

**LANGHAM COURT THEATRE SOCIETY
BOARD MEETING
MINUTES**

Monday, May 12, 2025, 6:05 pm in the Rehearsal Room

1. **Attendance** – Caroline Herbert (President), Gloria Di Ioia (Vice President), Dick Newson (Treasurer), Marilyn Kuss (Secretary), Jacqollyne Keath (Member at Large), Laurie Best (Member at Large) - **Regrets** - John Varszegi (Member at Large), Amanda Hefflefinger (Member at Large)
2. **Territorial Acknowledgement** - 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.
3. **Approval of May 12 Agenda**
Moved by Gloria Di Ioia – Seconded by Jacqollyne Keath CARRIED
4. **Approval of April 7 Minutes**
As amended - Moved by Gloria Di Ioia – Seconded by Jacqollyne Keath CARRIED
5. **Approval of April 7, In Camera Board Meeting Minutes**
As amended - Moved by Jacqollyne Keath–seconded by Gloria Di Ioia CARRIED
6. **ELECTRONIC MOTION:** Be it resolved that the Langham Court Theatre Society Board of Directors approve the appointment of Laurie Best to the position of Member at Large for the remainder of the 24/25 term.
Moved by – John Varszegi - seconded by- Dick Newson CARRIED
7. **ELECTRONIC MOTION:** Be it resolved that the Board of Directors of Langham Court Theatre Society approves the 25/26 season brochure as presented.
Moved by – Jacqollyne Keath - seconded by – Gloria Di Ioia CARRIED
8. **Treasurer’s Report by Dick Newson**
 - Square Problems – Andrew Law removed from square management.
 - 70 new yearly subscriptions sold so far/ 2000 separate people purchased tickets.
 - Moved by Gloria Di Ioia – seconded by Marilyn Kuss CARRIED
9. **Finance Subcommittee Meeting Report**
 - Gloria reported on the Finance subcommittee meeting.
 - Discussed use and cost of Tip Tap donation system - Dick to assess.
 - Heat Pump quotes reviewed – require further investigation.
 - Discussed insurance and possible injury claim follow up
10. **Secretary’s Report by Marilyn Kuss**
 - Marilyn to reply to Holly re: Producers manual.
 - Discussion of membership perks
 - ½ page ad in SMNF program for new season
 - Incident reports to be photocopied for FOH binder

11. Committee Reports

• **Community Stage**

Jacqollyne met with Jason. Lighting coordinator team to work under Jason
All renters to be put in touch with Jason to assess if tech needs can be met by Langham.

• **Strategic Planning**

Bruce Gillespie is to be invited to June meeting to go over strategic plan meeting and survey outcomes.

Strat plan participants to be notified of initial survey results.

• **Human Resources**

Discussed cleaning contract – The 3-month probation for cleaning contract is up and will be renewed. Cleaning shifts will increase to 4 hours

- **Motion:** Be it resolved that the Board of Langham Court Theatre Society increase the facilities caretaker contract to \$135 for a 4-hour shift.

Moved by: Dick Newson - seconded by Gloria Di Iola

CARRIED

- Discussion of FOH and Administrative Assistant contract positions

- **Motion:** Be it resolved that the Board of Langham Court Theatre Society as per the approved annual budget, the HR committee will proceed with the recruitment of an Administrative Assistant with an annual contract of up to \$25,000 for 20 hours per week

Moved by Gloria Di Iola – seconded by Laurie Best

CARRIED

- Discussed tech support stipends

- **Motion:** Be it resolved that the Board of Langham Court Theatre Society increase Jason King's stipend to \$750 per month

Moved by: Jacqollyne Keath – seconded – Laurie Best

CARRIED

- **Motion:** Be it resolved that the Board of Langham Court Theatre Society give Perry Burton a monthly stipend of \$200 per month for IT support

Moved by: Jacqollyne Keath – seconded – Gloria Di Iola

CARRIED

12. New Business

- Board CRC due for August Liquor License renewal.
- Tony Cain of Attitude Theater has asked to present a proposal to the Board. Date TBD
- **MOTION:** Be it resolved that the Board of Langham Court Theatre Society move in camera. Moved by Jacqollyne Keath - seconded by Dick Newson

CARRIED

13. Motion to adjourn: 9:45pm CARRIED

14. Next Board Meeting -Monday, June 16, 2025, 6:00 in the Rehearsal room