

**LANGHAM COURT THEATRE SOCIETY – BOARD MEETING MINUTES - APPROVED**  
**Sunday, November 13, 2022 7:00 PM**

**DIRECTORS PRESENT:** Wayne Yercha (President), Jacqollyne 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), David Blue (Member at Large)

Chairperson - Wayne Yercha  
Meeting minutes recorded by Marilyn Kuss

---

Meeting called to order at 7:03 PM by chairperson, Wayne Yercha.

1. **Territorial Acknowledgment:** This meeting of Langham Court Theatre Society is being held on the territories of the łəkʷəŋən 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 David Blue **CARRIED**
  
  3. **Approval of Board Minutes of October 30, 2022**  
Moved by Heather Day, Seconded by Andrew Law **CARRIED**
  
  4. **Business arising from the previous meeting:**
    - AGM: The Board will send a notice to the membership seeking a Nominations Chair and candidates for the positions of Production Chair, President, Vice President and two Members at Large.
    - A potential improv co-production tentatively scheduled for New Year's Eve 2022 will not be proceeding at this time.
    - Reader's Theatre event to be held December 6<sup>th</sup>. **NOTE:** Performance date changed to December 20<sup>th</sup> due to delayed approval of production rights.
  
  5. **Life membership:**  
**MOTION:** Be it resolved that Jean de Cartier, with her agreement, be nominated for Life Membership, to be confirmed by the membership at the Annual General Meeting.  
Moved Heather Day, Seconded Geli Bartlett **CARRIED**
  
  6. **Treasurer's Report: Andrew Law**  
Working with our bookkeepers, Sterling Stanford, we have allocated all transactions for fiscal year ending 2022 and have closed out the books. In preparation for the AGM on December 5th, we have created a draft set of end-of-year reports which are currently under review by the Finance Committee.
    - We are in the process of obtaining 2 Coast Capital credit cards to be used for misc. expenses.
    - A summary of transactions for October 2022:  
  

<b>Ticket and Costume Sales:</b>	\$6452.89
<b>Misc. Income:</b>	\$ 96.25
<b>Payroll:</b>	\$3447.86
<b>Utilities:</b>	\$3104.93 (includes some past due bills)
<b>Visa Payments</b>	\$1178.09
<b>Misc Expenses</b>	\$ 71.99
- MOTION:** Be it resolved that Langham Court Theatre Society accept the November 13, 2022 Treasurer's Report as presented. Moved by Jacqollyne Keath, Seconded by Geli Bartlett **CARRIED**

**7. Secretary's Report: Marilyn Kuss**

Correspondence was noted as having been received from David Elendune, Jim Leard, Jan Streader, Mitch Barnes, and Katlia Lafferty, and will be discussed in the proper course of business.

**8. Volunteer Coordinator:**

The Board accepted, with appreciation, the offer of Jean Topham to take on the position of Volunteer Coordinator.

**9. Bylaw additions/amendments**

The Board discussed the recommendation of the Bylaws Committee in regard to amending the current bylaws to include a "waiting period" for new members in regard to voting in elections and on resolutions at General Meetings. Langham's solicitor to draft a resolution to be brought before the membership at the upcoming AGM.

**10. MOTION:** Be it resolved that Langham Court Theatre Society bring forward a resolution for approval by the membership at the 2022 AGM amending the Bylaws in order to establish an Access and Diversity Committee in the form of a Standing Committee, to be chaired by a Board member. Moved by Heather Day, Seconded by Blake Handley **Carried**

**ELECTRONIC MOTION:** Whereas the Board has now received professional advice regarding the advisability of including specific terms of reference for the Committee (consistent with the practice for all Standing Committees), **prior to** any bylaw addition/amendment being brought forward to the membership for approval, and whereas there is not sufficient time available to conduct proper consultations and undertake this work prior to the required Notice period relating to the AGM:

Be it resolved that Langham Court Theatre Society rescind the motion previously approved at the Board meeting of November 13, 2022 in regard to the creation of a bylaw related to the establishment of an additional Standing Committee. Moved by Blake Handley, Seconded by Marilyn Kuss **Carried**

**11. Other business:**

- The Board discussed various matters including usher training, Communicable Disease Protocol, (masks encouraged but not mandated), bar costs, advertising, comp tickets, and an update on the online booking calendar.
- The Board discussed the success of the Open House (approximately 200 people) and noted that many people who attended were new to Langham and that a number of these people signed up for membership and indicated their willingness to volunteer in various capacities.
- The Board discussed the use of Langham Court Theatre by Central Middle School in regard to a Grade 8 drama production in February, 2023. Additional details to be determined.

**12. MOTION TO MOVE MEETING IN CAMERA:**

Be it resolved that the Board of Directors of Langham Court Theatre Society move the meeting of Nov. 13, 2022 In Camera in order to discuss legal matters.

Moved by Heather Day, Seconded by Blake Handley **CARRIED**

**13. MOTION TO RETURN TO PUBLIC PORTION OF BOARD MEETING**

Be it resolved that the Board of Directors of Langham Court Theatre Society return to the public portion of the meeting of Nov. 13, 2022. Moved by Jacquollyne Keath, Seconded by David Blue **CARRIED**

**14. Next meeting** – Sunday, November 27 at 6:00 PM **NOTE:** Meeting date changed to December 4<sup>th</sup>.

**15. Adjournment** – 9:55 Motion by Jacquollyne Keath **Carried**