

LANGHAM COURT THEATRE SOCIETY ANNUAL GENERAL MEETING MEMBERSHIP INFORMATION PACKAGE

NOVEMBER 2025



Welcome to Langham Court Theatre where our Mission is to provide our community with engaging theatre and opportunities to learn and collaborate in a welcoming and inclusive environment.

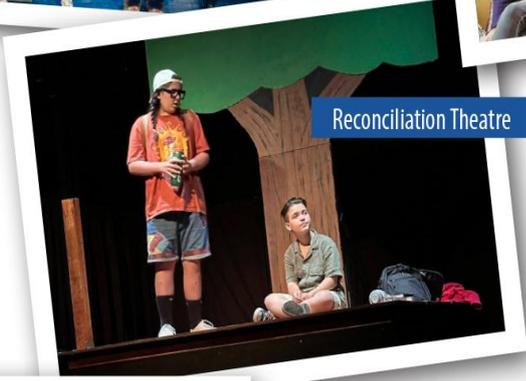
Langham's Stage and Community



GOLD



Festival of Authors



Reconciliation Theatre



Lounge Dedication to Vinnie Chadwick



Launch Event for the 2025/26 Season



Lawyers on Stage Theatre



Lifetime Networks



VISA Art Show



The Hounds of Cuchulain

LCTS AGM MEMBERSHIP INFORMATION PACKAGE TABLE OF CONTENTS

LANGHAM COURT THEATRE SOCIETY 4

- **MISSION4**
- **MANDATE4**
- **VALUES4**
- **TERRITORIAL LAND ACKNOWLEDGEMENT.....4**

UNAPPROVED MINUTES FROM NOV. 3, 2024 AGM 5

PRESIDENT’S ANNUAL REPORT 8

TREASURER’S REPORT 11

BOX OFFICE REPORT 13

FINANCIAL STATEMENTS FROM STERLING STANFORD 16

NOMINATION OF OFFICERS AND DIRECTORS 24

STRATEGIC PLAN OVERVIEW AND DIRECTION..... 25

LEGACY DONATION 27

COMMITTEE REPORTS 2024/2025..... 28

LANGHAM COURT THEATRE SOCIETY

- MISSION

To provide our community with engaging theatre and opportunities to learn and collaborate in a welcoming and inclusive environment.

- MANDATE

To produce and facilitate amateur community theatre, develop skills, and provide opportunities for all who wish to learn more about theatre arts.

- VALUES

Enriching and inspiring our community through theatre and promoting a vital and healthy arts scene in Victoria.

- **Diversity** – All people are welcome in this organization
- **Inclusivity** – All people have a hand in shaping this organization
- **Responsiveness** – We listen to our members, audience, and the community
- **Collaborative** – We work with the community of artists
- **Integrity** – We own our mistakes
- **Respect** – We value others
- **Education** – We develop skills by hands-on learning opportunities
- **Positivity** – We enjoy what we do
- **Community-based** – By the people, for the people
- **Creativity** – We support innovation, ingenuity and vision
- **Artistry** – We make strong choices with attention to detail
- **Opportunity** – We offer opportunities to learn and grow as theatre artists

- TERRITORIAL LAND ACKNOWLEDGEMENT

Langham Court Theatre resides on Ləkʷəŋən traditional territory, known as the Esquimalt and Songhees Nations. We are committed to listening, learning, and collaborating as active participants in truth and reconciliation as we create on this land with humility and thankfulness.

UNAPPROVED MINUTES FROM NOV. 3, 2024 AGM
LANGHAM COURT THEATRE SOCIETY ANNUAL GENERAL MEETING
Minutes Sunday, November 3, 2024 2:00 PM at Langham Court Theatre

Present – Caroline Herbert (President), Andrew Gabriel (VP), Dick Newson (Treasurer), Wayne Yercha (Past President), Marilyn Kuss (Secretary), Don Keith (Member at Large), Jacqollyne Keath (Member at Large and Co-Production Chair), Amanda Heffelfinger (Member at Large), Toshik Bukowiecki (Co-Production Chair)

Number of members present: 72 (2 non-voting)

Chair: Don Peterson

Minutes recorded by: Marilyn Kuss

1. **Call to Order:** 2:01
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. Introduction of Chairperson (Don Peterson)
4. Approval of Agenda of Sunday, November 3, 2024

Amendment: Be it resolved that the Board of Directors of Langham Court Theatre Society move the recommendations for life membership to occur directly after the confirmation of treasurer.

Moved by Wayne Yercha, seconded by Diana Keating

CARRIED

Motion: Be it resolved that the Board of Directors of Langham Court Theatre Society approve the Agenda as amended.

Motion to adopt agenda moved by Andrea Pite, seconded by Claire White

CARRIED

5. Confirmation of Dick Newson as Treasurer

Be it resolved that Langham Court Theatre Society confirm the Board of Directors appointment of Dick Newson as Treasurer of the Society for a term ending at the 2025 AGM, as per bylaw 6.1 (3).

Moved by Bill Williamson, second by Jacqollyne Keath

CARRIED

6. Recommendations for Life Membership

- * Lorene Cammiade nomination confirmed by membership
- * Heather-Elayne Day nomination confirmed by membership
- * Charley Encell nomination confirmed by membership
- * Andrea Pite nomination confirmed by membership
- * Alf Small nomination confirmed by membership

7. Approval of Minutes of 2023 AGM (November 27, 2023)

Moved by Andrea Pite, seconded by Beverly van Druten-Blais

CARRIED

8. Reports

Treasurer's Report, Dick Newson

Motion: Be it resolved that the Board of Directors of Langham Court Theatre Society approve the treasurer's report.

Moved by Toshik Bukowiecki, seconded Valerie Sullivan

CARRIED

Motion: Be it resolved that the Board of Directors of Langham Court Theatre Society revisit the accessibility report.

Moved by Andrea Gregg, seconded Diana Keating

DEFEATED

President's Report, Caroline Herbert

Motion: Be it resolved that the Board of Directors of Langham Court Theatre Society approve the President's Report.

Moved by Heather Day, seconded by Bill Williamson

CARRIED

Committee Reports

See webpage.

Motion: Be it resolved that the Board of Directors of Langham Court Theatre Society form a committee with some process of mediation to come to a solution to sharing the theatre.

Moved by Janine Longy, seconded by Bruce Gillespie

CARRIED

Amendment: Be it resolved that the Board of Directors of Langham Court Theatre Society form a committee with members including production heads with some process of mediation to come to a solution to sharing the theatre.

Moved by Andrea Gregg, seconded by Carol-Anne Moore

DEFEATED

Motion: Be it resolved that the Board of Directors of Langham Court Theatre Society end discussion.

Moved by Ian Simms, seconded by Bill Williamson

CARRIED

9. Nominations and Election of Board Members

- President Caroline Herbert, nominated by Dick Newson, seconded by Alan Penty

ACCLAIMED

- Vice President Gloria Di Ioia, nominated by Toshik Bukowiecki, seconded by Jacqollyne Keath

ACCLAIMED

- Member at Large (2 year term) Jacqollyne Keath, nominated by Merry Hallsor, seconded by Kathy Macovichuk ELECTED
- Member at Large (2 year term) John Varszegi, nominated by Caroline Herbert, seconded by Toshik Bukowiecki ELECTED
- Production Chair(s) Heather-Elayne Day and Jim Leard, nominated by Toshik Bukowiecki, seconded by Holly McGimpsey ACCLAIMED

10. Motion to destroy the ballots

Moved by Jacquollyne Keath, seconded by Claire White

CARRIED

11. President thanked Alan Penty, Andrew Gabriel and Wayne Yercha for their time on the Board.

12. Adjournment - Meeting declared adjourned.

PRESIDENT'S ANNUAL REPORT

Langham Court Theatre Society AGM November 9th
2025

Submitted by Caroline Herbert

Thank you to everyone who made Langham Court Theatre's 96th season such a resounding success! This past year brought sold-out performances, a full calendar of rentals, and continued collaboration with our community partners. It was a season to

celebrate, and it couldn't have happened without the incredible dedication of our members and volunteers. To everyone who built sets, performed, directed, designed costumes, managed productions, promoted shows, ran tech, ushered, served, or contributed behind the scenes, you have my deepest gratitude.



A heartfelt thank you to everyone on the Board of Directors for your unwavering support and commitment throughout the year, particularly in helping move forward several key initiatives that are shaping the future of Langham.

