

**LANGHAM COURT THEATRE SOCIETY –
BOARD MEETING MINUTES
Monday, February 10, 2025, 6:00 PM – Rehearsal Room**

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), John Varszegi (Member at Large), Jacqollyne Keath (Member at Large)

Members in Attendance: Andrew Gabriel, Wayne Yercha

Guest Speakers: Heather Day and Jim Leard

Chairperson: Caroline Herbert (President)

Minutes by Marilyn Kuss

Call to order: 6:03

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.

2. Approval of Agenda for February 10, 2025, Board Meeting
Moved by Gloria Di Ioia, seconded by Amanda Heffelfinger CARRIED

3. Approval of November 11, 2024, Amended Board Meeting Minutes
Moved by Dick Newson, seconded by Jacqollyne Keath,
Abstained by Gloria Di Ioia, John Varszegi CARRIED

Approval of January 13, 2025, Board Meeting Minutes
Moved by Dick Newson, seconded by Gloria Di Ioia
Abstained by Amanda Heffelfinger, Don Keith CARRIED

4. Guests: Co Production Chairs, Heather Day and Jim Leard, co -pro chairs

REPORT OF 2025-26/27 PRODUCTION COMMITTEE CO-CHAIRS¶

February 10, 2025¶

In Dec 2024 an invitation to submit plays for consideration was issued via email and newsletter. We received 58 submissions and quite a few were submissions of original, unproduced work by local playwrights. Langham's season focuses on plays with a production history and reviews that can be used for marketing, but the original shows we received could provide an opportunity for the Board to consider play development or a revision to the current Reader's Theatre format. ¶

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Also in December, an invitation was sent to members to participate on the Reading Committee. We drew 5 names: Alan Penty, Andrea Pite, Kavita Srinivasan, Peta McKenzie, Robert Mitchell. ¶

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We considered all submissions and searched out additional options before finalizing a short list for the Reading Committee. We obtained multiple PDF copies and ordered three perusal librettos from Music Theatre International. Additionally, we purchased three scripts from Canadian Playwrights and Concord Theatricals, which only offer digital perusal scripts for up to four readers. Since mid-December the Committee has been reading and evaluating our shortlist of 5 comedies, 8 dramas, 4 murder mysteries, and 7 musicals. ¶

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Our 2025-26 season is attached. The roles for men and women throughout the season are almost even—and there are a few instances without gender requirements. There are no plays *requiring* specific ethnicities, but diversity is encouraged in casting. ¶

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We met with Mike Kuss to discuss build requirements and to develop a schedule that meets the needs of the build crew for time and space. **See the attached production schedule.** ¶

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Respectfully submitted: ¶

Jim Leard and Heather Day ¶

Production Chairs ¶

2025-26 and 2026/27 Seasons ¶

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2025/26 SEASON (revised Feb 4 2025) ¶

8 weeks of rehearsal for play. 12 weeks for musical. ¶

Auditions at least 2 weeks prior to rehearsal. ¶

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Performance → → Auditions → → Rehearsals → → Build ¶

Sept 24--Oct 12. ¶	June 13-15 ¶	Begin Aug 13 ¶	Begin Sept 2 ¶	¶
Nov 19--Dec 7 ¶	**Sept 4-6 ¶	*Begin Sept 15 ¶	Begin Oct 20 ¶	¶
Jan 21-Feb 8. (possible extension 11-15) ¶	**June 20-22 ¶	*Begin Oct 1 music ¶ Nov 8 staging ¶	Begin Dec 16 ¶	¶
Mar 11-Mar 29 ¶	Dec 12-14 ¶	Begin Jan 7 ¶	Begin Feb 11 ¶	¶
May 20-Jun 7 ¶	Feb 27/28 and Mar 1 ¶	Begin Mar 20 ¶	Begin April 13 ¶	¶

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*As rehearsals for Plays 2 and 3 will overlap for the months of October and November, they will take place on alternate evenings. Rehearsal room is booked every night *except* Friday and Saturday, and booked for full day Sundays to accommodate morning and afternoon rehearsals. ¶

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**Auditions for Play 2 are scheduled on a Thursday/Friday/Sat to allow those travelling on the Labour Day Weekend to audition. ¶

MOTION: Be it resolved that the Langham Court Theatre Society Board of Directors approve the season as presented.

