

The following information is being made available to the membership prior to the Annual General Meeting on Monday, November 27 (7:00 p.m. at Langham Court Theatre). It is presented in the order shown below. Please note, the Agenda for the AGM states “Notation of Written Reports Submitted.” The following are those reports.

#### Departments

- Box Office – Dick Newson
- Costume Loft – Deanna Milligan
- Custodial/Building – Chris Clarke
- Lead Carpenter – Mike Kuss
- Props – Jean de Cartier
- (Co)Production Chairs – Toshik Bukowiecki and Jacqollyne Keath
- Technical Director – Jason King

#### Committees

- Archives – Marilyn Kuss
- Lead Usher Report – Marilyn Kuss
- Life Member Committee – Marilyn Kuss
- New Members Report – Jean Topham

#### Notation of Written Reports Submitted

# Box Office – Dick Newson

## Report to the Board of Directors and Membership – AGM Nov 27, 2023

This report covers the period from Dec 1, 2022, to Nov 5, 2023. Revenue received for productions after Aug 31, 2023, is reflected in the 2024 fiscal year.

### Revenue summary other than ticket sales:

182 Donations directly to the Box Office: \$15,080

20 Patron donations: \$8,500, 162 GCs converted to donation: \$6,580

96 Donations through Thunder Tix: \$3,352

102 Membership (new and renewals): \$1,615

### Revenue summary from Production ticket sales:

All production tickets were booked through Thunder Tix either online or via the Box Office. Events that were not Langham play productions were either rentals or co-productions. Rentals paid for access to the theatre, co-productions shared the ticket revenue. \* Indicates a Langham play.

All tickets, except COMPS and RUSH, are charged a \$2 service fee which covers the Thunder Tix charge as well as the Credit Card payment fee. The numbers below include the \$2 service fee.

\**Almost Maine*: Nov 22 – Dec 10 2022, 15 shows: \$19,672

LOST Dracula: Dec 15-18 2022, 4 shows: \$13,906

\**Silent Sky*: Jan 25 – Feb 11 2023, 14 shows: \$32,569

Hearts and Hustkas: Feb 17 2023, 1 show: \$9,865

An Evening of Flamenco: Mar 25, 2023, 1 show: \$5,782

\**Moon Over Buffalo*: May 10 – 28, 2023, 15 shows: \$27,482

DeviANT Superheroes: Jun 2 – 4 2023, 3 shows: \$5,202

Target Theatre: Jun 17, 2023, 1 show: \$1,199

Berlin Blues: Jun 29 – Jul 2, 2023, 4 shows: \$6,511

\**Maggie's Getting Married*: Sep 20 – Oct 10, 2023, 15 shows: \$31,002

Halloween Spectacular: Oct 29, 2023, 1 show: \$684

Langham production total: \$110,725    Others total: \$43,149

### Revenue summary for Season Tickets (TT Packages):

This revenue is included in the ticket sales for the five plays of the 2023-2024 season. It is provided here as a reference showing advanced sales by performance day.

Package	Orders	Seats	Revenue	GCs used	Value	Rank
Week 1 Wed	9	16	\$1,471.00	\$59.00	\$1,530.00	12

Week 1 Thu	30	51	\$4,964.00	\$200.00	\$5,164.00	4
Week 1 Fri	13	25	\$3,066.00	\$44.00	\$3,110.00	9
Week 1 Sat	7	16	\$1,674.00	\$266.00	\$1,940.00	11
Week 1 Sun Mat	24	46	\$5,380.00	\$80.00	\$5,460.00	3
Week 2 Wed	13	24	\$2,902.00	\$0.00	\$2,902.00	10
Week 2 Thu	24	46	\$5,446.00	\$84.00	\$5,530.00	2
Week 2 Fri	18	37	\$4,572.00	\$258.00	\$4,830.00	7
Week 2 Sat	17	45	\$4,912.00	\$88.00	\$5,000.00	6
Week 2 Sun Mat	31	47	\$5,195.00	\$475.00	\$5,670.00	1
Week 3 Wed	6	11	\$1,340.00	\$0.00	\$1,340.00	14
Week 3 Thu	10	28	\$3,430.00	\$50.00	\$3,480.00	8
Week 3 Fri	3	7	\$840.00	\$0.00	\$840.00	15
Week 3 Sat	7	11	\$1,210.00	\$150.00	\$1,360.00	13
Week 3 Sun Mat	21	40	\$5,060.00	\$0.00	\$5,060.00	5
Totals	233	450	\$51,462.00	\$1,754.00	\$53,216.00	

Prior to the COVID era we had a total of about 420 subscribers. When we started our 2022-2023 season, we dropped to about 220 subscribers. We were able to retain many of those for this season as well as a good number of new subscribers.

I've had several patrons call after attending the first production, *Maggie's Getting Married*, asking if they can get season tickets for the remaining shows. Since that was not possible through Thunder Tix, I sold them seats for the four remaining shows at the season ticket price. These patrons will probably renew as subscribers next season. Announcing our next season in time to start sales during the run of the last play (Jun/Jul) will help increase our subscriber base.