A special thank you to Vice President Gloria Di Ionia, who went above and beyond in her role. Gloria led the Finance Committee in overseeing Langham's financial management practices and thanks to her keen oversight and meticulous attention to detail, we reduced our insurance costs by \$10,000 this year, all while maintaining comprehensive coverage with no duplication of services. Gloria's extensive business expertise has been invaluable. In addition, Gloria, together with her husband, Ian Bidgood and Lead Carpenter Mike Kuss, spearheaded the completion of the lounge renovation, overseeing the installation of new flooring and contributing to the repainting and upgrading of the lobby. Thank you, Gloria, for your unwavering support, strategic insight, and dedication to the business of Langham.

Thank you to Jacquollyne Keath and Amanda Hefflefinger for their vital work on the Human Resources Committee and for leading the succession planning initiatives by bringing onboard new staff in the roles of Facilities Worker, Administrative Services Coordinator and Front of House Manager positions, thereby laying a strong foundation for Langham's continued growth.

Following the retirement of longtime handyman Chris Clarke, local business owner Jampal Gyaltzen and his team member Jampa were brought on to handle the theatre's custodial duties. Jampa has become a familiar and valued presence, often seen preparing the space before each performance, vacuuming, cleaning, and ensuring the theatre is ready to welcome the public.

Denise Armstrong joined us this summer in the new role of Administrative Services Coordinator. She holds a master's degree in public administration and brings a wealth of organizational and business expertise to support the many administrative functions essential to the successful operation of the theatre.

A big thank you to Marilyn Kuss for keeping us organized in her role as Secretary and for her dedicated work as archivist and head of the Life Member Committee. Her behind-the-scenes support is truly appreciated.

A heartfelt thank you to Dick Newson for his outstanding work as Treasurer and Box Office Manager. His knowledge, dedication, and unmatched expertise have been key to Langham's continued success. We're truly grateful for all he does.

Thank you to John Varszegi for stepping in as Community Stage Coordinator and for lending his talent as a fight choreographer to several productions. His versatility and dedication make him a truly valuable member of the Langham team.

Thank you to Laurie Best for stepping into the Member-at-large role following the departure of the very busy, Don Keith. Her thoughtful insight and contributions to the strategic planning process were truly invaluable.

At the 2024 AGM, I committed to prioritizing the development of a strategic framework to help define Langham's future direction, goals, and the concrete steps needed to achieve them. This spring, under the guidance of professional facilitator Bruce Gillespie, we convened a diverse group of Langham members representing a range of backgrounds, experiences, and roles within the theatre to participate in a series of thoughtful discussions. Together, we examined many facets of the theatre, both strengths and challenges, and gathered valuable insights. These findings have been carefully reviewed and form the foundation of the outline included in this AGM report. The next phase of the Strategic Plan will involve broader membership engagement. In the coming months, all members will be invited to contribute their perspectives, helping us shape a strong, inclusive plan that will support Langham's continued growth and success.

This year, we were thrilled to welcome the return of VADArts and to once again see students immersing themselves in the joy of theatre. We also joined the Victoria Theatre Collective and look forward to collaborating with its vibrant network of members.

Additionally, we're pleased to have established a new partnership with the Vancouver Island School of Art (VISA). Thanks to the efforts of our Vice President, we've developed a reciprocal marketing agreement that strengthens connections between our organizations.

We were honoured to display many artists in the lounge and hosted several Art Receptions this year, including two special events as part of the Art of Humanity Project by Ainsley Guzmán Jason. A highlight was the display of her stunning 12ft x 36ft portrait of Nelson Mandela on our stage, alongside original works created and signed by Nelson Mandela himself during his imprisonment on Robben Island. These powerful pieces were presented in collaboration with House of Mandela Art International. A heartfelt thank you to Jeannie Reynold and her brother Russ for including Langham in this extraordinary project.

We were proud to host sold-out musical performances by the Hounds of Cuchulain and the incomparable Grace Petrie, as well as vibrant dance showcases by Passion and Performance. Many other talented groups also made great use of our space throughout the year.

Readers' Theatre is up and running and under the guidance of Claire White, is also going on the road!

We continued our partnerships with LOST, Lifetime Networks, the Festivals of Authors, and Reconciliation Theatre, and we look forward to welcoming them all back this coming season.

It was a very BUSY year!

Looking ahead, we're excited to launch several initiatives in the coming year, including workshops, school programs, enhanced membership benefits, and the formation of a committee to begin planning Langham's 100th Anniversary celebrations. There's a lot of important work ahead, but with your continued support and involvement, I'm confident that our 97th season will be another outstanding success. It's both an honour and a privilege to serve as your President.

Cheers,

A handwritten signature in cursive script, reading "Greg Herbst". The signature is written in dark ink and is positioned below the "Cheers," text.

TREASURER'S REPORT

Treasurer's Report – Year Ended August 31, 2025

The 2024–2025 financial year was a very positive one for Langham Court Theatre Society. Thanks to strong show revenues, generous donations, and good cost control, the Society ended the year with a healthy surplus and a solid financial position heading into 2026. At year-end, total assets stood at \$488,474, up from \$314,121 last year — a substantial increase of more than 55%. Net assets (the Society's funds after all bills are paid) rose to \$383,797, up from \$222,005 - a gain of over \$160,000.

Income Highlights

- Total revenue: \$404,425 (up from \$358,923 last year).
- Productions: \$272,652 (our biggest income source, up 13%).
- Grants and donations: \$50,542 (up from \$38,949). The Victoria Foundation grant increased from \$13,983 to \$26,365.
- Other income: \$81,231 from coffee bar, costume rentals, facility rentals, and interest.

Expenses

- Total expenses: \$242,949 (slightly lower than \$246,857 last year).
 - Productions: \$81,777 — steady compared to last year.
 - Administrative: \$81,499 (down from \$105,261) due to lower professional fees and spending.
 - Facilities: \$63,347 (up from \$49,197) due to repairs and maintenance.
 - Other expenses: \$16,326 (up from \$11,273), mainly coffee bar and costume repairs.
- After all expenses, the Society achieved an operating surplus of \$161,476, compared to \$112,066 in 2024.

Balance Sheet Snapshot

- Cash and short-term investments: \$417,629 (up from \$273,421).
- Capital assets (equipment, building improvements, computers): \$27,833 (up from \$8,070).
- Liabilities (bills and deferred income): \$104,677 — modest and well managed.

The Society remains debt-free and well positioned for the future.

What This Means

Langham Court Theatre Society has made a strong comeback. Increased production revenues and community support has strengthened our finances. Repairs and upgrades have improved our facilities, and the large growth in unrestricted funds gives us flexibility for future planning.

Looking Ahead

- Keep up audience numbers and expand costume and facility rental income.
- Continue maintaining the building and technical equipment.
- Protect this year's strong surplus through careful budgeting.

Langham Court Theatre Society ends the 2025 fiscal year in excellent financial health, with strong reserves, higher income, and a secure foundation for the coming year.

Additional Notes

- Ticket sales for all Langham productions averaged 82%, which is commendable. Revenue for all Langham production was \$272,652, which is \$31,523 more than the previous year, \$241,129. The revenue for this year was slightly lower than expected due to the cancellation of four performances. One was due to a medical emergency, and the others were due to cast illness.
- Bar takings were up by 20% to \$27,540, and costume loft sales by about 5% to \$33,191
- Rental income was down by 16% mainly due to the cancellation of the contract with VADArts, which had rented the Rehearsal room for \$14,000/yr. They have returned to Langham, doing occasional rentals, mostly in the evening.
- Donations were at the same level as last year; however, this was mostly from a one-time \$10,000 donation from Matrix Marble and Stone, who installed the new marble bar countertop.
- There was a one-time payment of \$10,825 from the Victoria Foundation from the liquidation of a dormant trust fund that had been set up in our name about 20 years ago.
- We applied for but were not successful in obtaining an operating grant from the BC Gaming Branch, as cash reserves exceeded the allowable limit for grants.
- Insurance premium was down by \$6,329 after moving to a new Insurance Company.
- There was a large increase in building maintenance, much of it long overdue, and improvements to outside lighting, air conditioning, and the sprinkler system.
- Fiscal 2025/26 profit is likely to be about the same as 2024/25 after increased expenses. Costs will be higher for 2025/26 by about \$40,000 due to increases in salary and contract costs for an Administrator, Tech, and FoH management. However, LCTS will continue to make a profit.
- LCTS, with its current level of activity, donors, and dedicated volunteers, has enough cash in the bank to continue to finance itself at current levels of revenue and expenditure.

