

Ilminster Entertainments Society Ltd

**Minutes of Trustees Committee Meeting:
Monday, 9th January, 2023, 7.30pm**

	<i>Action</i>
<p>1. <u>Attendance:</u></p> <p>Present: Dave Goodall, Brian Perkins, Nicola Griggs, Lucy Driver, Maddie Lowe, Malcolm Young, Vern Dunkley, Rodney Barge, Claire Curtis, Lawrence Meering, Irene Glynn, Mick Glynn.</p> <p>Apologies: Charlie Carrington</p> <p>Welcome to Lawrence Meering, who is being co-opted to the Trustees, and to Irene and Mick Glynn as guests.</p>	
<p>2. <u>Minutes of meeting of Monday, 12th December, 2022</u> The Minutes were agreed, signed and will be uploaded to Website.</p> <p>Matters arising:</p> <p>a) NG produced price lists for the Bar and Coffee Bar to conform with requirements. DG to frame. The issue of DM volunteers staying to the end of night/key hand-over was discussed: DG suggested the keys be kept in key safe and posted back through letter box on departure. CCC to alter relevant DM document.</p>	DG CCC
<p>3. <u>County Drama Festival (Irene Glynn):</u> IG needed questions answered about running the festival for the first time. She will liaise with MY on contract once she has received all entries, 5-6 groups at present. Preview date to be decided 3-4 weeks ahead and preferably a Sunday. BP on lighting, DG stage management, GdN on FOH & bar volunteers, DG on publicity and time keeper tbc. IG to check license to perform and consult on running order and set provided by each group. Groups get 10 tickets each. IG wants Flood Warning and Notalgia in but needs to cast one male part still. Flood Warning start rehearsal on Thursday. She will send rehearsal schedule out when finalised. IG/MG left meeting at 7.50pm.</p>	IG/MY BP DG/G IG IG
<p>4. <u>Treasurer's Report (ML):</u> CW emailed his report out beforehand. CW and ML met on Saturday. CW will leave set up as is but any changes, let ML know.</p>	
<p>5. <u>Programme Committee Report (LD):</u> Meeting next Monday 16th. 2 plays for One Acts, both cast and directed by IG. MY reported 12th Night (short version) scheduled for 30 & 31 March.</p>	

<p>6. <u>FOH and Volunteers (G):</u> No report. Discussion on Rewards for Volunteers on FOH, who is included, such as backstage and chaperones, and if it's necessary. Not enough volunteers all round, chaperoning process takes a few weeks and need to get parents signed up early. LD to raise at Program Committee and call for volunteers.</p>	LD
<p>7. <u>Publicity (CCP):</u> CCP has contacted local newspapers and radio but needs to chat with CCC about local arts groups. MY raised the charge of 1/4 page Ad of £25 in free newspaper, especially for outside performances. ML to ask CW who is entering the advert in the free paper. This cost should be charged and hirers made aware, MY to put in contracts. Newsletter is overdue ~ CCC only sent info to DG yesterday - MY sent 4 pieces before Xmas. Posters need renewing on Boards, whose job is this? CCP needs help? A regular newsletter needs regular contributions. Discussion on Mailchimp subscription upgrade - VD & DG willing to be the two extra Users and Trustees agreed on upgrade on condition that we make use of it. MY's bulletins via Mike Lanagan raise audience numbers.</p>	CCC ML MY
<p>8. <u>Fundraising (MY):</u> MY received a £1K donation from a customer for OB and mentioned his dismay at Trustees' response at last meeting to his fundraising efforts. MY needs help. No additional fundraising happening. £103k in kitty now. Trustees thanked MY for his work. OB close to being finished for use, plastering to be done next.</p>	
<p>9. <u>Youth Theatre (LD):</u> LD has received the Frozen information, scheduled for 5-8 July. 12th night is cast. Arts Award term starts on Friday on alternate weeks and on PAYG. Some students coming to see Sherlock Holmes.</p>	
<p>10. <u>AOB:</u> ML mentioned floor giving way on stage exit but Wed group have organised a temporary repair. DG decided on full price tickets for One Acts after email discussion undetermined on 'taster' idea. LM queried programme responsibility - usually this is the producer but done by director otherwise- we are still short of both. Stella asked to use the third dressing room for next week. Agreed.</p>	
<p>Next Meeting: Monday, 13th February at 7.30 pm.</p>	
<p>The Meeting closed at: 8.40pm</p>	