

# LANGHAM COURT THEATRE SOCIETY – BOARD MEETING Minutes

**Monday, October 7, 2024, 6:00 PM – Rehearsal Room**

Attendance: Caroline Herbert (President), Andrew Gabriel (Vice President), Wayne Yercha (Past President), Marilyn Kuss (Secretary), Alan Penty (Member at Large), Don Keith (Member at Large), Amanda Heffelfinger (Member at Large)

Chairperson: Caroline Herbert

Minutes by Marilyn Kuss

Call to Order: 6.03

**1. Territorial Acknowledgment:** Langham Court Theatre resides on the territories of the ləkʷəŋən 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 Agenda for October 7, 2024 Board Meeting**

Moved by Dick Newson      2nd by Don Keith      CARRIED

## **3. Approval of amended September 11, 2024, Minutes from Board Meeting (emailed Oct. 3)**

Moved by Dick Newson      2nd by Alan Penty      CARRIED

## **4. Medical Incident and emergency evacuation of theatre on Friday, October 4**

- \* Acknowledgement of Members and Nurses who attended the patron
- \* Dick will thank the two nurses and give them season tickets for rest of season.
- \* Patrons have 4 choices re: show cancellation - reschedule, donate, gift certificate, refund
- \* Discussed the possibility of a pre-show safety announcement
- \* AED needs upkeep now – new pads and AED tested and ready to use
- \* Julie Gray will give a second usher (et al) emergency training session Friday, November 9 (7:00 to 9:00) and Saturday November 10 (10 to noon).
- \* Don Keith will look into two workshops from Act Safe, a general workshop and a more specialized workshop for the set builders.
- \* Meeting October 8 with lead ushers, president, Ravenscroft producer, interested board members and Julie Gray (paramedic/usher trainer) to discuss evacuation procedures and safety.

MOTION: Be it resolved that the Board of Directors of Langham Court Theatre Society authorize up to \$1,000 for the purchase or maintenance of AED and safety kits and other safety items.

Moved by Dick Newson, 2<sup>nd</sup> by Don Keith      CARRIED

## **5. Box Office Report**

Of 69 “orders” for tickets for Ravenscroft on Friday, October 4<sup>th</sup>, 21 rebooked, 2 took gift certificates, 11 chose to take a refund, and 35 orders have not responded to date.

Ravenscroft revenue presently at \$46,159 with occupancy at 78%.

## **6. Business Arising from the September 11, 2024, Meeting**

• AGM –

- Don Peterson, AGM Chair – offer him free tickets to any show
- Amanda Heffelfinger, Nominations Chair –
  - Dick to send notice to membership to send nominations to [gm@langhamtheatre.ca](mailto:gm@langhamtheatre.ca)
- Dick Newson needs to be confirmed as Treasurer at AGM

MOTION: Be it resolved that the Board of Directors of Langham Court Theatre Society go in camera.  
Moved by Marilyn Kuss, 2<sup>nd</sup> by Amanda Heffelfinger CARRIED

MOTION: Be it resolved that the Board of Directors of Langham Court Theatre Society accept the recommendations of the Life Member Committee.  
Moved by Don Keith, 2<sup>nd</sup> by Alan Penty CARRIED

MOTION: Be it resolved that the Board of Directors of Langham Court Theatre Society go out of in camera.  
Moved by Dick Newson, 2<sup>nd</sup> by Amanda Heffelfinger CARRIED

## 7. Business Arising from the Previous Meeting of June 17<sup>th</sup>

MOTION: Be it resolved that the Board of Directors of Langham Court Theatre Society rescind the following:  
*Motion: Be it resolved that the Board of Langham Court ask Kathy M. to amend the Producer's Handbook to include the opening night reception and food as part of their duties.*

Moved by Dick Newson, 2<sup>nd</sup> by Don K.

CARRIED

Moved by Marilyn Kuss, 2<sup>nd</sup> Alan Penty

CARRIED

Insurance question re Victoria Festival of Authors was discussed.