All those who volunteer in administration, back-stage production, and construction deserve congratulations on continuing to hold down the costs.

Respectfully submitted, Dick Newson, Treasurer

BOX OFFICE REPORT

This report covers the period from Sep 1, 2024, to Sep 30, 2025. Revenue received for productions after September 30, 2025, is reflected in the 2026 fiscal year.

Revenue summary other than ticket sales:

42 Donations directly to the Box Office: \$25,185

8 Patron donations: \$20,000

196 Donations through Thunder Tix: \$3,409

Membership (new and renewal): \$1,735

There are 159 Gift cards outstanding, worth a total of \$9,187

Revenue summary for Production ticket sales:

All production tickets were booked through Thunder Tix either online or via the Box Office.

Events that were not Langham play productions were either rentals or collaborations. Rentals paid for access to the theatre, and collaborations shared the ticket revenue. All tickets, except COMPS and RUSH, are charged a \$2 service fee, which covers most of the Thunder Tix charge as well as the Credit Card payment fee.

Expenses for Langham productions are covered under the Treasurer's Report and are not itemized per show.

Langham Productions:

<i>Ravenscroft</i> : Sep 25 – Oct 13 2024, \$48,133 (1 show cancelled -\$1,551)	#3	83%	
<i>The Wickhams: Christmas at Pemberley</i> Nov 13 – Dec 1, 2024 \$51,263	#2	87%	
<i>Now and Then</i> : Jan 29 – Feb 16, 2025, \$47,522	#4	83%	
<i>An Inspector Calls</i> : Mar 26 – Apr 13, 2025, \$53,104	#1	91%	
<i>Send Me No Flowers</i> : Jun 25 – Jul 13, 2025 \$36,863 (3 can -\$2,100)	#5	66%	Avg
			82%

Non-season productions (the amount retained by Langham, in **bold**.)

Grace Petrie: Sep 23 (No Langham ticket sales) \$6,203 **\$1000**

Victoria Festival of Authors: Oct 11-15, 2024 (No Langham ticket sales) **\$2,200**

Animal Farm: LOST Dec 5-8, 2024 4 shows: \$15,640 **\$1,000**

Hounds of Cuchulain: Mar 17 (No Langham ticket sales) **\$655**

Mandella Group: April 14 (No Langham ticket sales) 1 evening **\$3500**

A Fair to Remember: Lifetime Networks Colab Apr 16 - 17, 2025 \$4,588 **\$1,584**

GOLD and The Boy in the Treehouse: Reconciliation Colab July 25 - 27, 2025 \$2,009
\$1,004

Passion and Performance: Aug 18-20 (No Langham ticket sales) **\$1,100**

Langham production total: **\$236,885** Others total: **\$12,043** Total : **\$248,928**

Revenue summary for Season Tickets (TT Packages):

All ticket prices were raised by \$2 for the 2025-2026 season, except Student and RUSH seating.

Season Tickets (Packages) are discounted \$2 per seat.

This revenue is included in the ticket sales for the five plays of the 2025-2026 season. It is provided here as a reference showing advanced sales by performance day.

Rank	Package	Orders	Sen\$130	Ad\$140	Comp	Pre\$100	Total	Revenue
11	Wk 1 Wed	13				26	26	\$2,600
6	Wk 1 Thu	28	35	2	12		49	\$4,830
13	Wk 1 Fri	10	13	4			17	\$2,250
12	Wk 1 Sat	7	12	5			17	\$2,260
3	Wk 2 Sun	38	65	7	2		74	\$9,430
8	Wk 2 Wed	14	26	3			29	\$3,800
4	Wk 2 Thu	32	64	3			67	\$8,740
7	Wk 2 Fri	18	20	11			31	\$4,140
9	Wk 2 Sat	14	24	4			28	\$3,680
1	Wk 2 Sun	51	80	4			84	\$10,960
14	Wk 3 Wed	8	13	1			14	\$1,830
10	Wk 3 Thu	9	22	1			23	\$3,000
16	Wk 3 Fri	5	9				9	\$1,170
15	Wk 3 Sat	5	8	2			10	\$1,320
5	Wk 3 Sun	30	38	4	2		44	\$5,500
2	Pick5	44	62	14		3	79	\$10,320
		326					601	
Total seats			491	65	16	29		
Total revenue			\$63,830	\$9,100	\$0	\$2,900		\$75,830

The prior 2024-2025 season had 234 subscribers, 441 seats, and revenue of \$51,918, and while there were 19 cancellations, we gained 92 new subscribers (39%) for a total of 326.

Many subscribers renewed online by making a payment to the reservation confirmation sent out in June. Once general ticket sales started in August, I replaced the regular subscriptions with a “Pick5” option. This allowed 44 new subscribers to sign up using varied dates. Announcing our next season in time to start sales during the run of the last play (May/June) does help increase our subscriber base.

For the current season, I renewed the Packages for the ones that had booked previously (234) and reached out to the many that had not renewed. For the 2026-2027 season, I will also pre-book our current subscribers and allow more flexibility through Thunder Tix to encourage further interest.

Box Office Operation

The Box Office is open from Monday through Friday between 10 am and noon, and that is enough time to handle the few (but very welcome) walk-ins and phone calls. Activities include using TT for new orders, order changes, setting up new productions, producing reconciliation reports for productions, and monthly reports.

Online ticket ordering with at-home ticket printing, or tickets held on a personal device, has reduced the Box Office load considerably, and two hours per day is sufficient. Fully trained volunteers for the daytime, evening, and matinee performances should be fine with backup from a supervisor.

Respectfully submitted, Dick Newson, Box Office Manager

FINANCIAL STATEMENTS FROM STERLING STANFORD



COMPILATION ENGAGEMENT REPORT

On the basis of information provided by management, we have compiled the statement of financial position of Langham Court Theatre Society as at August 31, 2025 and the statements of revenues and expenditures and changes in net assets for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial statements.

Management is responsible for the accompanying financial statements, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We have not performed an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

CHARTERED PROFESSIONAL ACCOUNTANTS

Victoria, British Columbia
November 4, 2025

LANGHAM COURT THEATRE SOCIETY
Statement of Financial Position
August 31, 2025

	2025	2024
ASSETS		
CURRENT		
Cash	\$ 364,444	\$ 221,946
Term deposits	34,399	33,005
Restricted cash and short term investments	18,786	18,470
Goods and services tax recoverable	373	2,604
Prepaid expenses	42,639	30,026
	460,641	306,051
CAPITAL ASSETS <i>(Note 5)</i>	27,833	8,070
	\$ 488,474	\$ 314,121
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 16,931	\$ 21,307
Provincial sales tax payable	29	9
Employee deductions payable	575	629
Deferred revenue	87,142	70,171
	104,677	92,116
NET ASSETS		
Unrestricted	365,011	203,535
Restricted	18,786	18,470
	383,797	222,005
	\$ 488,474	\$ 314,121

ON BEHALF OF THE BOARD

 _____ Director

See notes to financial information

LANGHAM COURT THEATRE SOCIETY
Statement of Revenues and Expenditures
Year Ended August 31, 2025

	2025	2024
REVENUES		
PRODUCTIONS <i>(Schedule 1)</i>	\$ 272,652	\$ 241,129
GRANT AND DONATION REVENUE		
Donations	24,177	24,966
Victoria Foundation	<u>26,365</u>	<u>13,983</u>
	50,542	38,949
OTHER REVENUES		
Coffee bar	27,540	22,586
Costumes	33,191	29,615
Interest income	4,210	3,327
Memberships	1,405	1,885
Other income	1,005	1,136
Rental (facilities)	<u>13,880</u>	<u>20,296</u>
	81,231	78,845
TOTAL REVENUES	404,425	358,923
EXPENDITURES		
Productions <i>(Schedule 1)</i>	81,777	81,126
Administrative expenses <i>(Note 2.)</i>	81,499	105,261
Facilities expenses <i>(Note 3.)</i>	63,347	49,197
Other expenses <i>(Note 4.)</i>	<u>16,326</u>	<u>11,273</u>
	242,949	246,857
EXCESS OF REVENUES OVER EXPENDITURES	\$ 161,476	\$ 112,066