Moved by Don Keith, seconded Jacquollyne Keath

CARRIED

5. Presentation by John Varszegi -- Rental Committee Progress

* The Board discussed: a schedule of rental fees, a list of Langham rental policies and a suggested theatre rental agreement.

6. **Business Arising from the January 13 Meeting**

* The Board discussed SoCan, Criminal Records checks, bike rack, ASL interpreters, possible electrical work, One Act Festival, door codes

7. **Treasurer's Report by Dick Newson**

All electronic payments for the Box Office have been transferred to the Square system used in the Bar. It seems to be working well and the emailed reports on sales and deposits are easier to read and more useful than those from the Stripe system which is now no longer needed. However, the Stripe? Elavon system is still available should we need it.

Play stats:

Play	Ticket Sales	Total Revenue	% Paid	Donations
Ravenscroft	2118	\$52,045	83.06	766
Wickhams	2220	\$54,742	81.62	205
Now and Then (to date)	1,814	\$40,392	72.54	335

Now and Then tickets are selling well after a slow start, and we can probably anticipate a final audience of 80-85%.

The Victoria Foundation Grants Programme has announced that they are now open for Grant Applications. The window for this close on 11th March. The Finance Committee recommends that a suitable project for which we might obtain a grant would be to pay for an Engineering Report on the long-term maintenance needs for the building which could provide a basis for future grants to keep the Theatre in good shape.

A grant application will also be made to the Gaming Branch as usual.

Dick Newson, Treasurer

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

Moved by Dick Newson, seconded by John Varszegi

CARRIED

8. **Finance Subcommittee:**

- Income/expense tracking to date
- 2024-25 Projects, misc. repairs : Board approval
- Ticket Pricing for 2025-26 season – Handout below.

- Grants: prioritizing needs/key projects
- Fundraising: Feasibility, goal, theme, ideas, timing. – next agenda

FY 2025-26 TICKET PRICE INCREASE OPTIONS AND ESTIMATED RESULTING INCOME INCREASE

TICKET CATEGORY	CURRENT PRICE STRUCTURE \$	FY2025-26 \$1.00 Increase	FY2025-26 \$2.00 Increase	Recommendation
Adult	26	27	28	Finance committee met Feb 5.
Senior 65+	24	25	26	Recommendation to initiate \$2./ticket increase.
Student	19	No increase	No increase	Increase as per chart in blue.
Adult Package *	130	135	140	This increase will partially cover transaction fees.
Senior Package*	120	125	130	
Preview Night	18	19	20	
Rush ticket **	20	No Increase	No Increase	

MOTION: Be it resolved that the Langham Court Theatre Society Board of Directors approve the ticket pricing as presented in the \$2 increase column.

Moved by Dick Newson, seconded by Jacqollyne Keath

CARRIED

9. Secretary's Report by Marilyn Kuss

* Emails received from Holly McGimpsey, Toshik Bukowiecki – secretary will respond

* The Board agreed secretary would send a thank you card to Kathy Macovichuk for her bar manager work

10. Committee Reports

MOTION: Be it resolved that the Langham Court Theatre Society Board of Directors approve a budget of \$100 for Readers' Theatre for the 2025/26 Season.

Moved by Dick Newson, seconded by John Varszegi

CARRIED

Safety Committee – Board discussed budget for committee

10*. New Business

* Season Brochure – was discussed with Co Production Chairs

* Tentative date for planning session – April 12 or 13

* Communication protocols: discussed Board email that all Board Members could access rather than use our personal emails

MOTION: Be it resolved that the Langham Court Theatre Society Board of Directors move in camera.
Moved by Jacquollyne Keath, second by Gloria Di Ioia CARRIED

The board discusses personnel matters.

MOTION: Be it resolved that the Langham Court Theatre Society Board of Directors move out of in camera.

Moved by John Varszegi, seconded by Don Keith CARRIED

MOTION to Adjourn (9:35)– Moved by Marilyn Kuss CARRIED

10. Next Board Meeting -Monday, March 10, 2025, 6:00 in the Rehearsal room