Changing the door codes - Dick will change some codes, effective January 1<sup>st</sup>.

Discussion of bar procedures.

## Other Business Remaining from the September 11, 2024 Meeting

- a. Head carpenter recruitment – put off succession planning for head carpenter for next board
- b. Nelson Mandela paintings and fundraiser – Caroline to reach out to Jeani Reynolds for contract.
- c. Lounge refurbishing – Thanks to all who helped with the lounge renovations.
- d. Ask Chris Clarke to clean the carpet in the lounge.
- e. SoCan - Amanda Heffelfinger and Dick Newson will fill out forms.
- f. Discussed Jasmine Beyhum workshop.
- g. Update on Head Ushers and Usher training – Caroline Herbert is now a Lead Usher; 2<sup>nd</sup> training session

## 8. Amended Treasurer's Report – Dick Newson

There is \$287,525.32 in the bank.

Preparation of the year end Financial Reports for the AGM should be completed in a couple of weeks. All of the capital projects are complete and paid up with the exception of the Lounge bar which is yet to be invoiced. The supplier of the Marble and Langham need to agree on the process for billing and donation.

Last Fiscal Year 2023-2024

Whilst having a low audience (67%) and play revenue, losing VADA as a rental tenant, and obtaining only half of the Gaming Grant applied for, the overall surplus (profit) will amount to around \$100,000. This has brought the bank balance to the healthy amount you see above.

However, this has been brought about largely because of the work of unpaid volunteers who have built the sets, run the box office and bar, and supervised substantial projects to improve the building and equipment and staged co-productions.

There are challenges for next year – VADA stopped their rental this year (\$14,000), and we cannot always be sure of obtaining Gaming or Victoria Foundation Grants. If the new Board finds it necessary to hire more people, the added costs could soon wipe out the gains of the last year and require additional sources of income.

Overall, Langham is in a good financial position for the new fiscal year, but requires some good financial decisions to address these challenges.

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

Moved by Alan Penty, 2<sup>nd</sup> by Don Keith

CARRIED

## **9. Secretary's Report – no new correspondence**

## **10. Committee Reports**

### **Co/Pro Committee Report – Wayne Yercha**

MOTION: Be it resolved that, in the interest of ensuring full transparency to the membership, Langham Court Theatre Society retain complete copies of all reports and correspondence presented to the Board of Directors.

Moved by Wayne Yercha, 2<sup>nd</sup> by Andrew Gabriel

CARRIED

MOTION: Be it resolved that Langham Court Theatre Society approve a two-performance collaborative/co-production with Lifetime Networks to take place in the period of April/May 2024. (Currently Sunday, April 20, Monday April 21 and Tuesday, April 22.

Moved by Wayne Yercha, 2<sup>nd</sup> by Andrew Gabriel

CARRIED

MOTION: Be it resolved that Langham Court Theatre Society approve a tour of Langham Court Theatre, including a on-stage rehearsal, with the participants of the Garth Homer Society theatre program on December 12, 2024.

Moved by Wayne Yercha, 2<sup>nd</sup> by Andrew Gabriel

CARRIED

Grace Petrie show – Langham has received the contract, proof of insurance, and a cheque for agreed amount.

## **11. New Business – Query from StatsCan – more housekeeping for new board**

- Discussed the accuracy/legal requirements of Minutes

MOTION: Be it resolved that the Board of Directors of Langham Court Theatre Society resolved interest in Production Chair Report.

Moved by Wayne Yercha, 2<sup>nd</sup> by Andrew Gabriel

CARRIED

Discussed the Code of Conduct and the need for a chain of command.

MOTION: Be it resolved that the Board of Directors of Langham Court Theatre Society, when voting on electronic motions, board members are responsible to respond to a motion within 48 hours of the motion being moved and seconded.

Moved by Wayne Yercha, 2<sup>nd</sup> by Andrew Gabriel.

CARRIED

## **12. Next Meeting - AGM Nov 3rd**

## **13. Adjournment 9:28, moved by Marilyn Kuss**