See notes to financial information

LANGHAM COURT THEATRE SOCIETY
Statement of Changes in Net Assets
Year Ended August 31, 2025

	Unrestricted	Restricted	2025	2024
NET ASSETS - BEGINNING OF YEAR	\$ 203,535	\$ 18,470	\$ 222,005	\$ 193,903
EXCESS OF REVENUES OVER EXPENDITURES	161,476	-	161,476	112,066
Restricted gaming grant	-	-	-	17,500
Use of restricted funds	-	-	-	(102,193)
Restricted interest income	-	316	316	729
NET ASSETS - END OF YEAR	\$ 365,011	\$ 18,786	\$ 383,797	\$ 222,005

See notes to financial information

LANGHAM COURT THEATRE SOCIETY
Notes to Financial Statements
Year Ended August 31, 2025

1. BASIS OF ACCOUNTING

The basis of accounting applied in the preparation of the statement of financial position of Langham Court Theatre Society as at August 31, 2025 and the statements of revenues and expenditures and changes in net assets for the year then ended is the historical cost basis and reflects cash transactions with the addition of:

- Accounts receivable;
- Investments recorded at cost;
- Capital assets are recorded at historical cost and amortized on a declining balance method;
- Accounts payable and accrued liabilities
- Revenues are recognized upon invoicing;
- Purchases are recorded when invoices are received.

2. ADMINISTRATIVE EXPENSES

	2025	2024
Amortization	\$ 5,069	\$ 3,120
Donations	-	24,535
Interest and bank charges	12,865	11,458
Office	5,186	5,716
Professional fees	9,307	11,440
Telephone	4,040	5,620
WCB expense	217	277
Wages and contractors	44,815	43,095
	\$ 81,499	\$ 105,261

3. FACILITIES EXPENSES

	2025	2024
Insurance	\$ 22,115	\$ 28,484
Janitorial	1,774	1,346
Property taxes	126	126
Repairs and maintenance	20,666	2,701
Security	1,637	1,321
Supplies	869	266
Utilities	16,160	14,953
	\$ 63,347	\$ 49,197

4. OTHER EXPENSES

	2025	2024
Coffee bar expenses	\$ 10,680	\$ 9,256
Membership costs	2,558	1,626
Costume repairs	3,088	391
	\$ 16,326	\$ 11,273

LANGHAM COURT THEATRE SOCIETY
Notes to Financial Statements
Year Ended August 31, 2025

5. CAPITAL ASSETS

	Cost	Accumulated amortization	2025 Net book value	2024 Net book value
Building Improvements	\$ 25,495	\$ 6,563	\$ 18,932	\$ 1,332
Equipment	22,868	16,269	6,599	5,013
Computer equipment	12,715	10,413	2,302	1,725
	\$ 61,078	\$ 33,245	\$ 27,833	\$ 8,070

LANGHAM COURT THEATRE SOCIETY
Productions
(Schedule 1)
Year Ended August 31, 2025

	2025	2024
REVENUES	\$ 272,652	\$ 241,129
EXPENSES		
Advertising	20,193	18,431
Box office	22,269	19,577
Costumes for production	1,761	3,498
Lights	370	1,260
Other production expenses	1,320	1,312
Refreshments	4,623	3,535
Royalties and scripts	15,003	18,925
Set building and decor	7,150	6,818
Sound	-	986
Technical director	9,088	6,784
	81,777	81,126
INCOME FROM OPERATIONS	\$ 190,875	\$ 160,003

See notes to financial information

LANGHAM COURT THEATRE SOCIETY

805 Langham Court
Victoria, BC
V8V 4J3

November 4, 2025

Sterling Stanford
#202 - 1640 Oak Bay Avenue
Victoria British Columbia V8R 1B2

Attention: Ashley Stanford, CPA, CGA

Dear Sir / Madam:

Re: August 31, 2025 year end

Further to the engagement letter we signed, we acknowledge that we are responsible for:

- a. The compiled financial information;
- b. Selecting the basis of accounting to be applied in the preparation of the compiled financial information that is appropriate for the intended use;
- c. The accuracy and completeness of the information provided to you; and
- d. Attaching the compilation engagement report when distributing or reproducing the compiled financial information.

Further, we confirm, to the best of our knowledge and belief, the following representations made by us to you during your compilation of the financial information:

Approved the accounting prepared by the firm

We have reviewed, approved and recorded all of the following:

- a. Adjusting journal entries you prepared or changed;
- b. Account codes you determined or changed;
- c. Transactions you classified; and
- d. Accounting records you prepared or changed.

Subsequent events

There have been no events subsequent to the balance sheet date up to the date hereof that would require recognition or disclosure in the financial information. Further, there have been no events subsequent to the date of the comparative financial information that would require adjustment of the financial information and the related notes.

Accounting and financial records

All accounting and financial records and related data of the organization have been made available to you, and you have been made aware of and given access to outside sources of information where applicable.

All information necessary has been disclosed

All information necessary to complete the financial information has been disclosed to you.

No events occurred or pending

No events have occurred or are pending, and no facts have been discovered to date, which would cause the financial information to be misleading.

DocuSign Envelope ID: 6989F03F-1F45-487D-93E6-D770006CC263

(continued)

Management responsible for financial information

The financial information has been reviewed by management and we acknowledge sole responsibility for the content.

Acknowledged and agreed on behalf of Langham Court Theatre Society by:

Signed by:

79A5D1576FA847E...

Dick Newson

November 4, 2025

Date signed

NOMINATION OF OFFICERS AND DIRECTORS

Nomination slate for 2025-2027 Langham Court Theatre

There are four positions coming up for election this AGM: Secretary, Treasurer, and two Members-at-Large. Nominees are:

Kyla Mellish – running for Secretary - Nominated by Holly McGimpsey and seconded by Toshik Bukowiecki

Eric Partridge – running for Treasurer - Nominated by Heather Day and Seconded by Jacqollyne Keath

Noah Gallant – running for Member at Large - Nominated by Janine Longy and seconded by Holly McGimpsey

Dick Newson – running for Member at Large – Nominated by Jacqollyne Keath and seconded by Denise Armstrong

STRATEGIC PLAN OVERVIEW AND DIRECTION

In spring 2025, the Board of Directors engaged professional facilitator Bruce Gillespie, Principal of ReWerx, to guide the theatre’s strategic direction. For more than 25 years, ReWerx has helped national and regional organizations clarify their purpose, define their strategic priorities, and exceed their goals in performance, effectiveness, and impact. Bruce’s experience includes collaborations with leading theatre and arts organizations such as Tidemark Theatre, Arts Club Theatre, Vancouver Playhouse Theatre Company, and the Royal McPherson Theatre Society. He also led the development of the BC Arts Council’s five-year strategic plan.

At a strategic formation session held on April 12, 2025, a group of 12 members alongside the board of directors, contributed their time to inform and help LCT take stock and identify its key strategic priorities, and future operating plans.

The group represented a wide range of ages, backgrounds, and experiences within the Langham theatre community. This group, as well as Board Members were initially invited to complete an online survey in preparation for the full day in-person session.

Guided by Bruce’s expert facilitation, participants explored key elements of the Society’s purpose and vision, proposed means for improved collaboration, better deployment of resources as well as strengths, potential areas of weaknesses and future threats facing the theatre. From this session Langham’s top 5 priorities were established.

Following the in-person session, a second online survey was conducted to gather additional feedback and insights. The findings, compiled and analyzed further by Bruce, now serve as the foundation for the ***Draft Strategic Plan*** below.

The next step is to share these strategic priorities with the broader membership and seek input and member participation in the further development of a detailed operating plan.

