

LANGHAM COURT THEATRE SOCIETY – BOARD MEETING MINUTES APPROVED

Monday, September 11, 2023, 6:00 PM

Present: Andrew Gabriel (Vice President), Wayne Yercha (Past President), Andrew Law (Treasurer), Marilyn Kuss (Secretary), Katlia Laferty (Member at Large), Blake Handley (Member at Large), Caroline Herbert (Member at Large).

Chair – Andrew Gabriel (Vice President)

Minutes by – Marilyn Kuss (Secretary)

Call to order: 6:02

1. Territorial Acknowledgment: Langham Court Theatre resides on the territories of the lək̓wəŋən peoples, also known as the Esquimalt and Songhees First Nation. We live and create on this land with humility and gratitude.

2. Approval of Agenda

Moved by Blake Handley, seconded by Caroline Herbert

CARRIED

3. Approval of Amended Board Meeting Minutes of July 23, 2023

Moved by Andrew Law, seconded by Caroline Herbert

CARRIED

4. Business Arising from the Previous Meeting

- A deep clean of the theatre has been carried out by custodian, Chris Clarke, after the board reviewed an estimate from Toora Cleaning.
- Blake Handley is reviewing Access Two.
- List of Langham Committees has been up-dated. (Attached)
- Andrew Gabriel met with Production Chairs, Jacqollyne Keath and Toshik Bukowiecki to discuss workshops planned at Langham, including a number of potential dates.
- Update on BC LCRB matters – license renewed to August 31, 2024.
- A rental agreement was undertaken with the Victoria Academy of Dramatic Arts for rental of the Rehearsal Room from September 2023 to May 2024.

5. Treasurer's Report - Andrew Law

Treasurer's Report

September 11th, 2023

Andrew Law

Our CEBA Loan of \$60,000 was paid with \$40,000 from our Special Projects Reserve fund (\$20,000 forgiven by the government). We could not use our \$30,000 GIC to pay for this, as it does not mature until May of 2024.

The \$30,000 GIC has now been allocated by the board to be used to pay our next property and casualty insurance bill for next year, which is estimated to cost close to that amount.

Langham Court did not receive any funding from our application to the Victoria Foundation. I contacted the foundation to discuss this and talk about the goals and

objectives of our Theater. I invited them to attend our 2023 AGM in November and they seemed eager to meet with us.

With proceeds from the Costume Loft sale, we purchased a new “SQUARE” Point of Sale terminal for the costume loft for \$900. This “SQUARE” terminal is the same as the one purchased for the bar which has significantly streamlined processing and end of day close out.

Our fiscal year ended in August 2023 and I am working with our bookkeepers, Sterling Stanford, to prepare our end of year reports for our AGM on November 27th.

MOTION: Be it resolved that the Board of Directors of Langham Court Theatre Society allocate the \$30,000 GIC located at Coast Capital to 2024 insurance.

Moved by Andrew Law, seconded by Caroline Herbert

CARRIED

MOTION: Be it resolved that the Board of Directors of Langham Court Theatre Society accept the Treasurer’s Report as read.

Moved by Marilyn Kuss, seconded by Blake Handley

CARRIED

6. Secretary’s Report (correspondence received)

- Diana Keating correspondence: Secretary to acknowledge receipt of correspondence and extend thanks for reaching out to board.
- Sarah Innes correspondence: Acknowledged receipt and thanked Sarah for comments.
- The Board notes the resumption of “Meet and Greets”. Meet and Greet costs to be included under the production budget for each show. Life Members and Board members are invited to these events.
- Meet & Greet for Lost Boy to be held October 17th (or later).

7. New Business

- Request from Don Keith to produce *Every Brilliant Thing* in Readers' Theatre. Various aspects to be clarified before a decision can be made re approval, including royalty fees, possible date, etc.
- The Board discussed a local playwrights’ showcase. To be put on next agenda.
- Life Members Committee Report to the Board:
 - The Board discussed life membership criteria and requested that information on the point system be sent to Board members prior to further discussion.
- Ushers report – Board approved use of a new standardized form: “Request for Ushers for Outside Events and Co-Productions”
- Discussed Society’s Act.
- Discussed procedure for electronic motions.
- A rental agreement was undertaken with Target Theatre Society for use of the lounge for the purpose of holding rehearsals from the hours of 9:30 a.m. to 12:30 p.m. on Tuesdays for the period of September 5, 2023 to June 11, 2024.
- Board discussed the procedural aspects of motions.
- AGM – Wayne Yercha will ask Don Peterson to chair AGM again this year. Andrew Gabriel (as VP) will take on the duties of the president at the meeting.
- Caroline Herbert will the assume position of Nominations Chair for the AGM.
- A new camera was installed in the booth along with a new TV in lounge in order to provide better quality reception.
- The Board discussed the present photocopier contract.

