

**LANGHAM COURT THEATRE SOCIETY
BOARD MEETING
MINUTES**

Monday, April 7, 2025, 6:00pm in the Rehearsal Room

1. **Attendance** – Caroline Herbert (President), Gloria Di Ioia (Vice President), Dick Newson (Treasurer), Marilyn Kuss (Secretary), Amanda Heffelfinger (Member at Large), John Varszegi (Member at Large), Jacqollyne Keath (Member at Large)
Guest Presenter: Kathy Macovichuk
Director's Resignation: The Board of Directors accepted Don Keith's letter of Resignation from the position of Director at Large for the 24/25 season
2. **Territorial Acknowledgement** - Territorial Acknowledgment: Langham Court Theatre resides on the territories of the lək'wəŋən speaking peoples, also known as the Esquimalt and Songhees First Nation. We live and create on this land with humility and gratitude.
3. **Approval of April 7th Agenda**
Moved by Gloria Di Ioia – Seconded by John Varszegi CARRIED
4. **Approval of February 10 Minutes**
Moved by Dick Newson – Seconded by Jacqollyne Keath CARRIED
5. **Approval of February 10, In Camera Board Meeting Minutes**
As amended - Moved by Jacqollyne Keath – seconded by Dick Newson CARRIED
6. **Guest Presentation:** Kathy Macovichuk 2025/26 Season Brochure
MOTION: Be it resolved that the Board of Langham Court Theatre Society accept the design draft concept of the 25/26 season brochure as presented.
Moved by Dick Newson – seconded by John Varszegi CARRIED

MOTION: Be it resolved that the Board of Langham Court Theatre Society award Kathy Macovichuk an honourarium of \$250 for the design of the 25/26 Season marketing materials.
Moved by: Jacqollyne Keath – seconded - Dick Newson CARRIED
7. **ELECTRONIC MOTION:** Be it resolved that the Board of Langham Court Theatre Society approves to proceed with electrical maintenance work to a maximum of \$3,000.00
Moved by Marilyn Kuss - Seconded by Jacqollyne Keath CARRIED
8. **ELECTRONIC MOTION:** Be it resolved that the Langham Court Theatre Society Board of Directors establish a budget of less than \$1,000 for a FOH Volunteer Appreciation event on Saturday, May 3rd.
Moved by Marilyn Kuss, seconded by Jacqollyne Keath CARRIED
9. **ELECTRONIC MOTION:** Be it resolved that the Board of Langham Court Theatre Society approve the selection of directors presented by the production chairs for the 2025/26 season.
Moved by Dick Newson, seconded by Amanda Heffelfinger CARRIED

10. In Camera Discussion

Motion to go in Camera - Moved by Jacquollyne Keath, seconded by Amanda Hefflefinger
CARRIED

Motion to go out of Camera – Moved by Amanda Hefflefinger, seconded by Jacquollyne Keath
CARRIED

11. Action Items

- Correspondence from Wayne Yercha – The Board will respond to correspondence by Wayne Yercha
- Membership attendance at Board Meetings – The Board of Directors will adopt the policy that members in good standing can attend Board meetings by invitation and with the Board's approval

MOTION: Be it resolved that the Board of Langham Court Theatre Society will adopt the policy that members can address any questions or concerns in writing to the Board of Directors at

LCTSBoard@langhamtheatre.ca

Moved by Gloria Di Ioia – Seconded by John Varszegi

CARRIED

- Website management - Gloria along with Kathy to look at marketing in conjunction with web maintenance and will create a subcommittee of the marketing committee
- Update on the insurance – Gloria reported that the insurance is up for renewal May 8 and confirmed the expected 6% increase in fees. HSM rate is much lower than the previous carrier.

12. Presentations

- **Theatre BC Membership by Jacquollyne Keath**
At this time being a member of the South Island Theatre BC zone is not a fit for Langham
- **Tech Teams Concept by John Varszegi**
Discussed the idea of tech teams and succession planning

13. Treasurer's Report by Dick Newson

Moved by Gloria Di Ioia – Seconded by John Varszegi

CARRIED

14. Finance Subcommittee Meeting Report

Gloria reported on Finance subcommittee meeting

15. Secretary's Report by Marilyn Kuss

- Correspondence for Susan Phillips discussed
- Correspondence from Wayne Yercha discussed
- Cost of Musicals Discussed
- Developing a list of who's who in the theatre discussed.

16. Committee Reports

- **Community Stage**
John reported that VADARTs are now regular renters and Passion and Performance have requested Aug dates
- **Strategic Planning**
Initial Strategic planning session with facilitator Bruce Gillespie is scheduled for April 12.
- **Human Resources**
Discussed succession planning. Interviewing current staff and possible new staff roles

- **Safety Committee**

Follow up with Don Keith re: Safety committee workshop

17. New Business

Volunteer Appreciation BBQ to be held in July

AGM possible date November 9th – Board succession discussed

Discussion of promotion of outside events promoted in the theatre

18. MOTION to adjourn: CARRIED

19. Next Board Meeting -Monday, May 12, 2025, 6:00 in the Rehearsal room