STRATEGIC PLAN 2025-2028

Infrastructure & Process	Community Engagement	Financial Resilience
<ol style="list-style-type: none"> 1. Recruitment <ol style="list-style-type: none"> 1.1 hire an Administrative Coordinator 1.2 hire a FOH Manager 1.3 hire a theatre manager 2. Succession planning <ol style="list-style-type: none"> 2.1 volunteer development 2.2 cross train volunteers 2.3 share the workload 3. Documentation & process improvement <ol style="list-style-type: none"> 3.1 update contact lists and centralize 3.2 map and document existing processes 3.3 evaluate handbooks 3.4 update policies 	<ol style="list-style-type: none"> 1. Outreach <ol style="list-style-type: none"> 1.1 connect with local schools 1.2 educational workshops 2. Stakeholder Mapping <ol style="list-style-type: none"> 2.1 identify key stakeholders 2.2 Community engagement and involvement plan 2.3 Engage various cultural organizations 	<ol style="list-style-type: none"> 1. Programming and innovation <ol style="list-style-type: none"> 1.1 Assure we remain relevant 2. Develop a comprehensive fundraising plan 3. Plan for our 100th year celebration for 2029 4. Enhance Marketing

Stage Productions Over the Past Year

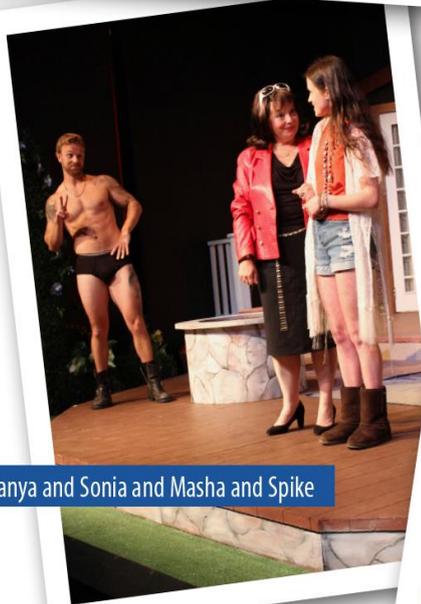
An Inspector Calls



Send Me No Flowers



Vanya and Sonia and Masha and Spike



The Wickhams: A Christmas at Pemberley



Now and Then



LEGACY DONATION

Legacy Donation

Your way of keeping our theatre strong

With almost 100 years of producing live community theatre behind us, we are focused on the future. When you donate to Langham Court Theatre, your gift makes a difference. Every dollar you contribute directly goes towards the work on our stage, provides engaging and high-quality theatre, and helps to create exceptional performances for years to come.



Legacy Donation

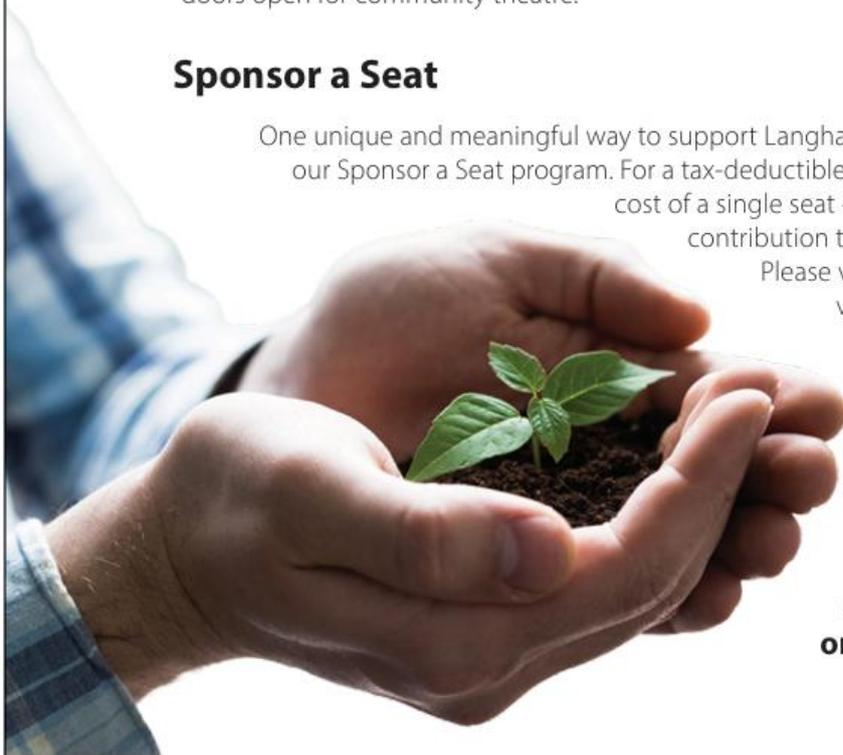
You may come to a stage in your life where you begin to think about how to give back to your community and how you will leave a legacy. You can play a leading role to ensure that Langham Court Theatre's future is as bright as its past with a planned gift. When considering leaving a legacy, we encourage you to speak with your legal and financial advisors. Legacy gifts can provide significant reductions in estate and income taxes.

No matter the gift size, by making a gift of a bequest, an endowment, or donation, you play a vital role in creating a long-lasting impact. Your gift will have a direct impact on helping Langham Court Theatre continue to make magic on our stage and keeping our doors open for community theatre.

Sponsor a Seat

One unique and meaningful way to support Langham Court Theatre is through our Sponsor a Seat program. For a tax-deductible donation of \$500 – the cost of a single seat – you can make a financial contribution that leaves a lasting mark.

Please visit our website, or call or visit our box office.



**To make a bequest
or donation, please
send an email to
gm@langhamtheatre.ca
or call 250-384-2142.**

COMMITTEE REPORTS 2024/2025

Archives Report

The Archives committee consists of Marilyn Kuss (Chair), Stephanie Ustina and Hilary Allan. Stephanie creates the posterboard at the conclusion of a play run. "Vanya & Sonia & Masha & Spike" had its closing night on October 12 and the poster was hung up shortly thereafter. Hilary has been creating, fixing and maintaining old posterboards. It is a job without an end but quite satisfying along the way. Langham's archive collection contains approximately 275 posterboards. If anyone is interested in becoming involved in the making and presentation of the poster archive, please (please, please, please) get in touch with me. I would welcome some help.

As the Langham archivist, I maintain the database. There are now slightly less than 27,000 entries, dating from the very early days of our 96 year old theatre group. The cast and crew are added to the database as the show run finishes.

I have recently up-dated our Langham History to include last year's activities. There are copies of this little handout in the Box Office and Lounge, called "A Brief History of Langham Court Theatre." There is also a slightly longer handout that is called "Langham Court Theatre in Words and Pictures." And for those interested in photographs, there is a third handout called "Langham Court Theatre In **Many** Words and Pictures."

Sincerely submitted, Marilyn Kuss

Community Stage Committee Report

- Langham Court Theatre Society welcomes the opportunity to share our wonderful theatre with the wider arts community. We are gratified that other groups enjoy our space.
 - The anticipated income from Community Stage events for 2025 (February to December) is approximately:
 - **\$22,000**
including rental income from **10 community events** as well as the proceeds from the bar for these events another gross \$5800.-.
 - The anticipated income during the 2025/2026 season is projected at approximately: **\$17,000**
from 8 NEW customers
plus as well:
\$22,000.-
from 8 REGULAR customers from the previous year. That makes about: \$39,000.-
from this year with proceeds from the bar for these events about \$11,500.-.
- Note:
- There is a planned increase in fees for the upcoming year which results more income for 2026.

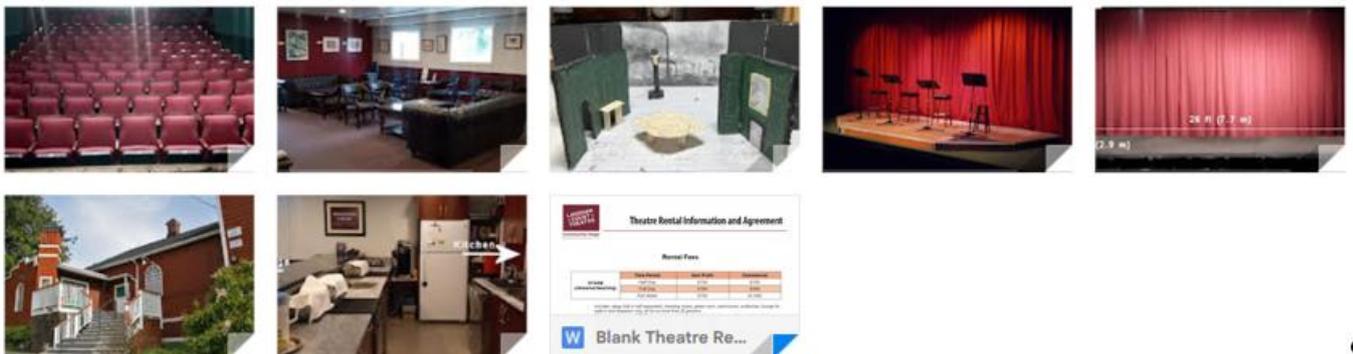
Below is a sample email that is sent to interested parties:

Thank you for your interest in Langham Court Theatre. We are a heritage theatre, one of the oldest in the country (entertaining the community for 96 years). Although the auditorium is quite intimate (176 seats), we are very busy with renters and our five productions per season.

