

Iminster Entertainments Society Ltd

Minutes of Trustees Committee Meeting: Monday, 8th November, 2021

	<i>Action</i>
<p>1. <u>Attendance 7.30pm</u></p> <p>Present: Chair: Charlie Carrington. Jaqueline Wanstall, Brian Perkins, Dave Goodall, Nicola Griggs, Lucy Driver, Valda Dagnell</p> <p>Apologies: Chris Williamson.</p>	
<p>2. <u>Minutes of meeting of Monday, 11th October, 2021</u> The Minutes were agreed, signed and uploaded to Website.</p> <p>AGM Matters arising:</p> <p>a) Publicity: the cast member from TMG is going to do their publicity and CC to ask if she is interested in doing other productions. The Glynn's know a retired ex-police photographer who may be interested, CC to follow up with them. Possibly co-opt. The Dyer's window is available from 15th Nov to 11 December, DG to get photos of rehearsals, headshots and banner to display. NG to look in wardrobe for items. LD to take flyers around on Victorian Night on Friday 19th. CC asked DG to change dialogue from 'brother' to 'sister' on reverse of next flyers.</p> <p>b) Safeguarding Officer: CC contacted Rachel who seems happy to remain in post.</p> <p>c) Dmux unit up and running. Still awaiting repair to dimmer pack. If trip switch still out of stock we may need a whole new consumer unit.</p>	<p>CC DG NG LD CC</p>
<p>3. <u>Treasurer's Report (JW):</u> JW reported a healthy profit from ticket sales from Titfield Thunderbolt, with 50% seats sold. Zettle set up and good transaction fees so far. The card reader, tablets and Dmux costs are included under fixed assets. Depreciation done every year. CW has made enquiries about waste bottle collection and awaiting results.</p>	

<p>JW still to contact BP and CC for their details to add on to bank signatories.</p> <p>BP reported that PHS' visit is a fortnight overdue. JW to get onto them.</p> <p>CC asked if we know the cost per year to run theatre if we had no shows? JW could work out over last 3 years of bookkeeping but had done running figures for closure during lockdown. Hire charges were due to go up last January but next rise due in 2022. CC to look at this with Business Group and put on their Agenda, MY to be included.</p>	<p>JW</p> <p>JW</p> <p>CC</p>
<p>4. <u>Programme Committee Report (CW):</u></p> <p>No report. CW sent adjudication around for TT but Minutes sent out late this evening.</p>	
<p>5. <u>Youth Theatre:</u></p> <p>LD: nothing to report, just ticking along nicely.</p>	
<p>6. <u>FOH:</u></p> <p>Guisy is the new FOH Manager. HM and CC have updated FOH docs and need to issue these. Seaty has been upgraded and may work differently, DG to check for any changes to doc and report to CC. He also needs to write up new logon procedures for card readers and tablet and have in place before TMG. HM to do training session at social evening on 18th. Bar also needs new docs and CC to chase Tuff on stock control etc as new Licensee will need this.</p> <p>Ken Stead's neighbour still to be approached re his interest.</p> <p>BP reported Sam and Tuff still have to put in their 6 months notice.</p>	<p>DG</p> <p>CC</p>
<p>7. <u>100 club draw:</u></p> <p>Dave and Edna Dick and Janet Gould are November winners and NG to advise them, the CW to organise payment. Trustees agreed to hold big Xmas draw on stage in the Interval on last night of TMG, because of the ending.</p>	

<p>8. AOB:</p> <ol style="list-style-type: none"> 1) Valda asked about the new licensee for the bar? See above in FOH. 2) LD passed on a complaint that the Green Room needs decluttering. NG to try and sort. 3) LD said the Pantomime Group wants to put on Oliver The Musical a two days after they perform at Huish for Prog Committee to consider. 4) Fundraising for Old Bakery? MY still running this but no meetings of late. JW will move monies from current account to savings account while it's not needed for bills. 5) DG reported an issue with the personal hygiene of one audience member during TT but Trustees don't have any way of dealing with this at present as no contacts for his wife. 6) DG reported only 8 tix sold for Comedy night so we need to push it. PS producing a flyer for outside notice boards and Arts Centre. LD to hand out at Victorian Night on 19th and NG to put something in Dyers Window, along with any possible info on performers. 7) CC said the builder is coming back to look at the roof as it's still leaking and he will fit the job in when he can. 8) CC working on hire contracts as they need to request specific info from hirers and we need to advise we charge for our help on incoming shows. DG and BP to encourage hirers to view the facilities before the night. JW to look at what our insurance covers, eg Thursday and Movie clubs, and send to CC. 9) Discussion on chaperones for kids and whether the £15 fee should be charged back to Theatre instead of paid by parents. Trustees agreed that IES should pay. 	<p>NG</p> <p>CW</p> <p>JW</p> <p>LD NG, DG</p> <p>DG, BP JW</p>
<p>Next Meeting: Monday, 8th November.</p>	
<p>The Meeting closed at: 7.55pm</p>	