

LANGHAM COURT THEATRE SOCIETY
BOARD MEETING Amended and Approved

Monday, June 17, 2024, 6:00 PM – Rehearsal Room

Attendance: Caroline Herbert, Don Keith, Amanda Heffelfinger, Alan Penty, Jacqollyne Keath, Dick Newson

Welcome Jacqollyne and Dick to the Board.

Chairperson: Caroline Herbert

Minutes by Alan Penty

Call to order: 6:15

1. Territorial Acknowledgment: Langham Court Theatre resides on the territories of the lək'wəŋən speaking peoples, also known as the Esquimalt and Songhees First Nation. We live and create on this land with humility and gratitude.

2. Approval of Board Minutes, May 6, 2024 Board Meeting
Moved by Don K, 2nd by Amanda H. CARRIED

3. Approval of Agenda with amendments
Moved Don K., 2nd Amanda H. CARRIED

4. Business Arising from the Previous Meeting

ELECTRONIC MOTION: Be it resolved that Langham Court Theatre allocates an amount up to \$2000 (in addition to grant monies) toward technical upgrades related to network and sound systems.

Moved by Amanda Heffelfinger, Seconded by Alan Penty. CARRIED

- SOCAN – Amanda to investigate a yearly license
- Summer clothing sale – canceled
- Loft closed July 10 – 20, 2024 for Misty's holiday
- Production Chairs updates – The Board asked to find out who might be interested in the role. Concerns were raised about outside events and the timing of rehearsals.
- Jasmine Beyhum workshop – Caroline to suggest to her a date in September
- Opening Night Food –
 - Motion: Be it resolved that the Board of Directors of Langham Court Theatre ask Kathy Macovichuk to amend the Producers' handbook to include the Opening Night reception and food as part of their duties.
Moved by Dick N., 2nd Don K. CARRIED
- Air conditioning update – fixed

- Costume Loft update – New manager: Misty Buxton
- Changing the door codes – Ask Al MacKenzie when he returns from holiday.
- Discussed dates of work parties to clean up the Rehearsal Room and Lounge. Rehearsal room clean up set for July 27th. Lounge cleanup TBA.

5. Secretary/Treasurer's Report – Acting Treasurer Marilyn Kuss

The Insurance has been paid which is about \$10,000 less than last year and provides the same coverage as our previous Insurance including the same liability insurance for Co-Pros as for members.

The Finance Committee has almost completed the plan for dealing with the outstanding Capital grants and, combined with plans for the Lounge renovations, is within the allocated budget.

VADARTS will not renew their rental. There are no other rentals booked to replace this income.

The \$35,000 Gaming Branch grant application is being processed. The result will be advised at the end of August.

MOTION: Be it resolved that the Board of Directors of Langham Court Theatre Society accept the Secretary/Treasurer's Report as given.

Moved by Alan P., 2nd by Amanda H.

CARRIED

7. Secretary's Report

The Board discussed communications received on the topics of: Life Member non program points recordkeeping; putting a notice in the newsletter encouraging nominees for Production Chair; the lowering of the coffee pot counter.

Motion: Be it resolved that the Board of Directors of Langham Court Theatre accept the Secretary/Treasurer's report as given. Moved: Alan P., 2nd Amanda H.

CARRIED

6. Committee Reports

- **Human Resources Committee** – discussed what could we afford to pay toward certain key positions at the theatre
- **Finance Committee** – Dick N. reported on the Box Office income
- **Safety Committee** – reported on a proposed safety workshop for the Fall

7. New Business

Motion: Be it resolved that the Board of Directors of Langham Court Theatre call for Andrew Gabriel to be removed from his position as Vice-President of the Board and the position be declared vacant as per bylaw 6.1 paragraph 5.

Moved by Alan P., 2nd Don K.

CARRIED

Motion: Be it resolved that the Board of Directors of Langham Court Theatre ask the Finance Committee to review and update the posted rental rates and to include on this page that members who rent are covered by our insurance but that outside groups are not.

Moved by Dick N, 2nd by Amanda H.

CARRIED

- AGM date: November 3, 2024 at 2:00 pm
- Board positions coming vacant. Amanda H. to be the nomination chair
- Theatre Rentals

8. Motion: Be it resolved that the Board of Directors of Langham Court Theatre move this meeting in camera.

Moved by Don K., 2nd by Amanda H.

CARRIED

Motion: Motion: Be it resolved that the Board of Directors of Langham Court Theatre move this meeting out of in camera.

Moved by Dick N., 2nd Amanda H

CARRIED

9. **Next meeting** – Monday, July 8th at 6:00 in the rehearsal room.

10. **Motion to adjourn** – 9:02 pm

Moved by Amanda H., 2nd Don K.

CARRIED