I am sending to you our prices with a standard rental agreement and some photos of the venue. If you have any questions, please don't hesitate to ask.

Sincerely,

*John Varszegi
Head of Community Stage Committee,
Member of Board of Directors*



Submitted by John Varszegi

Costume Loft Highlights

Since the Loft implemented the Square POS system, it has become much easier to maintain consistent pricing, follow up on unreturned items, and accurately track revenue. So far in 2025, the Loft has seen a 46.6% increase in sales revenue compared to the same period last year. This percentage does not include the income from the annual summer sale or from October, which is typically our busiest month.

Another positive outcome of the new system is a 65.4% reduction in non-returned rentals. The system's ability to send direct messages to customers—when standard emails and calls have failed—and to issue invoices with automatic reminders has led to the return of several long-overdue rentals.

The Loft also used the Square POS system during our annual summer sale, which made checkout and revenue tracking significantly smoother than in previous years. Although attendance was lower than expected for several reasons, sales all totaled nearly \$4,000. These funds will go directly toward purchasing and commissioning much-needed costume pieces and repairs. Since last year's sale was cancelled, the

Loft had approximately two tons of generous donations available for this event. Despite the strong revenue, we still ended up donating 680 kg of clothing and 55 kg of fabric afterwards. Before the sale, several volunteers dedicated many hours to sorting and clearing the sewing room of excess fabric and outdated notions. All wedding dresses were also measured, labeled, and organized for sale. These efforts greatly improved the orderliness and usability of the sewing and dressing rooms for future productions. However, the Loft continues to face challenges with storage and finding appropriate new homes for donated wedding dresses outside of thrift stores. Our next project is sorting through the numerous boxes of patterns and keeping only those that are viable based on sizing and relevance.

Our collaboration with the photography students in Camosun College's Fine Arts department remains ongoing. Word of the project has spread, and our social media presence has benefited greatly from their intriguing photos.

Lastly, the Loft will be moving forward with price increases beginning in 2026. These adjustments will help support a new policy concerning costume cleaning. Under the current policy, customers are responsible for cleaning costumes before returning them. Over the past few years, volunteers have received numerous complaints about the cost and inconvenience of dry cleaning, and we have seen an increase in costumes returned in poor condition. To reduce this burden on customers and ensure proper garment care, the Loft will begin cleaning costumes in-house. While dry cleaning will still be required for certain garments, our goal is to distribute the cost across all rentals rather than raise prices only for specific items.

A post-mortem report has been prepared with recommendations for improvements for next year's sale.

2026 Costume Loft Annual Sale – Recommendations

Volunteers

- Continue prioritizing Langham Court members for volunteer slots.
- Schedule specific days/shifts for heavy lifting and stairs work, and put out a targeted call for volunteers that can carry heavy loads.
- Keep volunteer preview on the evening before the sale.

Dates & Times

- Limit **Day 1 of prep** to volunteers who can set up equipment and move heavy bags.
- Add 1 extra hour or more volunteers for **sorting/hanging days**.
- Consider shifting sale hours to **9 AM – 1 PM** based on transaction data.
- Make sure to include a shift for after the sale to help with packing up unsold items and **theatre clean up**.
- Look for **other non-profit organizations** (besides Big Brothers & Big Sisters) to donate leftover clothing.

Equipment

- Budget for **rented rolling racks and tables** to avoid last-minute shortages.
- Stockpile **extra storage bins** throughout the year.
- Invest in **durable, reusable signage**:
 - 3 sandwich boards for parking lot directions
 - 1 marquee sign for Rockland
 - Smaller interior directional signs

Square System & Transactions

- Continue using Square for all payments.
- Keep tally-slip method, but provide customers with a **duplicate slip** or receipt to avoid issues.

Pricing & Merchandising

- Maintain a **price-range cheat sheet** for unmarked items.
- Reconsider selling shoes at the sale—test online or consignment store sales instead.
- Seek a **vintage wedding dress shop** or loft repurposing project for unsold dresses.

Respectfully submitted, Misty Buxton

FINANCIAL SUB-COMMITTEE REPORT

FISCAL 2024-2025 ENDING AUGUST 31, 2025

BACKGROUND

In January 2024, the Financial Sub-committee began meeting weekly to focus on the careful allocation of grant funds that had remained unused since 2021. In the following months, the committee prioritized safety repairs before moving on to beautification projects. While a formal business plan was not initiated, major repairs were addressed first to resolve safety concerns. By summer 2024, key exterior improvements were completed.

Numerous supplier quotes were scrutinized over the summer of 2024. As a result, contractors were hired to improve exterior lighting, replace long-neglected roof areas, repair, and clean gutters, and obtain an arborist's certification for several large trees along the northern property line, all this among many other projects. Once these exterior upgrades were completed, the building was painted, and significant improvements were made to the interior lounge. These began with a donation from Matrix Marble, which provided a new marble bar top, counter, and backsplash.

These enhancements have not only improved the building's safety and appearance but have also received positive feedback from community members and visitors.

FY 2024-25 MEETING FREQUENCY AND PARTICIPANTS

The Financial sub-committee resumed in November 2024 with Gloria Di Iola, Langham Board of Directors Vice President and Michael Chadwick St Luke's Theatre Treasurer ensuring continuity from the previous fiscal; Dick Newson, Langham Treasurer and Bruce Davies, new to Langham and the Victoria Community and bringing a wealth of experience with fundraising and non-profit organizations rounded the group. Monthly meetings were scheduled for 2 hours (strictly adhered to) on Wednesday prior to the following month's Board meeting thus allowing for timely reporting to the Board.

CORE FOCUS

In preparation for FY24-25 annual budgeting, we thoroughly reviewed FY23-24 year-end revenue sources and related costs to identify areas for improvement and ensure financial stability. This process involved developing several budget scenarios to guide future decision-making including:

- Implications of various levels of ticket price increases
- Addressing the feasibility of major capital expenditures with and without grant funds
- Limiting any planned capital expenditure until grants confirmed or surpluses achieved
- Implications for full and part-time staffing.

And, a few noteworthy actions over the course of the year are described below:

- Revenue and expenses were reviewed monthly against the planned annual budget by the finance sub-committee, including detailed assessments of box office intake, community stage rentals, and bar and costume loft revenues to continually address any discrepancies and ensure necessary funds for urgent repairs that arose were available.
- Successfully met with Coast Capital to restructure the Operating account thus eliminating service charges saving close to \$1000 annually on electronic transfer costs.
- Completed the lobby and box office redecorating and carpet and tile installation in both the lobby and lounge.
- Validated and adopted the Tip Tap donation system which is meant to increase donation convenience for patrons and boost overall contributions.

WHAT HAPPENS FROM HERE

With healthy profits going into fiscal 2025-26 the focus will be on developing a five-year capital plan. Prioritizing large capital projects will provide strong supporting documentation for grant applications. Having this longer-term view will also set the course for fundraising initiatives leading to the 100 th anniversary in 2029.

Submitted by Gloria Di Ioia

Lead Carpenter Report

Since the last Annual General Meeting the set building shop has welcomed new volunteers (Mark Weston, Branka Wilmshurst, Terry Swan, Leslie Blazecka, and Tristan Anderson) regained an old volunteer (Julius Maslovat) while keeping our core group (Gordon Alexander, Charley Encell, Alf Small, Bruce Dzioba, John Clarke, Marcus Handman, Jane Grainger, Bobbi Jacob, Colin Houghton, Blair Williamson, Allison Power, David Wheatley, and Lise Chartrand) however, we are saying goodbye to a long term volunteer (David Burbank). We have benefitted, thanks to Charley, from the donation of a band saw (very timely as our old one is a little dicey) and the purchase of new equipment (a pneumatic upholstery stapler, a track saw, and, in several volunteers' opinions, the long overdue arrival of a cordless brad nailer). The shop equipment, with the exception of the aforementioned band saw and our old upholstery stapler, is in good shape for the foreseeable future.

