

LANGHAM COURT THEATRE SOCIETY –

BOARD MEETING AMENDED MINUTES

Monday, July 14, 2025, 5:30 PM

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

Chairperson: Caroline Herbert (President)

Minutes by Marilyn Kuss (Secretary)

1. Call to order: 5:36
2. Territorial Acknowledgment: Langham Court Theatre resides on the territories of the ɫəkʷəŋən speaking peoples, also known as the Esquimalt and Songhees First Nations. We live and create on this land with humility and gratitude.
3. Approval of July 14, 2025 Agenda with additions
Moved by Jacquolayne Keath, seconded by Gloria Di Ioia CARRIED
4. Approval of June 16, 2025, Board Meeting Minutes with amendments
Moved by Laurie Best, seconded by John Varszegi CARRIED
5. Business Arising from June 16 Board Meeting
 - Code of Conduct - Board will establish a Code of Conduct Committee. Enforcement of the code could be tied into Langham's strategic plan.
 - Furniture inventory and work party deferred to next meeting.
 - Attitude Theatre presentation - awaiting response to recent correspondence.
 - The Board approved the purchase of two administration computers as per 2024/25 approved budget.
 - Board discussed the Victoria Arts Collective and Langham's representative.
6. Treasurer's Report
 1. We still are awaiting the results of the grant applications to the Gaming Branch (\$17,500). We just learned that the Victoria Foundation (\$20,000) have turned down our grant application.
 2. It would be useful to make a few changes to the accounting procedures now that Ashley is no longer acting as a signatory – they will be discussed with her next week. These changes would reduce the amount of filing and work required by Langham and by her office – and maybe save a few \$ as well. There are also changes that could be made to improve reporting from the Quickbooks system and make the accounts easier to understand.
 3. Another item is whether any changes to accounting processes will be necessary when new staff are hired.
 4. As a result of not spending on staff and continuing to have volunteers carry out administrative and other functions, as well as better than budgeted ticket sales of plays the Theatre can expect a substantial profit from this season's activities.
 5. * The Board was given a chart of the 2024/25 Actuals, Budget and Forecast.

MOTION to accept Treasurer's Report

Moved by Gloria Di Ioia, seconded by Jacquollyne Keath

CARRIED

7. Finance Subcommittee Meeting Report by Gloria Di Ioia

MOTION: Be it resolved that Langham Court Theatre Society Board of Directors approve the lounge and box office carpeting and vinyl flooring and minor expenses for paint and materials for refreshing the box office and small office space to a maximum of \$15,000.

Moved by Gloria Di Ioia, seconded by John Varszegi

CARRIED

Board discussed increasing Langham's profile and marketing of Langham in the community.

8. Secretary's Report by Marilyn Kuss

Marilyn distributed a handout suggesting hiring procedures. It was decided to leave this discussion to the next Board Meeting.

9. Committee Reports

Community Stage Report --Victoria Festival of Authors has signed the rental agreement for October 2025; Cancellation of Russ Reynolds Mandela event; Outside events needs an usher organizer/scheduler, This has been done for the Reconciliation event.

Human Resources Report – Contract Positions – Interviewing candidates for Admin Assistant and Head Carpenter week of July 14; FOH position to be posted soon.

10. New Business

Next Technology Committee meeting needs to discuss wireless headsets
Dick will update re Telus at next Board Meeting.

Names of two possible Treasurers have been forwarded.

Bruce Gillespie to be given comp season pass and free beverage.

11. MOTION to adjourn

Moved by Marilyn Kuss, seconded by Dick Newson

CARRIED

12. Next Board Meeting -Monday, Sept 8, 2025 at 6:00 in the Rehearsal Room