

**LANGHAM COURT THEATRE SOCIETY
BOARD MEETING**

Minutes

Tuesday, July 7, 2026, 6:00pm at Caroline's

Attendance Caroline Herbert (President), Gloria Di Ioia (Vice President), Eric Partridge (Treasurer) Kyla Mellish (Secretary), Ivy Gallant (Member at Large), Jacqollyne Keath (Member at Large) Absent: Dick Newson (Member at Large)

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 X^wsepsəm and Songhees First Nations. We live and create on this land with humility and gratitude.
3. Approval of, July 7, 2026 Agenda with additions
 - a. Moved by: Eric Partridge Seconded by: Gloria Di Ioia Carried
4. Approval of June 2, 2026, Board Meeting Minutes
 - a. Moved by: Jacqollyne Keath Seconded by: Gloria Di Ioia Carried
5. Current/ Urgent Business:
 - a. Board approved up to \$500 for a volunteer appreciation gift for Mike Kuss' retirement on June 13 email.
 - b. Producer instructions and reimbursement/approval forms – Jacqollyne Keath presented an instructions/budget sheet. Gloria Di Ioia still working on the expense sheet. Both still need tweaking. Board will approve by email to have ready for the first show to use.
 - c. Security/fobs discussion – what is the timeline? Need clarity and plan to roll out.
 - d. Jason King
 - i. Electrical for the install of air conditioning is \$1300 motion to spend \$ for electric for ac in booth.
 1. Be it resolved that the Board of Langham Court Theatre approve \$1300 for the air conditioning install in the booth
 2. Moved by: Gloria Di Ioia Seconded by: Eric Partridge
Carried
 - ii. Needs money for electrical work/headsets: Wireless headsets – used for \$1000.
 1. Be it resolved that the Board of Langham Court Theatre approve up to \$1100 for purchase of wireless headsets on the condition that they are compatible with our systems and of good quality
 2. Moved by: Kyla Mellish Seconded by: Gloria Di Ioia
Carried
6. Staff Report: Admin Coordinator and FOH - no report
7. Treasurer's Report: Eric Partridge – no report

8. Box Office Report: Dick Newson (see report attached)
9. Finance Subcommittee Meeting Report: Gloria Di Ioia
 - a. No formal report – some discussion on priorities for upcoming season
 - b. Proposal to purchase advertising in YAM magazine for upcoming season
 - i. Be it resolved that the Board of Langham Court Theatre approve to spend \$7000 in advertising in YAM magazine for upcoming season
 - ii. Moved by: Gloria Di Ioia Seconded by: Jacqollyne Keath Carried
 - c. We have to pay Sooke Players \$550 for costumes for SIL – over budget
10. Secretary's Report: Kyla Mellish
 - a. We received a grant in the amount of \$1,161.00 from the Michael & Anne Tyler Fund of Victoria Foundation on June 18, 2026
11. Committee Reports
 - a. Community Stage – no report
 - b. Strategic Planning – no report
 - c. Archives – no report
 - d. Constitution – no report
 - e. Publicity – no report
 - f. HR - staffing and possible budget – head carpenter job to be posted shortly, need box office position to be filled
12. New Business
 - a. Life Member discussion – no change at this time
13. MOTION to adjourn 7:07 by Jacqollyne Keath Seconded by: Gloria Di Ioia
14. Next Board Meeting – September 8, 2026, 6:00