 2022 to the Inter-Cultural association of Victoria for the Diversity, Equity and Inclusion Workshops.
- A \$27,816 payment was made to Aon Insurance on August 23, 2022 for Commercial Liability. This represents a ~12% increase from last year.
- From Sept 1st, 2021 to September 30th 2022, a series of payments have been made to Borins & Company LLC for Legal Fees totaling \$44,269.
- We received a \$40,000 grant from BC gaming to make a wheelchair accessible washroom and upgrade the Air Quality in the tech room. This is a capital gaming grant which requires LCT to match the costs.

Other

We recently completed our application for the Vancouver Foundation Recovery and Resiliency fund and are awaiting a response. In addition, the Board discussed a number of issues related to the above noted report.

MOTION: Be it resolved that Langham Court Theatre Society Treasurer's report be accepted as read.

Moved Andrew Law, Seconded Heather-Elayne Day **Carried**

9. Updates

- The Board discussed matters related to the production of "Almost, Maine", including the Code of Conduct, a letter to the cast, promotion/advertising, photographer, an art exhibition, and the creation of a program for the play. It also noted the number of newcomers who were cast in the play by director, Tony Cain, and the enthusiastic response to the opportunity by VADArts students and instructors. A large number of VADArts students auditioned and a number were cast in the play.
- The Board discussed the possibility/advisability of rental rate increases.

MOTION: Be it resolved that Langham Court Theatre Society approve a budget of \$3,000 for production expenses related to "Almost, Maine".

Moved by Heather- Elayne Day, seconded by Geli Bartlett. **Carried**

MOTION: Be it resolved that Langham Court Theatre Society officially accept Terry Stitt's offer for the position of volunteer photographer for the production of "Almost, Maine."

Moved Marilyn Kuss, seconded Geli Bartlett **Carried**

13. Open House

The Board discussed the hosting of an event to welcome members, volunteers and patrons back to the theatre after the extended closure.

MOTION: Be it resolved that Langham Court Theatre Society host a “Welcome Back” Open House” on November 5th or 6th, 2022.

Moved Geli Bartlett, seconded by Blake Handley **Carried** (Heather-Elayne Day voted against the motion.)

14. Member proposal for a Vinnie Chadwick Christmas Mustard Seed Food Drive.

Tabled. To be discussed at a future meeting.

15. Volunteer Re-Start Committee

Marilyn Kuss to organize the recruitment of volunteers (ushers, etc.) to re-start theatre operations related to plays and events. The Board noted, with thanks, that Toshik Bukowiecki has accepted the job of re-starting bar operations, including the recruitment of bartenders.

18. Bylaw Committee

The Board discussed the establishment of a Bylaw Committee to review the bylaws and recommend revisions/additions. Committee to be chaired by Wayne Yercha.

MOTION: Be it resolved that Langham Court Theatre Society establish a Bylaw Committee.

Moved by Heather-Elayne Day, seconded by Blake Handley. Carried

20. Fundraising event

The Board will proceed with further investigation of a fundraising event to be held in January or February, 2023 to benefit Ukrainian newcomers relocating on Vancouver Island due to the ongoing war in Ukraine.

21. AGM planning – chairperson

The Board discussed the possibility of contracting Donnie Peterson as chairperson.

23. Additional items

The Board discussed a number of additional matters including a possible future IATSE workshop at Langham, and various revisions to the website. The Board noted the receipt of a letter from a member (to be discussed in the proper order of business).

25. Next Board Meeting:

The next Board meeting is scheduled for Sunday, Oct 30 at 7:00 PM at Langham Court Theatre.

26. Meeting Adjourned: Moved by Andrew Law 9:45 PM