

# LANGHAM COURT THEATRE SOCIETY –

## BOARD MEETING Minutes

**Monday, June 16, 2025, 6:00 PM – Rehearsal Room**

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

Chairperson: Caroline Herbert (President)

Minutes by Marilyn Kuss (Secretary)

1. Call to order: 6:03
2. Territorial Acknowledgment: Langham Court Theatre resides on the territories of the ɫəkʷəŋən 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 June 16, 2025 Agenda with additions  
Moved by Jacqollyne Keath, seconded by Amanda Heffelfinger CARRIED
4. Approval of May 12, 2025, Board Meeting Minutes  
Moved by Amanda Heffelfinger, seconded by Dick Newson, CARRIED
5. Approval of May 12, 2025 In-Camera Board Meeting Minutes  
Moved by Jacqollyne Keath, seconded by John Varszegi CARRIED
6. Guest Presentation:-- Strategic Planning and Operating Initiatives by Bruce Gillespie
  - a. Top 5 – Recruitment; Outreach; Stakeholder Mapping; Succession Planning; Documentation and Process Improvement
  - b. Don't spend time and resources on what Langham is already doing well
  - c. Prioritize, don't do everything at once
- 7. Business Arising from May 12 Board Meeting
  - a. The Board decided that Attitude Theatre could make a presentation at the September 2025 Board meeting.
  - b. Jacqollyne Keath volunteered and was appointed Nomination Chair for Langham's AGM in November. Her job is to fill the slate.
  - c. The Tech Teams – Jason King, Langham's Technical Director, is paid to organize the Sound Team, the Lights Team and the Projections Team.
8. Treasurer's (report delayed due to computer death) and Box Office Report by Dick Newson mainly dealt with Tip Tap.  
  
Dick Newson recommended that Langham purchase new computers for 2d desk in Box office and one for downstairs office.
9. Finance Subcommittee Meeting Report by Gloria Di Ioia  
  
The Finance Committee is pursuing grants and working on finalizing the budget for next year. Capital item (expenditure) under consideration.

MOTION; Be it resolved that the Langham Court Theatre Society Board of Directors approve the purchase and first year rental and set up of the Tip Tap Donation system up to \$2,000.

Moved by Jacqollyne Keath, seconded by John Varszegi

CARRIED

Tip Tap will be in use for September 2025. It will be preset for 3 donation levels -- \$5, \$10 and \$20.

#### 10. Secretary's Report by Marilyn Kuss

Board discussed pros and cons of exit interviews for departing Board members and an exit interview for renters.

Board discussed quorum size, policy for written motions

#### 11. Committee Reports

\* Community Stage – Reconciliation Theatre requested advertising space in Send Me No Flowers programme and wanted to know when their play could be listed on our website.

\*Rentals – we have had 15 rentals this calendar year; VADArts interested in new rental agreement but must be aware of an anticipated increase in prices for next year – John suggested an increase. Board also discussed VADArts and cleaning considerations.

\*Readers Theatre – offered the Board the opportunity to read the two scripts planned for next year.

\* Board received correspondence concerning the Code of Conduct from Heather Day but delayed discussion until the next Board meeting

\*  HR – Contract Positions

The HR Committee will email to Board members the FOH draft job posting but will wait for the Admin person to be hired and/or posting closed.

#### 12. New Business

MOTION; Be it resolved that the Langham Court Theatre Society Board of Directors refund the Marathi Cultural Festival the rental fees.

Moved by Gloria Di Ioia, seconded by Amanda Heffelfinger

CARRIED, one opposed

\*The Board discussed extending deadline for play submissions.

\*Furniture inventory and work party discussion delayed to next meeting

\*Brief discussion of distribution logistics of ushers providing 2025/26 season brochures with programmes

#### 13. MOTION to adjourn 9:28

Moved by Marilyn Kuss, seconded by Jacqollyne Keath

CARRIED

#### 14. Next Board Meeting -Monday, July 14, 2025.