We continue to produce quality sets, thanks not only to our shop volunteers, but also to the talented décor and lighting crews formed by the productions themselves. Our year's work has included last season's sets for the life Downstairs (Christmas at Permberly) which transformed into a barn for LOST's Animal Farm, a Victorian era Dinner mystery (An Inspector Calls), a time travelling Irish pub (Now And Then), as well as a 70's home for a panicked Hypochromic (Send Me No flowers). This Fall we built the sets for a comedy (Vanya et al) and a romance (Unity) and, for our Community access times, we created black box sets for the benefit of several other groups including Lifetime Networks and Reconciliation Theatre. During all of that we have continued to make every efforts to cut costs by recycling and reusing materials when planning for shows.

Finally, in keeping with the Langham tradition, we continue to welcome new volunteers, so please feel free to do so.

Thank you very much.

Submitted by Mike Kuss

Human Resources Committee Report

This past year has been a productive and active period for the HR Committee. We met regularly following Board meetings to review correspondence, consult with the Finance Committee on budgeted staffing positions, and develop detailed job descriptions for newly posted roles.

In early spring, the committee convened to review and update existing contracts. This included extending the Facilities Worker contract and revising the Technical Director's contract. Additionally, we introduced a new contract for an Information Technology Technician to support the theatre's growing technical needs.

This summer, we received a strong response to our administrative job posting, allowing us to shortlist four highly qualified candidates. Following a thorough selection process, we identified that the most appropriate title for the contracted role would be Administrative Services Coordinator. We were delighted to welcome Denise Armstrong to the team. Denise has already begun reviewing Langham's processes and policies, contributing significantly to streamlining the theatre's administrative operations.

We also saw an impressive pool of applicants for the Front of House (FOH) Manager position. We are pleased to announce that KC Johnson was selected for the role and joined us just in time for the launch of our new season.

The committee has engaged in thorough and constructive discussions, both internally and with the Board, regarding the importance of staffing in the theatre's succession planning. We also navigated some challenging conversations around behavioural issues within the organization. Throughout this process, we prioritized creating a safe and respectful environment where all perspectives could be shared openly, ensuring that our final decisions were made with integrity and inclusivity.

We look forward to another productive year.

**Respectfully submitted,
Amanda Heffelfinger, Caroline Herbert, Jacquollyne Keath**

Lead Usher Report

The Lead Usher Committee consists of Marilyn Kuss (chair), Geli Bartlett, Heather-Elayne Day and Caroline Herbert. Since May I stepped down from my duties as Lead Usher. The other three continued magnificently while knowing that it had been hoped for some time that Langham would be able to hire a Front of House Manager. Things for the 2025/26 Season will be different but our patrons will be in good hands. Geli and Heather and Caroline kept the front of house running smoothly when it was suddenly needed. A great big "Thank You" goes out to the three wonderful Lead Ushers.

From Heather, just a note of thanks to all of the volunteer ushers who helped make the last season, and the co-pros and rentals successful. And a warm welcome to KC!

Submitted by Marilyn Kuss

Life Members Committee Report

Although Langham Court Theatre introduced the idea of Life Memberships in 1938 and began distributing them in 1947, no policy about how these awards should be made was put together until 1996 by John Gilliland. The sentiment was threefold: life membership thanked those who had volunteered; it encouraged others to aspire to Life Membership; and, it encouraged Life Members to keep on volunteering.

Since April 1996, Life Membership policy has been modified several times by Board decisions. One of the most consequential changes was made in 2017 to include non-program activities. Before this change, show programmes provided all the data required. The Langham database gave automatic, reasonably accurate, objective service points identifying possible Life Membership candidates. The non-program points were tracked by the Theatre Manager, Michelle Buck. However, subsequent Theatre Managers did not track the non-program points. Then came covid and the time the theatre was dark. Upon resumption of live theatre at Langham in the fall of 2022, things had changed. There was no theatre manager; there was no spare cash; there was no certainty as to whether either (or both) volunteers and patrons would return.

The first post-covid new Life Member was Jean de Cartier in 2023. The following year there were 5 new life members: Marilyn Kuss, Michael Kuss, Kathy Macovichuk, Andrea Pite, and Alf Small.

The Life Member Committee consists of Marilyn Kuss (chair), Dick Newson and Caroline Herbert. We met in early September. We use the Langham database to track the points and years accumulated by members. This information is used to make recommendations to the Board for their nomination for Life Memberships. Last year the Board was pleased to nominate five eminently worthy Langham members. Somewhat predictably, that has led to a temporary lack of qualified candidates. I'm sure next year the Life Membership Committee will be able to make a recommendation or two to the Board.

Of course, the Board has the power to recommend nearly anyone they wish in the general membership as a Life Member, but it seems sensible to have a detailed scheme in place which explains why people were awarded Life memberships in the past, why others were **not** so recognized, and why people to whom the Board wants to award Life Memberships in the future should be given the honour.

1. Time criteria (fourteen year 'rule") --14 years of active participation (including both program and non-program activities.)
2. Service 'rule' -- 25 service points as tracked by the Life Membership Committee.

It must be realized that the “rules” stated above are **not** part of the Langham Court Theatre Society bylaws. Bylaw 2.1 (3) identifies only three requirements for the award of a Life Membership at LCT.

1. Being a member or former member of LCT.
2. Recommendation by the Board.
3. Approval by ordinary resolution at a general meeting of LCT membership.

The Life Member Committee also works with the Archive Committee to maintain the “In Memoria” book. Upon their passing, the life member photograph in the Lounge is put in the book along with a write up that documents the contributions of the Life Member. The most recent photograph to be added to this book is Rick Underwood’s. Be sure to take a look at this wonderful Langham member. This book, displayed in the Lounge, continues to be appreciated and admired by both one-time visitors and members and friends of Langham.

Submitted by Marilyn Kuss

New Volunteer Report

Langham Court Theatre Society welcomed approximately 40 new volunteers over the past year, most of whom have become active participants in the life of the theatre. Inquiries come through current volunteers, the box office and the GM email.

Once an inquiry is made, applicants are contacted, volunteer opportunities are discussed and an orientation to LCT is given over the phone or in person. The Volunteer Application, is filled out and interests and experience are noted. Once interests and experience are clarified, contact information of the new volunteer is sent to the department lead and the department lead will contact the new volunteer for an introduction and invitation to participate. Contact information of volunteers interested in production will be sent to the Producers of the current season.

The Volunteer Application has been updated to include emergency contact Serving it Right, First Aid, and Newsletter sign up. Names are added to the LCT contact list which includes all those involved with Langham Court Theatre Society.

Submitted by Denise Armstrong

Production Chairs Report

We begin with thanks to the previous Production Chairs, Jacquolynne Keath and Toshik Bukowiecki, for their support and advice as we jumped quickly into the work of programming the 96th LCT season.

Step 1: Solicit submissions of plays via the Langham newsletter as well as outreach to friends and colleagues in the broader theatre communities, and to under-represented communities such as the Native Friendship Centre, the Intercultural Association, Victoria Refugee Centre, and Puente Theatre. More than 80 plays were suggested, including plays submitted for the previous four seasons.

Step 2: Form a reading committee. The opportunity was published in the newsletter and via social media and we drew names to select Robert Mitchell, Andrea Pite, Kavita Srinivasan, Alan Penty and Peta Mackenzie. Langham's audience survey results informed our decision to program two comedies, a drama, a musical, and a murder mystery. We looked for a balance of female and male playwrights and the opportunity for diverse casting, and, when possible, placed an emphasis on Canadian plays. The committee evaluated a refined list of 23 plays, and we built a draft season.

Step 3: Find Directors and Producers. This was the most challenging step, and we are grateful for the applications we received! We were disheartened by the very few members interested in producing, and by a few potential directors who declined to participate at Langham due to stigma. Our outreach was extensive though and we interviewed 10 directors for our 5-show season (selecting 5 from the 10 was also a challenge!) and secured our 5th producer as the season got underway.

Step 4: Board approval. Two Board members had applied to direct and were excused from the meeting for our presentation and the Board's decision. The Board unanimously approved our 2025/26 season of *Vanya, Sonia, Masha and Spike*, directed by Morgan McLeod, *Unity (1918)* directed by Janine Longy, *I Love You, You're Perfect Now Change*, directed by Alan Penty with Musical Direction by Jim Hill and Sara Partridge, *Casting for Murder*, directed by Jacquolynne Keath, and *Shakespeare in Love* directed by Wendy Merk. We were advised of a production budget (not including performance fees or promotion) of \$22,500. Once approved, we began contracting with rights holders and playwrights.

