

# LANGHAM COURT THEATRE SOCIETY

## BOARD MEETING MINUTES

Monday, January 8, 2024 at 6:00 in the Rehearsal Room, LCT

Present: Caroline Herbert (President), Wayne Yercha (Past President), Jay Fedorak (Treasurer), Marilyn Kuss (Secretary), Alan Penty (Member at Large), Don Keith (Member at Large), Alan MacKenzie, Guest.

Chair – Caroline Herbert

Minutes by – Marilyn Kuss

Call to order: 6:01

1. **Territorial Acknowledgment:** This meeting of Langham Court Theatre Society is being held on the territories of the lək'wəŋən 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 Jay Fedorak, seconded by Alan Penty

CARRIED

### 3. Guest presentation from Alan MacKenzie

Al suggested that Langham should recode the alarm system and the doors, each with its own code. Al gave a code matrix handout.

### 4. Business arising from the previous meeting/s

A. ELECTRONIC Motion: Be it resolved that Langham Court Theatre Society purchase a selection of indigenous plays for the cost of approximately \$100.

Moved by Wayne Yercha, 2nd by Marilyn Kuss

CARRIED

B. ELECTRONIC MOTION: Be it resolved that Langham Court Theatre Society host a co-production/collaboration fundraising event in support of Blue Bridge Repertory Company to take place on April 5, 6, 7, 2024.

Moved by Wayne Yercha, seconded by Andrew Gabriel

CARRIED

C. ELECTRONIC MOTION: Be it resolved that the Board of Directors of Langham Court Theatre Society appoint Alan Penty to the vacant position of Member-at-Large for a term ending at the 2024 AGM, as per Langham Bylaw 6.1 (3).

Moved by Wayne Yercha, Seconded by Andrew Gabriel

CARRIED

D. Langham has become a member of Volunteer Victoria. Caroline posted requests for box office help, bar manager, and newsletter editor.

E. The Board discussed the pros and cons of electronic motions, the fundraiser for the Lounge, Shana Alexander donation, AGM 2023 Minutes, and posting the AGM 2022 approved Minutes.

J. Board oversight of 2024/5 Season --The Board has told Co-Production Chairs to have a five play Season; an Indigenous play was suggested.

K. Happy Hour, January 12, 4:30 – 6:30 – All Board member encouraged to attend.

### 5. Treasurer's Report

MOTION: Be it resolved that Langham Court Theatre Society accept the Treasurer's Report as given.

Moved by Alan Penty, seconded by Don Keith

CARRIED

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**Treasurer's Report**

Jay Fedorak, Treasurer

Total Operating Funds as of 5 January 2024	157,480.60
Total Funds in Reserve Accounts	73,530.39
GIC maturing May 2024	31,387.40
Total Funds	262,398.39

Revenue and Expenditure Sep-Nov 2023

Revenue	87,337.54
Expenditure	44,152.19
Profit	43,185.35

Expenses for production of Lost Boys        \$4,425.74

For better financial control, I propose we revert to past practice regarding the payment for production purchases, where purchasers provide receipts to their producer, rather than submitting them directly for reimbursement from Treasurer. This will enable producers to verify legitimacy of purchases and manage their budget better.

## 6. Secretary's Report (Correspondence)

**Emails sent** – LCT is re-registered non profit and LCT is current with BC Societies Registrar.

## 7. New business

A. Langham won the Times Colonist Readers' Choice award for **Best Live Performance Venue**.

B. Board Members - Committees assignments

- Education Committee, Alan Penty Chair, with Don Keith member
- Strategic Planning Committee, Caroline Herbert Chair, with Alan Penty (Parking) and Toshik Bukowiecki member
- Publicity Committee Kathy Macovichuk chair with members Andrew Gabriel and Gloria Di Iola
- Finance and Fund Development Committee Jay Fedorak chair with members Michael Chadwick and Gloria Di Iola
- Safety Committee Chair Don Keith with areas of concern: safe practices, re-instate Act Safe Evaluation, Equity policy, code of conduct
- Co-Production Coordinator Wayne Yercha
- Human Resources Committee needed as soon as possible to discuss two employees' contracts

C. Sign Language interpreter at the Plays

Motion – Be it so resolved that Langham Court Theatre approve a maximum of \$500 for a sign language interpreter for one performance of *5 Women Wearing the Same Dress*.

Moved by Wayne Yercha, seconded by Don Keith

CARRIED

D. The Board discussed Co Productions, set design and calendar assignments; paying for show rights, credit card and billing concerns; on-line programs and the QR code app; Wi-Fi router not working reliably in Loft; expense form process; usher emergency procedures training sessions; Board Group Photo to be taken a Feb 6 meeting.

## 8. Adjourn 9:00

Moved by Alan Penty, seconded by Don Keith