

Ilminster Entertainments Society Ltd

Minutes of Trustees Committee Meeting: 8th February, 2021, 7.30pm

	<i>Action</i>
<p>1. Attendance: Meeting took place via Zoom video conferencing</p> <p>Present: Malcolm Young, Jacqueline Wanstall, Chris Williamson, Brian Perkins, Heidi Morgan, Charlie Carrington, Lyn Lockyer, Nicola Griggs</p> <p>Apologies: Peter Schofield, Gaye Phillips, Dave Goodall</p>	
<p>2. Minutes of meeting 11 January, 2021 The Minutes were agreed by all and uploaded to Website prior to meeting.</p> <p>Matters arising:</p> <ol style="list-style-type: none">NG reported that another 5 tickets sold for the 100 Club Lottery.MY had contacted Bethany Goodman re unpractical April booking and suggested a November or 2022 date instead, but no reply yet.CC to update on Documents later in the meeting.No more name suggestions for The Old Bakery have been received.BP thanked CC and NG for helping with clearing of leaves.	
<p>3. Repairs to Flat Roof: Quotations for repairs to the foyer roof were discussed at some length, Currently we have two quotations from one roofing company:</p> <ol style="list-style-type: none">To repair the existing leaks.To Remove the flat roof materials and replace with new boarding and flat roof membrane ensuring water tight. (The latter quote would come with a 20 year guarantee.) <p>It was agreed that, as a Charity, we need to seek (ideally two) alternative quotations.</p> <p>3. CC and BP agreed to take responsibility for seeking alternative quotations. This issue needs to be dealt with before we re-open.</p> <p>JW to check with Insurers if we are covered. A special committee meeting may be called to discuss options prior to next meeting.</p>	<p>CC/BP</p> <p>JW</p>
<p>4. Treasurer's Report: MY thanked JW for circulating reports and reminded that he and JW to step down at AGM. Discussed advertising for posts in newsletter, hoping for new people to start in August for new Financial Year, present incumbents willing to transition.</p>	
<p>5. Covid Sub-Committee: JW discussed setting up a Covid Sub-Committee to look at various audience, staff and logistical safety issues and costs in preparation for re-opening and in line with changing Government guidelines. BP, HM, & CC volunteered and LD was suggested to represent YT.</p>	JW

<p>6. Documentation: CC thanked HM and BP for their input. Draft doc for FOH sent to HM. Now working on Documentation covering all aspects of “In Case of Fire” dealing with all uses of the theatre. A roll call for theatre events (printed off from FOH PC?); document covers who is responsible if alarm goes off. In the event of an alarm and there is an audience (not sure status currently) we should require immediate evacuation of building. Have a different approach for meetings and rehearsals. CC hopes to have docs ready soon for approval, make available on Pcloud and website. Originals keep in theatre.</p> <p>CW/CC discussed FOH & DM managers and volunteers to have specific areas to clear through audience instead of roll call.</p> <p>HM suggested an A5 welcome/instruction leaflet for new and current volunteers that can be emailed/given out.</p>	<p>CC</p>
<p>7. YT Update: LD had submitted her report and Committee thanked her for her great job keeping YT together. She is not currently accepting payment. NG suggested a thank you gift when lockdowns end.</p>	
<p>8. Website Update: CW shared website screen, showing Archive tab where he and DG are working on uploading past productions. CW will send out a request for old photos for this. MY thanked DG for his hours and hard work.</p>	<p>CW</p>
<p>9. AOB: MY: discussed contracts for future bookings with JW & CW - agreed to change system. Now, no deposit but full payment required 2 weeks before performance and extra clause stating booking is provisional and subject to Gov restrictions at time. BP advised One Act festival needs notice of restrictions now and also Drama Festival. Covid Sub- Committee to keep bookers updated. MY had contacted Trish Caller re Comedy Night and negotiated fee down to £850 - TC removed her £50 fee - but will advise her the new date of 27 November is provisional. JW to check their T&Cs re full payment. BP stated a lot of work still needs to be done in theatre before re-opening. NG to produce letters of authority for Lottery return and 100 Club Promoter. Will send out ASAP. JW to talk to Tuff as Bar Licensee regarding process of putting the till and card machine in place.</p>	<p>MY</p> <p>MY</p> <p>NG</p> <p>JW</p>
<p>HM suggested contacting the Octagon for any useful discarded materials for our Old Bakery, from their major renovations. MY has contacted Val Keitch at SSDC asking about £28m budget, with no reply as yet. HM: need to think about the pre-lockdown ideas for changes to FOH drinks, use of volunteers, etc. Will email volunteers nearer re-opening to welcome and ascertain who/which volunteers will be returning. CW had email enquiry from newcomers, Jessica and husband, re involvement in Theatre as they are in drama and sound engineering and CW will zoom them next week for chat.</p>	<p>HM</p> <p>CW</p>
<p>Next Meeting: Monday 15th March at 7.30pm</p>	
<p>The Meeting closed at: 8.35pm</p>	