

**LANGHAM COURT THEATRE SOCIETY –
BOARD MEETING MINUTES (AMENDED)**

Monday, September 8th, 2025, 6:00 in Rehearsal Room

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

Regrets -- Laurie Best (Member at Large), Amanda Heffelfinger (Member at Large), Jacquollyne Keath (Member at Large).

Chairperson: Caroline Herbert (President)

Minutes by Marilyn Kuss (Secretary)

1. Call to order: 6:02
2. Territorial Acknowledgment: Langham Court Theatre resides on the territories of the ləkʷəŋən 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 September 8, 2025, Agenda
Moved by Dick Newson, seconded John Varszegi CARRIED
4. Presenters: Heather Day and Jim Leard, Co- Production Chairs
MOTION: Be it resolved that the Board of Directors of Langham Court Theatre Society accept as distributed the Co-Production Chair Report.
Moved by Dick Newson, seconded by John Varszegi CARRIED
5. Approval of July 14th, 2025, Board Meeting Minutes
Moved by Dick Newson, seconded by Gloria Di Ioia CARRIED
6. . Business Arising from July 14th Board Meeting
 - Code of Conduct --- The Board has established a 4-person Code of Conduct Committee and scheduled the next meeting in two weeks. The Code of Conduct on the Langham website will remain until the new version has been reviewed and approved by the Board.
 - Attitude Theatre presentation – Tony Cain cancelled the Attitude booking at Langham.
 - Discussion on changing service providers for theatre security configuration. The Board recognizes the need to change the door codes. Dick Newson will look into service options.
7. Treasurer's Report – No Report

8. Finance Subcommittee Meeting Report by Gloria Di Ioia

The Board discussed the first draft of next fiscal's recommended planned budgets for approvals.

Explained change to the operating checking account terms as follows: maintaining a minimum monthly balance of \$75K will eliminate all bank charges which currently ran at approximately \$1000/per annum. If LCTS operating checking account balance goes below the \$75K threshold, this will incur a \$65. /month charge.

Informed the board that once accounts are consolidated, investment in GICs are recommended --amounts will be confirmed once all transfers are completed.

MOTION: Be it resolved that the Board of Langham Court Theatre Society approve \$10,000 for advertising, production and printing programs for the upcoming productions.
Moved by Gloria Di Ioia, seconded by Dick Newson CARRIED

MOTION: Be it resolved that the Board of Langham Court Theatre Society allow for the closure of dormant accounts and transfer the money to the Operating Checking Account.
Moved by John Varszegi, seconded by Dick Newson CARRIED

Langham did not receive a 2025 Gaming Grant.
Discussion of approval needed for expenses over \$500 limit.

9. Secretary's Report by Marilyn Kuss

Two emails received, one concerning the AGM, and the other concerning Board Minutes.

10. ELECTRONIC MOTION: Be it resolved that the Board of Langham Court Theatre Society approve to proceed with the repair of the Fire Protection sprinkler system to a maximum of \$8,000.
Moved by John Varszegi, seconded by Dick Newson CARRIED

11. ELECTRONIC MOTION: Be it resolved that the Board of Langham Court Theatre Society approve that Mike Kuss, Head Carpenter proceed with the purchase of a Makita plunge saw (and guide) to a maximum of \$700.00
Moved by Jacqollyne Keath, seconded by Gloria Di Ioia CARRIED

12. Committee Reports

a) Archive Committee - request for money to print colour handouts of Langham history for use on display in the theatre and with tour groups.

MOTION: Be it resolved that the Board of Langham Court Theatre Society approve Marilyn Kuss to proceed with colour printing of various handouts up to a maximum of \$500.

Moved by John Varszegi, seconded by Dick Newson CARRIED

b) Human Resources Committee -- Lead Ushers needed. Conducted two sets of interviews for Front of House Manager; no one hired yet. The Board discussed some potential responsibilities for Administrative Services Coordinator Denise Armstrong.

c) Community Stage updates. – John reported that the rental bookings are under control, the calendar is filled up and there is lots of interest in renting the theatre. Rental needs (tech, FOH and other requirements) should be shared with all concerned at the earliest opportunity, possibly when the rental contract is signed.

13. New Business

The Board discussed Russ and Jeani Reynolds December and Mitch Barnes rental requests.

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

Moved by Marilyn Kuss, seconded by Dick Newson

CARRIED

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

Moved by Marilyn Kuss, seconded by Gloria Di Ioia

CARRIED

16. Motion: Be it resolved that the Board of Langham Court Theatre Society adjourn.

Moved by Marilyn Kuss, seconded by Dick Newson

CARRIED

17. Next Board Meeting -Monday, October 6, at 6:00 in the Rehearsal Room