

LANGHAM COURT THEATRE SOCIETY - BOARD MEETING MINUTES - APPROVED

Sunday, October 2, 2022

6:30 PM – Langham Court Theatre

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), David Blue (Member at Large)

REGRETS: Blake Handley (Member at Large)

Chairperson - Wayne Yercha

Meeting minutes recorded by Marilyn Kuss

Meeting called to order at 6:35 PM by chairperson, Wayne Yercha.

- 1. Territorial Acknowledgement:** This meeting of Langham Court Theatre Society is being held on the territories of the ləkʷəŋən 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 Heather-Elayne Day, Seconded by Geli Bartlett **Carried**
- 3. Acknowledge posting of unapproved minutes by previous Board re Board Meeting of August 28, 2022**
Moved by Heather-Elayne Day, Seconded by Andrew Law **Carried**
- 4. Acknowledge receipt of minutes from Special General Meeting of Sept 28, 2022**
Moved by Heather-Elayne Day, Seconded by Andrew Law **Carried**
- 5. “Caretaker” Board:**
The Board reiterated that, as it is a Board for only two months (until the AGM in Nov/Dec 2022), it considers itself a Caretaker Board with the following primary duties and responsibilities, as stated at the SGM:
 - Returning the theatre to operating status.
 - Conducting a thorough assessment of the current state of the Society – including finances, operations, committees, etc.

6. Transfer of Operations from previous board:

The Board discussed various issues related to the transfer of theatre and Society operations from the previous Board, including communications with/from the previous Board, security codes, admin access, social media accounts, membership data, rental agreements, etc.

7. Financial Update:

The Board discussed various aspects related to the current financial state of the Society, including the need to gain further access to records, accounting and banking information.

8. Committees:

The Board discussed the creation of two new committees, the Communications Committee (to be chaired by Heather-Elayne Day), and the Operations Committee (to be chaired by Wayne Yercha), as well as the Finance Committee (a standing committee to be chaired by Andrew Law) charged with assisting the Board in returning the theatre and membership/volunteer activities to full operational status as soon as possible.

- **MOTION:** Be it resolved that Langham Court Theatre Society establish a Communications Committee. Moved by Geli Bartlett, Seconded by David Blue
Carried
- **MOTION:** Be it resolved that Langham Court Theatre Society establish an Operations Committee. Moved by Jacquollyne Keath, Seconded by Andrew Law
Carried

9. Staff:

With great appreciation, the Board acknowledged the efforts of the dedicated Langham staff who continued to work to maintain necessary theatre operations during the extended closure: Deanna Milligan (Costume Loft Manager), Jason King (Technical Director) and Chris Clarke (Maintenance/Facilities Manager).

10. Applications:

The Board acknowledged receipt of three employment applications related to previously posted positions. Applicants will be thanked and notified that all hiring processes have been paused while the Board assesses the financial status of the Society.

11. Rental Contracts:

All renters have been contacted and assured that rental contracts will be maintained. The Board has worked to enhance Langham's relationship with the primary renter in

particular (VADArts), inviting greater involvement and participation in the Langham community. The Board is working to resolve various scheduling conflicts related to rental use of the facility, and will reestablish the facility-use calendar so as to better ensure clarity and coordination of room use.

12. Box Office:

The Board has accepted the generous offer of former Box Office Manager, Dick Newson, to work in a volunteer capacity to reestablish box office operations.

13. Nov/Dec Production:

The Board requested that the elected Production Chairs from the cancelled seasons (Alan Penty, John Scheer, and Sylvia Hosie) work together to select an entertaining and inclusive play that can be put into production quickly and efficiently for the sake of both the Society's financial sustainability and the overall wellbeing of the community. The play selected was *The Shoplifters*, by Morris Panych. Note: Motion may be rescinded if production rights are not currently available and another play chosen.

- **MOTION:** Be it resolved that Langham Court Theatre approve the production of the play, *The Shoplifters*, by Morris Panych, for production in Nov/Dec 2022.
Moved by David Blue, Seconded by Jacquollyne Keath **Carried**

14. Lawyers on Stage (LOST):

The board extends its thanks and appreciation to Lawyers on Stage, who have kindly agreed to move the production dates of their December performances of "Dracula" back by one week in order to help facilitate Langham's Nov/Dec production.

15. Fundraising Event:

The Board discussed the staging of a fundraising event in support of a local community group. One option discussed was an event to welcome and raise much-needed funds for Ukrainian newcomers forced to relocate to Victoria due to the continuing war in Ukraine.

16. IN CAMERA:

The Board moved the meeting In Camera in order to discuss issues related to specific member/volunteer matters.

17. Next Board Meeting:

The next Board meeting is scheduled for Sunday, October 16, 2022 at 7:00 PM.

18. Meeting Adjourned: Moved by Andrew Law 10:10 PM