For the current season, I renewed the Packages for the ones that had booked previously and reached out to the many that had not renewed. For the 2024-2025 season I will also pre-book our current subscribers and allow more flexibility through Thunder Tix to encourage further interest.

### **Redemption of Langham Gift Certificates**

Langham Court Theatre Society has been carrying patron gift certificates, some going back as early as 2009, and ranging in value from \$2 to \$280 for a total of \$15,786. Since moving to Thunder Tix for all order processing I decided to reach out to the holders of these GCs and ask if they would like that GC transferred over to Thunder Tix for them to use when ordering tickets online. I offered the GC transfer option as well as the option to donate the GC to Langham or obtain a refund.

A few people requested a refund using their credit card. Many requested a transfer to Thunder Tix, but a majority chose (or defaulted) to make the GC a donation. I completed this in June and Gift Cards are now only available through Thunder Tix. The value of the outstanding Gift Cards is now \$7,862.

### **Box Office Operation**

The Box Office is open 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. Activities include using TT for new orders, order changes, setting up new productions, producing reconciliation reports for productions, and monthly reports.

The online ticket ordering with at-home ticket printing has reduced the Box Office load considerably and I think that two hours per day is sufficient. Fully trained volunteers for the daytime, evening, and matinee performances should be fine with backup from a supervisor.

Respectfully submitted,

Dick Newson  
Box Office Manager

## Costume Loft – Deanna Milligan

Hello from the Costume Loft!

We are currently operating:

Wednesdays and Thursdays 1pm- 5pm, Fridays 12pm - 5pm and Saturdays 10am - 3pm

We have volunteers helping us out including Wendy Henderson who has been busy costume designing many local productions including Langham's *The LOST BOY*.

Misty Buxton, a graduate of UVIC has been regularly volunteering in the loft and 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 and many more theatres.

We were able to run a very successful costume sale this Summer with a ton of folks coming and picking up bargains. The Costume sale profits went towards a brand new Point of Sale System for the Loft and the purchase of some wigs and costume pieces that we have been wishing for.

Come see us anytime for inspiration, a costume rental or a social visit.

Respectfully submitted, Costume Loft Manager - Deanna Milligan

## **Custodial/Building – Chris Clarke**

I have nothing to report other than that all inspections are up to date. We noted that the toilet seat in the downstairs washroom nearest the rehearsal room is broken and I will replace it this weekend. Our Nilfisk vacuum has been out of commission for some time and I've been making do with alternates. I suspect that the impeller is loose on the Nilfisk.

Facilities/Building Report submitted to AGM 2023 by Chris Clarke

## **Lead Carpenter – Mike Kuss**

The last Annual General Meeting occurred during the run of our first show in almost a year and marked the return of set building to Langham. Since “Almost Maine” closed we have built the sets for four more shows: *Silent Sky*, *Moon Over Buffalo*, *Maggie’s Getting Married*, and *The Lost Boy*. We have also created black box sets for the benefit of several co-pros. Given the financial constraints we have been, and are, under the set construction crew has made even greater efforts to cut costs by recycling and reusing materials when planning for shows.

Our dedicated build crew deserves special mention for assisting in these efforts: old stalwarts Alf Small, Gordon Alexander, David Burbank, Charley Encell, Tom Holder and Julius Maslovat have been joined by new members Jane Grainger, Haemin Lee, Allan Dong, Steve Croucher, Blair Williamson and Colin Houghton. We continue to welcome new volunteers, so please feel free to do so.

Shop equipment remains in good condition and we have been able to keep material supplies at acceptable (but not excessive) levels. Thank you very much.

Lead Carpenter Report for the Langham Court Theatre Society’s 2023 AGM submitted by Mike Kuss

# **Props – Jean de Cartier**

PROPS REPORT to the AGM November 27, 2023

The Prop Room has had a steady flow of renters from community theatre, school groups, independent film groups, fund raisers, weddings and commercial film production.

In July we had a sale of props which raised approximately \$300. Big thanks to the volunteers who stepped up to price items, setup tables, serve at the sale and strike, their time is always fully appreciated.

The prop room has been supported by the loft manager Deanna who has been accommodating by serving clients who require props also for previewing for rentals during vacation time.

Big welcome to the new volunteer Bobbi Jacob who is in-training to take over as coordinator for the prop room.

Jean de Cartier

## (Co)Production Chairs – Toshik Bukowiecki and Jacqollyne Keath

Co-Production Chairs' Report to the Langham Court Theatre's Annual General Meeting , Monday, November 27, 2023

This 94<sup>th</sup> Anniversary Season is the first full season of plays (5 productions) since before the theatre was forced to close part way through our 92<sup>nd</sup> Season due to Covid-19.

Although the Season was not unanimously approved by the Board, our Season of plays, comprised of ***Maggie's Getting Married, The Lost Boy, Murder Weekend, Five Women Wearing the Same Dress*** and ***Present Laughter*** was accepted by a majority of the Board: a Production Budget of \$ 30K was approved and preparation of the opening show began in July. Thanks, once again to the Play Reading Committee Members: David Blue, Wendy Cornock, Eric Grace and Andrea Pite.

