

Ilminster Entertainments Society Ltd

Minutes of Trustees Committee Meeting: Monday, 17th January, 2022

	<i>Action</i>
<p>1. <u>Attendance 7.30pm</u></p> <p>Present: Charlie Carrington, Chris Williamson, Jaqueline Wanstall, Brian Perkins, Guiseppina, Nicola Griggs, Valda Dagnell, Lucy Driver</p> <p>Apologies: Dave Goodall</p>	
<p>2. <u>Minutes of meeting of Monday, 13th December, 2021</u> The Minutes were agreed, signed and uploaded to Website.</p> <p>The Chair commenced by wishing the Trustees a Happy New Year.</p> <p>Matters arising:</p> <p>a. CC has chased the builder again who has not yet looked at the leak, which is ongoing without an identified source.</p> <p>b. Bottle collection has been done but the collector has not yet advised how he wants payment.</p> <p>c. Three newsletters have gone out in a short time. Members' newsletter still to be done and will be discussed at the following Business Meeting. Also linked to Publicity area, so coordination between the sub committees is necessary.</p> <p>d. The Publicity Sub Committee meeting will be held on Tuesday 18th at 7.30 (subsequently held on Zoom at 8pm). Some interest from parents but need more volunteers. One of whom wants to help with online matters. CW looking into Member Mojo, which costs £75 pa (2 month free trial) for up to 500 members, and would help with admin like sending out membership renewals, update details directly etc. LD would like to use for newsletters to parents as they lose emails.</p> <p>e. Tuff and Sam have given their 6 month notice. MY has supplied the name (Liam?) of a man who may be interested in taking on the Bar. CC has left messages for him, no response yet. If no replacement is found the Trustees will put a sub group together to run it. Licensee does not need to be on site.</p>	CW

<p>f. Covid ticket refunds will be done on an as and when basis as there is no policy or insurance in place.</p> <p>g. Partners and voting: discussion on how many votes a family/couples can have and whether it unfairly sways a vote. CC said that if a conflict of interest arises or excess influence is apparent then the Chair would have final say. The Constitution should state the maximum number of people on a committee. Couples should not be prevented from being on a committee but possibly introduce a one vote per couple from next year.</p> <p>CW to send Trustees guidelines for Programme Committee.</p> <p>G asked about putting on curricular school plays, which has been done in the past, but is up to directors what they want to put forward.</p>	<p>CW</p>
<p>3. <u>Treasurer's Report (JW):</u></p> <p>CW had sent reports out. Main electric and gas prices are renewed and fixed for 2 years, but not for Old Bakery - gas is being connected in next couple of weeks and will be fixed for 3 years as is a new service. Zettle working very well, has cost less than £30 but we have taken over £1600 on it. Expects to see this improve.</p> <p>VD asked about sale of tix through a town venue when Harriman's goes - to be discussed at Business Meeting. Suggestions - open the theatre at specific times, liaise with Arts Centre, find another town venue, or online only? Handling cash is an issue for last idea.</p>	<p>CW</p>
<p>4. <u>Programme Committee Report (CW):</u></p> <p>LD is the new Chair. Director's meeting at next social for ideas. Ticket sales are improving for both 80 Days and Jersey Boys. Scot still needs a producer.</p> <p>LD has dropped one performance for one of the One Acts due to covid - only 2 plays at the moment.</p> <p>Murderous Intent auditions directed by LL being held via zoom at 7.30 on Tuesday, LD setting up link. Advertising for auditions/play readings need better organisation. Diversity also an issue in this area.</p> <p>CC will deal with recruitment for directors & producers in next newsletter.</p> <p>Irene will direct 39 Steps.</p> <p>Fundraising for our 75th Anniversary and Jubilee celebrations possible in Autumn, need ideas. Could combine the two occasions.</p>	<p>LD</p> <p>CC</p> <p>ALL</p>
<p>5. <u>Front of House & Volunteer Matters (G):</u></p> <p>Guisseppina was welcomed to the Trustees Meeting. She mentioned the difficulty finding Duty Managers as new volunteers lack confidence, and suggested changing the DM title, some shadowing happening with roles. Incentives discussed, didn't work in the past as not inclusive and admin heavy. G will Facebook for new volunteers and encourage current volunteers to try DM out.</p>	<p>G</p>

<p>6. Fundraising: LD to hold a meeting on Wednesday at 7.30 to resurrect interest and get ideas. CW reported £42k available for Old Bakery renovations and £20k promised by The Garfield Weston Trust. Our bank reserves are £82.5k (including the £42)so could afford to move £10k over to the OB fund to help kick start things. Fundraising Committee to set a goal to match this? The Wednesday Group want to move on the wardrobe renovations - gas and electric being connected in next 2 weeks - maybe specifically advertise this as next project for fundraising? Doors from carpark required, stairs, heating, water etc. VD suggested advertising in Ilminster free press, CW to put this on FB and advise MY. Trustees agreed to CW moving £10k across.</p>	<p>LD WED CW CW</p>
<p>7. Theatre defibrillator (CC): The Defibrillator has been paid for and as soon as it's delivered the Ilminster group's electrician will install it. Will be placed on the opposite side to the gas.</p>	
<p>8. Youth Theatre Update: LD said all is going well, attendance is good. Play On is finally fully cast finally. Spy Fry going ok. Younger groups devising small pieces for family and friends. Book Club was held tonight. Film Club streaming was faulty but the group used a back up disc. Numbers slowly increasing as are profits on snacks, about £25. Possibly open up to non-members?</p>	
<p>9. AOB: BP reported that supply of dimmer packs affected by microchip shortage. Delivery of LED lights quoted for September but BP still doesn't know when dimmer packs will arrive but will be loaned some if necessary. BP has taken sample of our trip switch for Consumer unit to see if they have a spare and if not will have to buy a new one. G asked about refilling and deep cleaning coffee machine. CC to do this on Wednesday. G to check milk stock for shows and ask icecream volunteer to restock at end of sales. Tuff still ordering icecreams for next 6 months. G willing to be co-opted to Trustees. Programme Committee to set up a register or email trail for keeping track of scripts.</p>	<p>CC G PG</p>
<p>Next Meeting: Monday, 14th February, 2022</p>	
<p>The Meeting closed at: 8.50pm</p>	