

LANGHAM COURT THEATRE SOCIETY

BOARD MEETING

Minutes

Tuesday, Sept. 8, 2026, 6:00pm Rehearsal Room

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) Dick Newson (Member at Large)

Chairperson: Caroline Herbert (President)

Minutes by Kyla Mellish (Secretary)

1. Call to order 6:00
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, Sept. 8, 2026 Agenda
4. Approval of July 7, 2026, Board Meeting Minutes
 - a. Moved by: Eric Partridge Seconded by: Gloria Di Ioia Carried
5. Current/ Urgent Business:
 - a. Vote by email Sept. 11. The Board of Directors of Langham Court Theatre Society agrees to waive the rental fees of costumes by the Victoria Film Festival Art of the Cocktail event organizers for an amount up to \$750 not including cleaning fees.
 - i. Moved by Jacqollyne Keath Seconded by: Dick Newson
Carried
 - b. Board approved Production Planning Chair/Producer manuals and budget on Aug. 17 email. Update version presented in today's meeting.
 - i. Be it resolved that the Board of Langham Court Theatre approve Production Planning Chair/Producer manual and budget guidelines as updated.
 - ii. Moved by: Dick Newson Seconded by: Jacqollyne Keath Carried
 - iii. Will be put up on website
 - c. move in camera for Amigo's Blue Guitar cancellation discussion
 - i. Moved by: Eric Partridge Seconded by: Dick Newson Carried
 - ii. Out of camera
 - d. We need to have a special Board Budget meeting – 11am Sept. 18
 - e. AGM preparation/ Board recruitment
 - i. Need President, Vice President, 2 members at large and Production chairs
 - ii. Need package, financials, reports to put together. Ready for printing Oct. 15.
 - f. Implementation and rollout of FOB keys/securing access to the building
 - i. Everything is installed and ready. Determine who needs full access – start with that as stage one.
 - ii. Jason king will manage for now.
 - iii. Announce at AGM
6. Staff Report: Admin Coordinator and FOH - no report

7. Treasurer's Report: Eric Partridge – no report
8. Box Office Report: Dick Newson
 - a. See report about refunds for the cancellation of Amigo
 - b. the Board extends appreciation to Dick Newson for all the work involved in managing all the refunds.
9. Finance Subcommittee Meeting Report: Gloria Di Ioia
 - a. Bar prices: increase the beer and wine by \$1
 - b. Be it resolved that the Board of Langham Court Theatre approve purchase of 3 replacement chairs for in the booth for up to a maximum of \$1600 total
 - i. Moved by: Gloria Di Ioia Seconded by: Jacqollyne Keath Carried
10. Secretary's Report: Kyla Mellish – no report
11. Committee Reports
 - a. Community Stage
 - b. Strategic Planning
 - c. Archives – Marylin is still looking for helpers
 - d. Constitution
 - e. Publicity
 - f. HR Staff - Denise has submitted resignation as of Sept. 30 – need to hire new GM, Head Carpenter and Box Office
12. New Business
13. MOTION to adjourn 7:57 by Ivy Gallant Seconded by: Kyla Mellish
14. Next Board Meeting – Oct. 6, 2026, 6:00