

STAFF AND VOLUNTEER REPORTS - 2022 AGM

Costume Loft Manager - Deanna Milligan

Hello from the Costume Loft!

We are currently operating:
Mondays and *now* Wednesdays 10am - 2pm
Fridays 12pm- 5pm Saturdays 10am - 3pm.

We have 4 steady volunteers helping us out including *Daphne Massey* who has been repairing and building new notable pieces such as our new Grinch costume. *Misty Buxton*, a graduate of UVIC Phoenix Theatre program, *Aya Behr*, a high school student who is passionate about historical fashion and our *amazing Wendy Henderson* who has been volunteering for over 5 years in the Costume Loft helping us organize, clean and build our very special collection.

Hallmark has been a steady customer renting for their series of Christmas Movies for television. We have also been providing costumes for the Belfry, CCPA, St. Luke's, Blue Bridge, UVIC, VOS, Inconnu, The Great Salish Heights feature film among any others.

A flurry of 1920's costume parties have *almost* completely cleaned us out of costumes from that era and we are continuing to rent them leading up to New Year's Eve.

Santa rentals are in full swing and thanks to our new beards and wigs, and the fresh boot covers and belts Daphne made for us, we have four full suits to rent out along with our Grinch They are going out to The Bay, CFB Esquimalt and many personal parties.

Donations are coming in steadily from the public and we are receiving some very special vintage suits, furs and Oktoberfest costumes as well as vintage ball gowns.

Technical Director - Jason King

December 2022

2021/2022 Technical Director Report for Langham Court Theatre.

Since my last report, the major project has been getting the space ready and functional for Kaleidoscope Theatre and new Langham shows and as part of that it was discovered that the new paging system that was installed last summer has some issues. If any station other than the booth station is connected, the system will lock up, so for now, only the booth station is functional. This is fine for the short term since it means we have the same functionally as before. We have some ideas on what the problem might be and I have ordered some used spare parts as part of the diagnostic process. These should be here in a week or so and once they arrive, we will see what we can do to fix the problem.

We had a few issues with tech for the Kaleidoscope show and for *Almost, Maine* mainly because nothing really had been using the theatre since early 2020. Most of these issues have been resolved, however there are a few projects on the go.

- 1) Fix the intercom line from the booth to the production desk position.
- 2) Diagnose problems with the new paging system with parts that are due to arrive any day.
- 3) Look at adding the long-discussed air conditioning to the booth.
- 4) Look at replacing any remaining florescent lighting with LED for those who are negatively affected by florescent lighting.
- 5) As part of my goal in making the space more flexible and able to host other events during times when shows are dark, etc. I have arranged the loan of two demonstration RGB LED lighting fixtures that I hope we can find some funding to replace our older lighting. One is a retrofit kit that will allow us to upgrade our inventory of source four fixtures to full LED which will both save us some money on our energy bills as well as give our designers and renters far more flexibility going forward. The other is a LED par that will let us replace our fresnels.
- 6) Lastly, I have ordered a used Brightsign Player to replace the Mac that currently drives the cast and crew display in the lounge. This will make updating much easier and operation more reliable. Furthermore, it will be possible to schedule different presentations at different times, if needed, so something for a daytime show could be scheduled to run in the day, and something else in the evening.

That should be it for now. Looking forward to a productive 2023.

Jason King
Technical Director

Custodian/Facilities Manager - Chris Clarke

My first concern would be the need to patch up the exterior paint where possible, however, the whole building needs to be repainted whenever that can be done. There is some minor damage to the exterior here and there. Most recently I saw a woodpecker on the box office tower.

Re the AED, I have a "refresher pack" of batteries and pads on backorder from Alert First Aid. The unit checks out and is A-OK and ready for an emergency but, the batteries and pads are past their use-by date. Unfortunately, even our first aid supplier is at the mercy of "supply chain issues".

The backflow test on the sprinkler system was completed by Cascade Fire Protection. Our system is, again, A-OK, but their technician did not get an unambiguous response from our alarm company. He was uncertain as to whether or not they would dispatch the fire department when the sprinkler is activated. As of the present time, I have not received the report from Cascade or Bullet Security. The fire extinguishers are also past due for an inspection, which I have not yet arranged.

A big thanks to Mike Kuss and Dick Newson for their help with repairs and maintenance issues.

Interim Administrator - Dick Newson

This report covers the period from Sep 29, 2022 to Dec 4, 2022.

The reopening of Langham Court Theatre involved several actions.

