

LANGHAM COURT THEATRE SOCIETY – BOARD MEETING

Monday, November 11, 2024, 3:00 PM – Rehearsal Room

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

Attendance: Caroline Herbert (President), Gloria Di Ioia (Vice President), Dick Newson (Treasurer), Marilyn Kuss (Secretary), Amanda Heffelfinger (Member at Large), Don Keith (Member at Large), Jacquolynne Keath (Member at Large), John Varszegi (Member at Large)

Chair: Caroline Herbert (President)
Minutes by Marilyn Kuss (Secretary)

1. Meeting called to order at 3:02

2. Approval of Agenda for November 11, 2024, Board Meeting

Moved by Dick Newson 2nd by Don Keith CARRIED

3. Approval of October 7, 2024, Minutes from Board Meeting

Moved by Don Keith 2nd by Dick Newson CARRIED

4. Business Arising from the October 7 Meeting

* Money from the motion to authorize up to \$1000 for AED and other safety items is redirected to the Safety Committee.

* Prior to changing door codes, Dick Newson will notify by email the board and department heads.

* Marilyn Kuss will talk to Michael Chadwick about a contract for the Nelson Mandela event.

* Dick Newson is to contact Lifetime Networks about schedule.

* Amanda Heffelfinger will take on the Garth Homer Society theatre program visit.

* Caroline Herbert is to request from Wayne Yercha complete copies of all reports and correspondence concerning the co-productions/sponsorships/collaborations undertaken while he was Co-Productions Co-ordinator.

5. Electronic Motions

Oct 21, 2024 - ELECTRONIC MOTION

Be it resolved that the Board of Directors of Langham Court Theatre Society provide all committees with the opportunity to verbally present their reports to the members of the Society at the Annual General Meeting taking place on November 3, 2024, as well as submitting a copy of their reports in written form to be placed in the Society records.

Moved by Wayne Yercha, Seconded by Andrew Gabriel NOT CARRIED

Oct 22,2024 - ELECTRONIC MOTION:

Be it resolved that, whereas the Co-production Committee has formally requested the opportunity (in the interest of ensuring full transparency) to present its report to the membership in both verbal and written form (and to answer questions related to the report) at the AGM on November, 3, 2024 – the Board of Directors of Langham Court Theatre Society hereby approves said request.

Moved by Wayne Yercha, Seconded by Andrew Gabriel NOT CARRIED

Oct 22, 2024 - ELECTRONIC MOTION:

Be it resolved that the Board of Directors of Langham Court Theatre Society confirms that the Board is responsible for all matters related to the Code of Conduct. The Board shall inform all parties in supervisory positions (including producers, directors, stage managers, production chairs, staff, etc.) that all pertinent information regarding any potential Code of Conduct violation shall be provided immediately to the Board upon such information becoming available to them. The board will then determine a suitable course of action and/or designate a representative to investigate and/or resolve any such matters.

Moved by Wayne Yercha, seconded by Andrew Gabriel NOT CARRIED

Oct 28, 2024 - ELECTRONIC MOTION:

Be it resolved that Langham Court Theatre Society approve the purchase of up to \$1000 of tech/sound equipment as recommended by Technical Director, Jason King.

Moved by Wayne Yercha, seconded by Andrew Gabriel NOT CARRIED

October 12, 2024 - ELECTRONIC MOTION:

Motion: Be it resolved that the Langham Court Theatre Society Board of Directors approve the purchase, not to exceed \$2,000 of a new printer for the Box Office.

Moved by Marilyn Kuss, Seconded by Dick Newson CARRIED

6. Business Arising from AGM, November 4, 2024

- * Approval from the Board for the Draft Minutes for the AGM 2024

- * Approval from the Board for the up-dated committee reports for Props and Gardening

- * Board discussed criminal records check, signing authority and charity status

7. Treasurer's Report by Dick Newson

Total cash in the bank as of Nov 9th was \$324,251. Following discussions with our accountant prior to the AGM, the recording of revenue needs to be transferred to the "Square System". This will simplify the accounting process and make it easier to keep the books up to date. This is expected to be completed shortly after Wickhams. Ravenscroft had ticket sales of \$48,157 and averaged 83% paid houses. The Wickhams Christmas has so far sold 1425 tickets (56%) and \$32,850 so will probably also get close to 80% overall as daily sales tend to increase as the play progresses. The Rental performance on 6th Nov was sold out. The rental fee was \$1,000 and about \$400 was taken at the bar. The performers made some additional income from selling CDs, tea

shirts, etc. Similar events (one-night full house) using local musicians on a shared revenue basis could produce substantial income. 50% of the season (5066 tickets) are sold and 50% of the revenue (\$122,000) banked. So, we are in excellent shape for another good financial year.

Motion: Be it resolved that the Board of Directors of Langham Court Theatre Society approve the Treasurer's Report.

Moved by Marilyn Kuss, seconded by Amanda Heffelfinger

CARRIED

8. Secretary's Report (correspondence received)

* Chris Clarke sent his resignation, effective the end of November. The Human Resources (HR) Committee will take control of this issue.

* Dick Newson and Caroline Herbert will respond to Andrew Gabriel's request for a "current contact list for the society's membership as per the BC Societies Act, section 24 and 25."

* Andrew Pirie, Lawyers on Stage (LOST) offered Langham Board members **a comp plus 1** as a small token of their continued appreciation for the support from Langham. Marilyn Kuss to follow-up with Request for Ushers for Outside Event form.

9. Committees

Safety Committee – Don Keith (chair)

Human Resources (HR) Committee – Caroline Herbert (Chair), Jacquollyne Keath, Amanda Heffelfinger

Finance – Michael Chadwick, Gloria Di Ioia, Dick Newson

Archive – Marilyn Kuss (Chair), Stephanie Ustina

Life Membership – Marilyn Kuss (Chair), Caroline Herbert, Dick Newson

Constitution and Bylaw – Don Keith (Chair), Gloria Di Ioia, Alan Penty

Membership and Volunteers – Caroline Herbert (Chair), Dick Newson, Jean Topham

Publicity – Kathy Macovichuk

Readers Theatre – Wendy Merk

100year Party Committee – John Varszegi (Chair)

Lounge Renovation Committee – Caroline Herbert, Toshik Bukowiecki, Ian Bidgood, Gloria Di Ioia – will work on next steps (carpet, additional chairs, budget status)

10. New Business

* Co-pros 2025 – call it **Community Stage**

* Caroline Herbert will try to set up a Board training session with Bruce Gillespie, tentative date Tuesday, December 3rd.

* The Wickham's ASM was injured on set. Gloria Di Ioia will contact HMS.

* Board directions/instructions to be given to Co-Production Chairs

- we want them to look at the next two seasons now

- consider having 2025/26 season end at the end of June

- Marilyn Kuss will make contact with Jason King, Technical Director, and arrange a time for a training session on Langham's new equipment.
- Swinging door – Mike Kuss will paint it red.
- Exterior Signage – need something simple

- Caroline Herbert will take on organization of the Christmas party to be held Saturday, December 14th. Mark your calendar. Try to get our Board photo taken that night.

11. Next Meeting -Monday, Jan 13, 2025, 6:00 in the Rehearsal room

12. Adjournment -- 9:35

Moved by Gloria Di Ioia, seconded by Don Keith

CARRIED