

IIminster Entertainments Society Ltd

Minutes of Trustees Committee Meeting: Monday, 11 October, 2021

	<i>Action</i>
<p>1. <u>Attendance 7.00pm</u></p> <p>Present: Temporary Chair: Chris Williamson Jaqueline Wanstall, Brian Perkins, Charlie Carrington, Dave Goodall, Nicola Griggs, Lucy Driver</p> <p>CW welcomed Lucy Driver and Valda (in her absence) as new Trustees.</p> <p>Apologies: Valda.</p>	
<p>2. <u>Minutes of meeting of Monday, 13th September, 2021</u> The Minutes were agreed, signed and uploaded to Website.</p> <p>Election of officers: Treasurer: CW will continue as. JW nominated CC as chair, NG seconded. CC took the chair for the meeting. Secretary: NG to take over role.</p> <p>AGM Matters arising:</p> <p>a) FOH & publicity are the most important. HM happy to continue as FOH manager (which now includes the bar/icecreams) but CW suggested a monthly rota system from January if necessary.</p> <p>b) More specialised duties required for bar and needs a Licensee. Ken Stead to be approached re neighbour who might be interested. LD offered to take the deliveries of icecreams. CW will email bulletin around to encourage applicants. CW said Tuff has not handed in notice on shop yet so still has 6 months before they go, giving time for Licensee handover. More transparency needed for stock purchasing.</p> <p>c) Publicity - also need someone who knows theatre well and with specific skills, like a project manager. CC to chat to cast member of TMG who is doing publicity for them. DG & CW currently sharing duties. CW to include in email bulletin.</p> <p>d) Rachel is Safeguarding Officer, CW to check she wishes to continue.</p> <p>e) MY willing to carry on with fundraising contracts but will relinquish if someone else wants to do them. JW to continue to liaise with him for invoices.</p>	<p>LD CW</p> <p>CC</p> <p>CW</p> <p>JW</p>

<p>a) Membership: CW will continue as it fits in with Treasurer duties. Most of this year's work is complete. DG suggested getting membership software to help with emails and then offload Mailchimp. DG to research costs.</p> <p>b) YT: LD to continue.</p> <p>c) Health & Safety: Wednesday Group look after this and will continue.</p> <p>d) Wardrobe: NG is continuing with Ursula and Ruth's help and Viv organising hair. JW to approach her mother re any interest volunteering. CW to include need for volunteers in bulletin.</p> <p>e) Website: DG happy to stay on.</p> <p>f) Old Bakery: MY continuing with this project.</p>	<p>DG LD NG JW CW DG MY</p>
<p>3. Treasurer's Report (JW): The reports were sent out previously but left off costs of the card reader system, about £100 for 2 mobile units. Zettle2 preferred as has a mini till system and includes stocktake facility. Useful for icecream sales. No need for a third card reader. Discussion on coffee machine, not having coffee at all, and moving it to bar. Mike is no longer looking after machine. CW will order card readers ASAP.</p> <p>Signatories for the account are down to two. BP, still a cheque signatory. DG and CC are comfortable with online banking and offered to help. JW will request details from DG & CC and get them signed up.</p>	<p>CW CW JW, DG, CC</p>
<p>4. Programme Committee Report (CW): CW reported they have two new members, Leanne Taylor and Maddie Lowe. Next meeting is 27th October. A 3rd One-Act is required as a priority, then producers for next Autumn. Irene and Valda have sent suggestions in for 2022. CW May step down from committee but continue to be involved and with financial side.</p>	
<p>5. Youth Theatre: LD: has cast the two plays and needs to cast others for <i>play-on</i>. Has done a survey for Into Film nights as Mondays clashed with other clubs so preferred day is Saturday afternoon.</p>	

<p>9. AOB:</p> <ol style="list-style-type: none"> 1) BP reported that the DMux lighting unit needs repair. New dimmer pads cost approx £900 each with 6-8 week wait on supply. Agreed to hire these for three weeks for TMG at cost of £400-£500 (we will eventually need 4 new units) and order two which hopefully will arrive in time for TMG. 2) DG reported issue with our not making use of window frontage at Dyer's which MY booked from Saturday until 20th. DG to print head shots, LD and NG to put banner, headshots and dressed mannequins in display ASAP. NG to contact Rosa Dyer for a key. LD to put 2nd banner up on her railings as George is overseas. 3) LD reported about 7-8 students want to hold a book club once a month in the green room, as they come from different schools. Committee agreed to this. 4) CC advised Tom's Midnight Garden now fully cast. 5) CW looking for a producer for a One Act as soon as possible, who knows the Theatre well. 	<p>DG,LD, NG</p>
<p>Next Meeting: Monday, 8th November.</p>	
<p>The Meeting closed at: 7.55pm</p>	