There was a mass of memberships that had been made, many over the summer months, and several at the SGM meeting on September 28. I did not receive details of these until mid-October along with \$700+ in cash and several cheques. The gm@ account also had several Interac e-Transfers for paid membership. I entered these membership transactions into the Langham database whereas previously they were recorded in an Excel spreadsheet. I was able to adjust the system to record the date of membership to match the date of payment. I also had to define a new payment type of e-Transfer to accommodate this new payment method. When membership (new or renewal) is requested through the website, the user is prompted to make a payment using e-Transfer or by contacting the Box Office. There have been approximately 200 new members added since December 2021. The e-Transfer method works quite well although there is a lag between the submission of the request to membership@ and the payment being made to gm@.

The gm@ desk has thousands of emails in the inbox going back to the beginning of the year. There are folders for invoices, e-Transfers, payroll, community, and others. I'm gradually moving files from the inbox to various folders. A large number of them can be deleted, but they all have to be read to determine their value.

Invoices continue to flow in to the gm@ desk. These are printed and along with paper bills that come through regular mail they are taken to the accountant once per week. The accounting firm processes these payments through bank transfers. Incidental payments for theatre expenses paid by members and staff are also sent to the accountants and paid by e-Transfer.

As soon as the Board decided to put on the first production for opening on November 21, I reestablished Thunder Tix to enable online ordering. At the same time the LOST (Lawyers on Stage) presentation of *Dracula* was made available for sales through our website. We are also mounting the twice cancelled production of *Silent Sky* and setting up the ticket sales.

The online ordering system for all performances is performing well, although we've had to make adjustments on our website home page to assist people in locating the plays we are presenting. Thunder Tix charges us US\$99 per month and US\$.99 per ticket for this service which is why we charge a service fee of \$2/ticket to defray that cost plus that of the credit card fee.

I was pleasantly surprised to see many people using the Thunder Tix option of making a donation at the time of checkout. To date there have been 19 donations for a total of \$688. There have also been several donations in person and by mail, one for \$1,000 for a total of \$3,320.

It was unfortunate that three performances of *Almost, Maine* had to be cancelled due to illness in the cast, but they pulled through and the last two performances went very well. The Sun Dec 4 matinee had 110 tickets sold. Overall, the production has sold a total of 800+ tickets for an income of about \$16,900+ including the donations, but not the service fee of \$1,400+ which will offset the Thunder Tix charges for these sales. And there are four more performances this week closing on Sat Dec 10.

The reaction to the theatre being open and producing plays has been warmly welcomed. Ticket selling for *Almost, Maine* has been slow but steady. It's difficult when people are not prepared for this sudden awakening and no season has been presented for almost two years. The last play that LCTS produced was *Until the Flood* ending in November of 2021. For several seasons I've had a cadre of Box Office

helpers to greet patrons and hand out tickets. I reached out again for help – and they all gladly came back. But now they are learning how to print tickets for patrons that didn't do that at home and then they'll learn how to sell tickets at the door using Thunder Tix.

I'm in the Box Office from Monday to Friday between 10am and noon, and that is enough time to handle the few (but very welcome) walk-ins and phone calls as well as monitoring the gm@ inbox, collecting invoices, mail and passing on for processing. The online ticket ordering with at-home ticketing has reduced the Box Office load considerably and I think that two hours per day is sufficient at the present time. Fully trained volunteers for the daytime, evening, and matinee performances should be fine with backup from a supervisor.

I have performed these duties happily, mostly Box Office, on a volunteer basis. It is a meaningful and very rewarding position and I envy the next person that takes on these duties.

Respectfully submitted,

Dick Newson
Interim Administrator
Langham Court Theatre

Acting Production Chair - Alan Penty

As Production Chair for the interrupted 2018/19, 2019/20 season, and in consultation with Jon Scheer and Sylvia Hosie (Production Chairs for the 2021/22, 2022/23 seasons), I accepted the position of Acting Production Chair in order to help facilitate the production of the first two plays following the reopening of the theatre on September 29, 2022.

I chose the first of these plays, *Almost, Maine*, because I believed it would be the perfect show for Langham's intimate stage during the winter season. Its inclusiveness, potential rehearsal schedule, and set design were all favorable factors in its choice.

The second play, *Silent Sky*, (opening on January 25, 2023) had been cancelled twice and was a highly anticipated part of the original 2019/20 season. I'm extremely pleased to help bring this excellent play to the stage, with the original cast, crew and production team being offered the first opportunity to participate.

Together, I believe that *Almost, Maine* and *Silent Sky* provide Langham audiences with a wonderful way to return to the theatre after the extended closure.