

# LANGHAM COURT THEATRE SOCIETY

## BOARD MEETING

### Minutes

Monday, December 9, 2025, 6:00pm in the Lounge

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Attendance: Caroline Herbert (President), Kyla Mellish (Secretary), Eric Partridge (Treasurer), John Varszegi (Member at Large - arrived 6:56), Noah Gallant (Member at Large), Jacqollyne Keath (Member at Large), Dick Newson (Member at Large)

Regrets: Gloria Di Ioia (Vice President)

Chairperson: Caroline Herbert (President)

Minutes by Kyla Mellish (Secretary)

1. Call to Order 6:02
2. Territorial Acknowledgement: Langham Court Theatre resides on the territories of the lək'wəŋən 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 December 9 Agenda
  - a. Moved by: Eric Partridge Seconded by: Kyla Mellish CARRIED
4. Electronic Motion: Be it resolved that the Board of Langham Court Theatre approve the purchase of 2 microphones for a cost of up to \$800+tax.
  - a. Moved by: Gloria Di Ioia Seconded by: Dick Newson CARRIED
5. Current Business:
  - a. Jason King to present to Board Jan 2026 – regarding the theatre's technical needs
  - b. Code of Conduct final review in progress.
  - c. Holiday Party on Dec. 19. Decorating will be on Sat. Dec. 13.
    - i. Motion: Be it resolved that the Board of Langham Court Theatre Society approve up to \$1000 for food/décor
    - ii. Moved by: Jacqollyne Keath Seconded by: Dick Newson CARRIED
  - d. ASC Denise Armstrong 3-month probationary contract completion - she is now a regular employee. She will work part time through the holidays.
  - e. AGM Society Act submission – Marilyn Kuss completed submission Dec. 9.
  - f. Board forms for signing – for signing cheques, banking, etc. President/Vice President/Secretary/Treasurer are signers. Caroline will follow up.
  - g. New Board member information – binders provided to Kyla Mellish, Eric Partridge, Noah Gallant.
  - h. Kyla Mellish will arrange for cards for cast and crew for each show going forward – Kathy Macovichuk will provide image, and Kyla will get it printed and write message on back
  - i. Cast and Crew post-performance review - HR committee to review process with production chairs
6. Staff Report: Admin Coordinator and FOH – No report

7. Treasurer's and Box Office Report by Dick Newson

- a. Eric Partridge met with Mike to review and understand our set up. Wants to meet with finance committee
- b. Box office donation system called TipTap is now set up in Lounge. Used for the first time with Unity. Will be moved closer to theatre entrance. Needs wiring/phone line etc. Jason King and Perry Burton will figure it out.
- c. Unity made \$40946.00 with 1752 tickets sold, attendance 60%, 126 comp tickets, 29 rush tickets – 3<sup>rd</sup> week was low sales. Social media pushed.
- d. There was a recommendation to increasing service fee by \$1 for tickets to cover costs to ThunderTix and Square – for next year. Possibly increase tickets by \$2
- e. L.O.S.T show is sold out

8. Finance Subcommittee Meeting Report by Gloria Di Ioia – no report

9. Secretary's Report – No report

10. Approve the Board Meeting Minutes from November 3<sup>rd</sup> 2025 with one amendment.

Moved by: Dick Newson. Seconded by: John Varszegi CARRIED

11. Committee Reports

- a. Community Stage – John Varszegi thinks we need to increase pricing for rentals – we charge less than most other theatres. John presented a list of proposed pricing.
  - i. Motion: Be it resolved that the Board of Langham Court Theatre Society increase rental fees with amendments of increased hours to 3 for use of bartender, and add janitor cleaning to \$125 per day. New pricing to start Jan. 1, 2026
  - ii. Moved by: Eric Partridge. Seconded by: Jacqollyne Keath CARRIED
- b. Insurance for students in the theater - Gloria Di Ioia has followed up with the insurance broker and he has confirmed that it falls within our current insured operations as a theatre and therefore, there are no concerns.
- c. Strategic Planning –Needs clarity. Committee will work on it in new year
- d. Archives – Marilyn Kuss to continue in her role
- e. Constitution – bylaw committee – Eric Partridge to lead By Law committee
- f. Publicity – Kathy Macovichuk – no report
- g. HR – Jacqollyne Keath – Reviewing with the finance committee the cost of hiring a GM
- h. Victoria Theatre Collective – we are a member –. Noah Gallant will represent Langham

12. New Business

- a. John Varszegi met with Victoria Arts Summit and Victoria Mayor MA – we can apply for funding to get parking lot paved. City looking at re-paving the Langham Court Road.
- b. Heritage foundation and 100th anniversary – we need an Anniversary committee with members heading different committees. Which is the 100<sup>th</sup> season – 2028/2029 or 2029/30?

13. MOTION to adjourn – moved by Eric Partridge

14. Next Board Meeting - Tuesday, January 6, 2026, 6:00