

LANGHAM COURT THEATRE SOCIETY

BOARD MEETING MINUTES

Monday, May 6, 2024 at 6:00 in lounge

Attendance: Caroline Herbert (President), Marilyn Kuss (Secretary/Acting Treasurer), Alan Penty (Member at Large), Amanda Heffelfinger (Member at Large), Katlia Lafferty (Member at Large), Don Keith (Member at Large)

Chairperson: Caroline Herbert, President

Minutes reported by Marilyn Kuss

Meeting called to order: 6:07

1. Territorial Acknowledgment: This meeting of Langham Court Theatre Society is being held on the territories of the lək'wəŋən speaking peoples, also known as the Esquimalt and Songhees First Nation. With humility and gratitude, we live and create on this land.

2. Approval of Agenda

Moved by Alan Penty, seconded by Don Keith

CARRIED

3. Guest Presentations – Jeani Reynolds, Art Coordinator;
Discussed current proposal and concept for 2025.

Jason King, Technical Director

Outlined the scope of the Gaming Grant accessibility project and some quotes for the equipment.

4. Guests – Kathy Macovichuk, Dick Newson

5. Approval of Board Minutes April 1, 2024 Board meeting

Moved by Alan Penty, seconded by Katlia Lafferty

CARRIED

6. Business arising from previous meeting

MOTION: Be it resolved that the Board of Directors of Langham Court Theatre approve a brochure and Box Office publicity of the Langham 2024/2025 Season as follows:

Ravenscroft, September 25th to October 13, 2024

Christmas at Wickham, November 13th to December 1st, 2024 (director Janine Longy)

Now and Then, January 29th to February 16th, 2025 (director Francis Matheu)

An Inspector Calls, March 26th to April 13th, 2025 (director Tony Cain)

Send Me No Flowers, June 25th to July 13th, 2025 (director Toshik Bukowiecki)

Moved by Marilyn Kuss, seconded by Amanda Heffelfinger

CARRIED

7. Treasurer's Report – Acting Treasurer Marilyn Kuss

At this point, Langham will have an operating surplus of about \$39,000 for fiscal year 2023/24. \$104,000 will be spent to use up the Gaming and Federal grants. Bills are being paid once a week. Bank cash deposits are being made as needed. At least one more year of using the same operating model. September 2025 soonest date for hires for new positions. Langham has a target of \$300,000 to be in the bank by August 30, 2025 -- \$100,00 in Operating account and \$200,00 in Building/Equipment reserve.

MOTION: Be it resolved that the Board of Directors of Langham Court Theatre Society give its approval for the Finance Committee to purchase insurance with Hendry, Swinton and McKenzie Insurance Services Inc.

Moved Marilyn Kuss, seconded by Don Keith

CARRIED

MOTION: Be it resolved that the Board of Directors of Langham Court Theatre Society give its approval for the Finance Committee to go ahead with quotes and expenditures related to Safety and Overdue Maintenance items.

Moved by Alan Penty, seconded by Don Keith

CARRIED

MOTION: Be it resolved that the Board of Directors of Langham Court Theatre give its approval for the Finance Committee to go ahead with quotes & expenditures for Sound Upgrades recommended by Jason King.

Moved by Don Keith, seconded by Marilyn Kuss

CARRIED

MOTION: Be it resolved that the Board of Directors of Langham Court Theatre give its approval for the Finance Committee to go ahead with lounge renovation planning.

Moved by Marilyn Kuss, seconded by Don Keith

CARRIED

MOTION: Be it resolved that the Board of Directors of Langham Court Theatre give its approval for the Finance Committee to increase Credit Card limits to a total of \$10,000 shared between both cards.

Moved by Marilyn Kuss, seconded by Don Keith

CARRIED

MOTION: Be it resolved that the Board of Directors of Langham Court Theatre Society approve advising Ashley Stanford of changes required to distribute/correct bank account balances including “restricted” funds and Gaming account.

Moved by Marilyn Kuss, seconded by Alan Penty

CARRIED

8. Secretary's Report

Correspondence in order received:

- email request for removal of IAC Report from webpage.

MOTION: Be it resolved that the Board of Directors of Langham Court Theatre immediately remove the IAC Report from its webpage.

Moved Marilyn Kuss, seconded by Don Keith

CARRIED

- email re: lighting hang issues
- email re: SOCAN
- email re Props Room
- 2 emails re: air conditioning
- email re: Costume Loft Manager

10. Business Arising from previous meeting

- The Board will have a special meeting to discuss (1) dates available for use of rentals and other events and (2) a simple contract for visiting groups.

8. New business

* Victoria Women's Newcomers Tour, May 1st, donation and brief history handout

*Jasmine Beyhum proposal for work shop

MOTION: Be it resolved that Langham Court Theatre Society Board of Directors agree to do an internal workshop for members in June 2024.

Moved by Alan Penty, seconded by Amanda Heffelfinger

CARRIED

*Proposal of a Victoria Theatre Collective by Jan Streader

- Caroline Herbert will respond to Jan and report back to the Board.

* Who is responsible for Opening Night food?

- Caroline will contact Alice Bacon with proposed changes.
- * Article on changing bylaws to no nominations from the floor at AGM
- Alan Penty will chair a new Bylaws Committee.

9. Move in Camera

MOTION: Be it resolved that Langham Court Theatre Society Board of Directors move the May 6, 2024 Board Meeting in camera.

Moved by Marilyn Kuss, seconded by Alan Penty

CARRIED

10 Move out of in Camera

MOTION: Be it resolved that Langham Court Theatre Society Board of Directors move the May 6, 2024 Board Meeting out of in camera.

Moved by Marilyn Kuss, seconded by Amanda Heffelfinger

CARRIED

9. Next Meeting Monday, June 3rd, 2024 at 6:00 in Rehearsal Room

10. Adjournment (9:08) moved by Marilyn Kuss