

## Iminster Entertainments Society Ltd

### Minutes of Trustees Committee Meeting: Monday 11 May 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, Brian Perkins, Charlie Carrington, Rachel Hunt &amp; Nicola Griggs</p> <p><b>Apologies:</b> George Montague, Kate Mudoch, Heidi Morgan, Gaye Philips and Dave Goodall (technical difficulties)</p>	
<p><b>2. <u>Minutes of meeting 06 April 2020 and Matters arising</u></b></p> <p>Minutes agreed.</p> <ul style="list-style-type: none"> <li>• Guttering still waiting as firm has been in lockdown.</li> <li>• New website has gone live, updated with Members' area containing minutes, adjudication, theatre diary and resources (inc. FoH guides). More to be added, any feedback/suggestions please let CW or DG know.</li> <li>• Schools have cancelled July bookings as expected</li> </ul>	
<p><b>3. <u>Theatre Lockdown Update</u></b></p> <p>No real progression at present.</p> <p>BP checking on theatre regularly.</p> <p>BP has also taken some measurements in auditorium and concluded that we only have room for an audience of 20-25 with social distancing. This probably means that our ability to re-open before social distancing restrictions are lifted is severely limited. In addition there will be a number of procedural and potential physical changes we need to make before we will be able to re-open.</p>	
<p><b>4. <u>Treasurer's Report &amp; Membership report</u></b></p> <p>A £10,000 business interruption grant has been received from South Somerset District Council with regards to the Covid-19 lockdown. This will hopefully cover the majority of our ongoing costs during the theatre shutdown.</p> <p>All bar sales and costs have now been included in the accounts rather than just the profits banked as before.</p> <p>Gift aid on membership for 2017-18 and 2018-19 has been received and included in Membership income. Membership stands at 244 (no more expected for this year) continuing the recent trend of increasing numbers. Membership fees to stay the same for 2020-21.</p>	
<p><b>5. <u>Fire Safety Risk Assessment</u></b></p> <p>CC has been looking at the theatre risk assessments, he will review this with a walk through of the theatre while it's closed, and look to update all procedures. Also been looking at linking all our documents together in a hierarchy to ensure all are kept up to date/reviewed and accessible (potentially on our website's Members Area) including legally required documents (health &amp; safety guides, safeguarding etc.).</p> <p>CW to assist in helping CC find present documents.</p>	<p style="text-align: right;">CC</p> <p style="text-align: right;">CW</p>

<p><b>6. <u>Youth Theatre Review</u></b></p> <p>The findings of the report and related topics were discussed in some detail. It was confirmed that the different groups of YT were all observed three times, and LD was spoken to on each occasion. BP, Irene Glynn and Jo Neagle, who put the report together expressed their thanks for all the help LD gave during the process.</p> <p>Lucy Driver to be sent the report for her thoughts.</p> <p>This to be then followed by a sub-committee to be formed (those invited include all trustees, those involved in the review, LD and any others she feels should be given invites) with the aim of working on integrating IES and the Youth Theatre more closely. This group should investigate ways to give the YT more support from IES (especially the trustees), more oversight to IES, methods to encourage more volunteer assistants (CC offered to assist), and to look at payment options, alongside research into how other groups work.</p> <p>CW to send report to LD and arrange invites for sub-committee meeting in next few weeks.</p>	<p><i>CW</i></p>
<p><b>7. <u>AOB</u></b></p> <p>CW: Informal directors meeting held last week sharing potential ideas for when we are able to re-open. Some interest in rehearsing monologues/dialogues at home via internet connections potentially to release as videos on our website or on stage if the timing is right. YT Encore are already working on a similar idea with Talking Teens.</p> <p>MY: CW sent mini newsletter out at start of May. MY proposes an extra one at start of June with thoughts from our members on what they miss from the theatre or what they are looking forward to when the theatre reopens. All agreed.</p>	<p><i>MY</i></p>
<p><b>8. <u>Next meeting</u></b></p> <p>7.30pm Monday 08 June 2020.</p>	