

## Iminster Entertainments Society Ltd

### Minutes of Trustees Committee Meeting: Monday 06 April 2020

	<i>Action</i>
<p><b>1. <u>Attendance 7.30pm</u></b></p> <p><b>Meeting taken place via Zoom video conferencing</b></p> <p><b>Present:</b> Chris Williamson, Malcolm Young, Jacqueline Wanstall, Dave Goodall, Brian Perkins, Charlie Carrington, Heidi Morgan, Rachel Hunt &amp; Kate Murdoch</p> <p><b>Apologies:</b> George Montague, Nicola Griggs &amp; Gaye Philips</p>	
<p><b>2. <u>Minutes of meeting 09 March 2020 and Matters arising</u></b></p> <p>Minutes agreed.</p> <ul style="list-style-type: none"> <li>• Bar renovation: Electrics and plumbing all completed but not signed off, decoration (including boarding) still being worked on when theatre was closed.</li> <li>• Till and card machines for bar being researched and decided upon ready for when the theatre can re-open.</li> <li>• Waste disposal on hold but needs to be sorted for when we re-open.</li> </ul>	
<p><b>3. <u>Covid 19 Impact</u></b></p> <p><u>Background:</u></p> <p>The Covid-19 situation has resulted in all theatres being closed down until further notice.</p> <p>We closed just before Somerset Opera's hire and SFD's County Drama Festival. These have been refunded their hire charges. Also cancelled are</p> <ul style="list-style-type: none"> <li>• Cottage Flowers in April,</li> <li>• Ile Valley Flower club in May,</li> <li>• MAKE's booking in May,</li> <li>• Cinema at The Warehouse's last 3 bookings (they plan to postpone these until the autumn)</li> <li>• Comedy night in May.</li> <li>• It is expected that the 2 school bookings in July are cancelled (MY to confirm).</li> </ul> <p>IES productions of Spotlight (Fantastic Mr Fox - YT), Living Together and Jane Eyre have all been indefinitely postponed and all social nights cancelled.</p> <p><u>Finance:</u></p> <p>From Treasurer's report (alongside normal monthly report) hire refunds of £500+ made which represents majority of refunds made. £250 made available for ticket refunds through Harrimans. Full details of ticket refunds to come once info is available from SEATY. Some cost in cancelled performance licences and SFD entry fees recovered, around £275</p> <p>JW has calculated an estimated monthly outgoing of just over £1,000 per month while theatre is closed. This may reduce as electricity, gas and water costs drop.</p> <p>JW to put together figures for what revenue has been lost in the next six months due to closure.</p> <p>Letter received from LTG giving details of grant assistance from local councils, first impressions are that we qualify, MY to follow up.</p>	<p style="text-align: right;">MY</p> <p style="text-align: right;">JW</p> <p style="text-align: right;">MY</p>

<p><u>Communications:</u> Zoom meeting is working on the whole for trustees to continue to meet. Further bulletin to go out to members to update on the situation. (Last communication was to inform of theatre closure.) CW offered to write this.</p> <p><u>Programme:</u> CW has emailed the Prog. Com. encouraging ideas for when we can finally re-open, no definite decisions can be made at this point. We hope to start with the postponed Living Together (as a comedy this would also be a good first show back). Sally and Charlie have proposed Tom's Midnight Garden as a possibility for December and are happy to postpone 48 Charing Cross Road and The Hollow to 2021.</p> <p><u>Other:</u> The theatre is closed except for essential checks and picking up post. No work should be carried out. Karen the cleaner did one last big clean as we closed and will not be back until we re-open when she will do another thorough clean. MY is in contact with a roofer to look at problem gutters following another leak in the foyer. All happy for this work to be undertaken if the contractor is happy to do it.</p>	<p><i>CW</i></p>
<p><b>4. <u>Youth Theatre</u></b> Lucy Driver has been keeping in contact with the YT members via the closed Facebook group sending out activities (warm-ups and mini challenges) to do and continuing with some Monologue work for the older members. MY to pass on Trustee thanks. Youth Theatre Review report is almost ready and should be sent out in the next week. It was suggested that a separate meeting might be best to discuss this.</p>	<p><i>MY</i></p>
<p><b>5. <u>AOB</u></b> Treasurer's report: Gift aid has been claimed for membership from 2017-18 &amp; 2018-19 RH: Sent out info on chaperoning, has met with responsible person at County Hall. RH has volunteered to organise the chaperones for future productions. CW: DG has been working on a new version of the website with Members' Area which is on a different platform which will make it possible for more people to update the information. DG to send around link for all to see.</p>	<p><i>DG</i></p>
<p><b>6. <u>Next meeting</u></b> 7.30pm Monday 11 May 2020.</p>	