Season's Ticket Sales were launched through an e-mail campaign and by the time the season opened, the Box Office had sold around 200 Season's Tickets. Response to the selection of plays for the season has been extremely positive.

This Season opened with ***Maggie's Getting Married*** by Norman Foster, Directed by Jacqollyne Keath and Produced by Holly McGimpsey. Thanks to all who participated and made it a successful show for re-opening Langham Court Theatre. The show grossed around \$35K.

At the writing of this report, we are currently running our second production of the season, ***The Lost Boy***, by Ronald Gabriel Paolillo, Directed by Merry Hallsor and Produced by Peta MacKenzie. Reports from the Box Office have been very positive. Thanks to everyone who worked so hard on this production.

The third show of the season is ***Murder Weekend*** by Frank Williams, Co-Directed by Wendy Gail Merk and Jean Topham and Produced by Toshik Bukowiecki mentoring new comer, Gloria Di loia, as Assistant Producer. The show is now cast and will go into rehearsal in early December. Thanks to everyone who has joined the team.

The fourth show is ***Five Women Wearing the Same Dress*** by Alan Ball, Directed by David Blue and Produced by Nick Stull; and the last show of the Season will be ***Present Laughter*** by Noel Coward, Directed by Don Keith and Produced by Holly McGimpsey. As it has been several years since we have organized a full Season, it has been challenging finding Production personnel for all the plays but with the amazing recruitment work of Jean Topham, we have nearly a full complement of team members for each production. Thanks to everyone who has stepped up: you are invaluable!

On October 21<sup>st</sup> and 22<sup>nd</sup>, Sylvia Lindstrom and Toshik Bukowiecki hosted a Stage Managers' Workshop which was attended by 11 people, 10 of them new to Langham and we are pleased

to report that seven of those participants are already signed up to work on upcoming shows this season.

Further Workshops are being planned for the new the new year. Please watch the Newsletter for dates and topics.

Work of planning the 2024/25 will begin shortly. Watch the Newsletter for updates. Submitted by Toshik Bukowiecki and Jacqollyne Keath

# **Technical Director – Jason King**

Langham Court Theatre – Technical Director’s report – November 2023

We’ve had a successful return to producing shows once more, along with a series of well received rentals that has opened the theatre to outside groups.

The rentals have shown us that we really do need to look at upgrading our lighting to LED both for flexibility for designers and training for new technicians looking to enter the industry as well as allow us to make changes quickly to accommodate rentals which usually don’t have a lot of time to spare for technical setup.

My goal in the new year is to put together a plan to address the lighting upgrade needs, likely in two phases, along with other technical upgrades and needed repairs to the theatre.

Jason King, Technical Director, Langham Court Theatre

## Archives – Marilyn Kuss

The Archives committee consists of Marilyn Kuss (Chair) and Daunine Burbank.

We have been creating new posters for each production as it finishes its run. Our five most recent posters are: *Maggie's Getting Married*; *Moon Over Buffalo*; *Silent Sky*; *Almost, Maine*; and, *Until the Flood*.

We continue to display archival posters relevant to the present production in the hallways outside the auditorium and down stairs.

We create new posters from archival material in an effort to display as many productions as possible. For example, the display of *The Miser* in 1970 was a tri-fold table-top spread. This cannot be shown in the usual hanging in the hallways.

## **Life Member Committee – Marilyn Kuss**

The Life Member Committee consists of Marilyn Kuss (chair), Dick Newson and Caroline Herbert.

We maintain the Langham database and use the information to track the points and time accumulated by members. This information is used to make recommendations to the Board for their nomination for Life Memberships.

We also maintain the “In Memoria” book which documents the contributions of Life Members after their passing.

## **Lead Usher Report – Marilyn Kuss**

The Lead Usher Committee consists of Marilyn Kuss (chair), Geli Bartlett and Jean Topham.

We three have shared the role of Front of House since the last AGM. We have an active list of over 80 ushers which we endeavour to cycle through. We have training materials readily available for new ushers and anyone wanting a refresher overview. We are presently adding some new safety information. We have also created a new Outside Events information sheet that will give information to Lead Ushers during non Langham events.

# **New Members Report – Jean Topham**

REPORT FROM THE CO-ORDINATOR OF NEW VOLUNTEERS:

Over the last year it has been my great pleasure to welcome 66 new volunteers to our Langham community. There may be other new volunteers who have signed up to volunteer who may not necessarily have come through me.

Whenever I receive a request from a potential volunteer I contact them by email and then follow up with a phone call. We chat on the phone and I discuss with them all the various volunteering opportunities available at Langham.

Over the last year we have been able to place many of our new volunteers. For example, we now have over thirty new ushers, a number of new bartenders, folks working in the box office, costume loft, props room, publicity, and the list goes on. We have also been able to place a number of experienced new volunteers on our production teams and have mentored and trained many others who are now confidently working on productions.

It goes without saying that volunteers are the life blood of Langham and without their dedication and commitment Langham would not survive. So my heartfelt thanks goes out to all of you who have decided to become part of the Langham family and are so willing to give of your time and talents.

Yours respectfully  
Jean Topham  
Volunteer Co-ordinator for New Volunteers