Step 5: Promotion. Thank you to Kathy Macovichuk who designed the beautiful artwork for the season, our season brochure, and the poster in the lounge. Everything was prepared in time for the box office to begin promotion and ticket sales during the final show of the 2024/25 season.

We “launched” the season May 3, 2025, at a Volunteer Appreciation event hosted by the Board. We unveiled the poster, distributed brochures, and introduced our Directors, Music Directors, and the Producers that were confirmed at the time. This was a wonderful opportunity to thank our reading committee, build excitement for the season with our bartenders, ushers, and all other volunteers, and to encourage people to participate on production teams. We hope to repeat this event next season.

Holly McGimpsey volunteered to be our Program Coordinator for the season, and you’ll see that our program covers are in colour again, for a very minor increase in cost. We believe that our production values are reflected in everything we do to promote our shows and audience members were quick to notice and comment on the improvement.

Pre-show announcements are in-person this season and delivered by our Front of House Manager, increasing engagement with our audience and reinforcing the sense of community that is so important to us all.

Step 5 Support and debrief: The first show of the season, *Vanya and Sonia and Masha and Spike*, directed by Morgan McLeod and produced by Peta Mackenzie, began rehearsing in August and closed on Thanksgiving Sunday. Thanks to everyone who worked on this production – it was a great kick off to Season 96! It was very well received, and attendance and box office figures are available from Dick Newson. A participation survey has been distributed to everyone involved and results will be reported to the Board. Any concerns expressed in a survey, which were not already resolved, will be followed up on immediately. Post show surveys help us to learn and refine how we work. *Unity (1918)* and *I Love You, You’re Perfect, Now Change*, are both in rehearsal and will be included in our report at the 2026 AGM.

We are grateful for a wonderful team of Producers with Peta Mackenzie (VSM and S), Simmi Behal (*Unity 1918*) assisted/mentored by Holly McGimpsey, Holly and Gord More (ILY,YP,NC), Carol-Ann Moore (*Casting for Murder*) and Holly and Gord (*Shakespeare in Love*). They quickly recruited production teams with the help of volunteer coordinator Jean Topham. Thank you all!

Professional Workshops: We are planning a short series of workshops, beginning in the Spring and dependent on available space in the theatre. Watch the newsletter for more information.

We are now planning the 2026/27 season. Our new reading committee was formed in August and completed its work on October 26. We have issued an early call in the Langham newsletter for directors and producers and are waiting for your email!

**Respectfully submitted by Jim Leard and Heather Day
Production Co-Chairs**

Properties Report

The prop room and furniture loft continue to have a steady stream of rentals bringing in a moderate of income but a great deal of appreciation from the renters for the service LCT continues to offer.

During the spring of 2025 volunteer Leslie Simpson did a major clean up of the prop room.

In July in cooperation with the costume loft we had enough items to have a garage sale, thank you to all the volunteers for setting up and for their help during the sale. Katrina Strickland, Robert Baldwin, Shiela McLennan, Debbie Laverty, and Geli Bartlett.

Submitted by Jean de Cartier

Readers' Theatre Report

We have had a good year in Readers' Theatre in 2025 and I am pleased to report there is a lot of interest in this type of theatre. I want to thank the Board of Directors for including Readers' Theatre in the 2025/26 brochure, as this also highlights the diversity of programmes at Langham Court Theatre to the public. We had the opportunity to have two performing shows in 2025, one in April and the other in September. In April we performed the play "Antartica Welcomes International Women's Year 1975" written by a local playwright, Ellen McGinn. This was directed by Jennifer Mann. We had over 40 audience members and received donations of approximately \$100.

In September, we changed the programme and decided to put on two One Act Lighthearted Comedy Plays written by an established playwright Alice Gerstenberg. Alice wrote many plays and was an accomplished actor as well as a playwright. Readers' Theatre performed "Fourteen" and "He Said and She Said". I had my Directing Debut and really enjoyed the experience of directing these fun plays. We had over 50 audience members and received donations of approximately \$95. As we had 15 people out to audition for the September show, I was able to use two different casts for the two plays and also arranged for another cast to perform at a new seniors group that was just starting called "Silver and Sage". On September 25th they performed the play "Fourteen" to an audience of 70 people and it was well received by all. In fact, after the show, we were asked if we could perform the play at two different locations!

On October 18th I held a meeting for those who have been involved in Readers' Theatre over the past year and would be interested in taking Langham Court Readers' Theatre on tour around Victoria. We had 8 members turn up and a number who could not make it but wanted to find out more. In the meantime I had two more interested groups reach out to me, who want us to perform at their location and so at the meeting on the 18th, we decided we had enough interest to make this happen and have committed to these four bookings to date. I am sure more will come our way! We brain stormed at the meeting and decided we want to reach out to seniors groups, schools, teachers and medical staff. We will be looking for suitable one act plays to perform and have a repertoire that we can pull from that will suit the various audiences. We also want to help educate and explore topics that might be difficult to talk about e.g. Alzheimer's, Prostate and Breast Cancer. I will be submitting a request in the October Newsletter for more local playwrights to come forward with their plays that can be reviewed by a new Readers' Theatre Reading Committee, to decide on our two plays for the 2026 season.

Langham Court Readers' Theatre is here to stay and anyone who would like to join in, is very welcome, whether you want to just be part of the Langham on stage show and / or be part of taking Readers' Theatre into the community. Please reach out to Claire White for more information.

Respectfully submitted by Claire White, Interim Artistic Director

Social Events Committee Report

In 2025, four Happy Hours and four Coffee Mornings were held. These are informal events where members and volunteers can come and socialize and they are held when theatre space permits between Langham plays and outside group productions.

Submitted by Julie Newson

Technical Directors Report

We've had a great year at the theatre from the technical side. Along with our regular season, we've had a series of great rental contracts which included "Reconciliation Theatre" out of Nanaimo, "Passion and Performance" a local dance group for adults, "Hounds of Cuchulain" a large Celtic band that did an evening of "Pogues" covers, complete with Irish Dancers, and "The Victoria Festivals of Authors".



This summer the lighting team took down every single light in the theatre to be cleaned and serviced and installed a new house hang, something that has been needed for some time. Specials thanks to everyone who was involved. Luke Stewart-Weston, Carol-Anne Moore, Karrie Wolfe, Mark Weston, Matt Ehrler, Andrea Gregg, Perry

Burton, Jennifer Illingworth along with new volunteers Danielle Anderson Cholette, and Isaac Alexander.

Going forward, designers will be asked to use the house hang as much as possible without major modifications. Any modifications **MUST** be restored back to the house hang standard at the end of the run. They will be allowed, of course, to hang any extra lights they need but again, those lights will need to be taken down at the end of the run. During the lighting work I pulled down our subwoofers which have not been working properly for some time and discovered that the foam surround on the drivers inside had deteriorated rendering them unusable. Thankfully, replacement parts are still available and are now on order.

A few other minor deficiencies have been brought to my attention such as one of the mid-house speakers has stopped working along with our onstage night-vision camera. I'll be looking at these issues shortly.

The rentals this year have once again highlighted the fact that we do need some flexibility in our lighting to better accommodate rentals so my top priority this coming year will be to revisit the needed lighting upgrades. This will involve an LED upgrade to all of our Source Four fixtures, some new LED Fresnels, and some moving lights in key positions for specials.

Perry embarked on the long-needed project to centralise and rework our network infrastructure with new network runs and a managed switch which has been located centrally in the back corner of the props room. When complete, this project will allow us to separate the network into subnets to keep public traffic isolated from things like the point-of-sale terminals. We also ran some dedicated line into the booth for the sound and lighting consoles and to allow for future livestreaming which is a project we started, and I'd like to finish by adding some remote-controlled cameras. While for copyright reasons we likely won't be able to livestream our regular season shows, it could be a service we could offer to renters. As mentioned, we now have the network infrastructure in the booth and we have a live streaming video mixer.

The final piece of the network project is installation of a few more Wireless Access Ports to improve the wireless performance in the building. And finally, I am investigating options for upgrading our projection infrastructure due to increased demand. While the price of new projectors can be prohibitive, there are some options on the used market we can consider.

Submitted by Jason King