8. Other Business

- Update provided re Victoria Festival of Authors event.
- Update provided re the Filipino Community Theatre Workshop - On August 20, Langham sponsored and hosted an Introduction to Theatre and Community Theatre Engagement, that introduced interested members of the Filipino community to the theatre. It was facilitated by Francis Matheu, Founding Artistic Director of Twin Bill Theatre in the Philippines, and included Langham Board Member, Wayne Yercha, and Technical Director, Jason King.
- Piano – The Board discussed the potential donation of a baby grand piano.
- **ELECTRONIC MOTION:** Be it resolved that Langham Court Theatre Society approve an upgrade of the Qlab sound system at a cost approx. \$400 US, plus associated taxes and fees.

Moved by Wayne Yercha, seconded by Caroline Herbert

CARRIED

- **ELECTRONIC MOTION:** Be it resolved that Langham Court Theatre Society contract Chris Clarke to provide a “deep clean” of Langham Court Theatre prior to the start of the 2023/24 season for a maximum fee of \$500.

Moved by Caroline Herbert, seconded by Wayne Yercha

CARRIED

- **ELECTRONIC MOTION:** Be it resolved that Langham Court Theatre Society approve a Rental Agreement (dated Aug 17, 2023) with the Victoria Academy of Dramatic Arts (VADArts) for use of the rehearsal room for the period of September 18, 2023 - May 17, 2024, and designate Board Member, Wayne Yercha, as signing authority for said contract.

Moved by Caroline Herbert, seconded by Blake Handley

CARRIED

- **ELECTRONIC MOTION:** Be it resolved that Langham Court Theatre Society approve a rental of the lounge for the purpose of rehearsal space for Target Theatre Society for the hours of 9:30 AM to 12:30 PM, Tuesdays, Sept 5, 2023 to June 11, 2024.

Moved by Wayne Yercha, seconded by Caroline Herbert

CARRIED

- **ELECTRONIC MOTION:** Be it resolved that Langham Court Theatre Society hold the Society’s 2023 AGM on Monday, November 27.

Moved by Wayne Yercha, seconded by Blake Handley

CARRIED

- **ELECTRONIC MOTION:** Be it resolved that Langham Court Theatre Society approve the purchase of a replacement TV for the lounge.

Moved by Wayne Yercha, seconded by Caroline Herbert

CARRIED

9. MOTION TO MOVE MEETING IN CAMERA:

Be it resolved that the Board of Directors of Langham Court Theatre Society move the Board Meeting of September 11, 2023 In Camera in order to discuss legal matters.

Moved by Blake Handley, seconded by Marilyn Kuss

CARRIED

10. RETURN TO PUBLIC PORTION OF BOARD MEETING

MOTION: Be it resolved that the Board of Directors of Langham Court Theatre Society return to the public portion of the Board Meeting of September 11, 2023.

Moved by Wayne Yercha, seconded by Caroline Herbert

11. Next meeting – Monday, October 2, 2023, 6:00 PM (subsequently rescheduled for Oct 19, 2023)

12. Meeting Adjourned – 10:01

Moved by Marilyn Kuss **CARRIED**

LIST OF LANGHAM COMMITTEES

Standing Committees

Education committee

Finance and Fund Development committee

Chair: Andrew Law

Membership and Volunteers committee

Caroline Herbert

Members Jean Topham, Wendy Merk, Merry Hallsor, Sally Crickman

Human Resources committee

Strategic Planning committee

Play Selection committee –

Co-Chairs Toshik Bukowiecki and Jacqollyne Keath,
members Eric Grace, Wendy Cornock, Andrea Pite, David Blue

Optional Standing Committees

Archives Committee

Chair: Marilyn Kuss

Members are Daunine Burbank and Cathleen Hart

Constitution and Bylaws committee

Publicity committee

Kathy Macovichuk, Andrew Gabriel

Other Committees

Life Member Committee

Chair Marilyn Kuss

Members are Dick Newson and Caroline Herbert

Lead Ushers Committee

Chair: Marilyn Kuss

Members are Jean Topham and Geli Bartlett

Cultural Committee

Chair: Andrew Gabriel

Readers' Theatre Chair: Wendy Merk; member - Don Keith