

Iminster Entertainments Society Ltd

Minutes of Trustees Committee Meeting Monday 12th August 2019

	<i>Action</i>
<p>1. <u>Attendance 7.30pm</u> Present: Chris Williamson, Brian Perkins, Kirsty Hughes, Dave Goodall, Jacq Wanstall, Ruth Proctor, Malcolm Young, Heidi Morgan Apologies: Lyn Lockyer, George Montague, Kate Murdoch</p>	
<p>2. <u>Minutes of meeting 08th July 2019 and Matters arising</u> Minutes agreed. Quote received for guttering, to go ahead with this as soon as possible. A working party to freshen and repaint the foyer walls to be arranged once this work has been completed.</p>	<i>MY&DG</i>
<p>3. <u>Treasurer's Report</u> JW circulated report, July statement, year-to-date statement, balance sheet, and show summary. A few amendments and updates to be finalised for end of year (including savings interest) before these are taken to the accountants for checking. JW to work out some comparisons with last year's accounts for presentation at the AGM. MY thanked JW for work done this year and especially for the clarity of the monthly reports which have made understanding the finances much easier this year. Proposed Theatre hire charges were presented; all happy with the increases suggested, (approx. 10% in 2020, followed by 10% in 2021) to take effect for all contracts for January 2020 forward.</p>	
<p>4. <u>Secretary's Report (inc. Membership)</u> Little Theatre Guild entry being updated for the next year. Membership now due for 2019-20, 68 members/patrons already paid. Final total for 2018-19 was 231 members of which 79 juniors and 50 patrons.</p>	
<p>5. <u>Old Bakery Development</u> The first phase of work on the roof confirmed to start on 02 September forecast to last 10 working days. The licence for taking over 5 car park spaces will be more expensive than anticipated but needed for scaffolding. Second phase of work involving all external building work to go ahead asap, all trustees in agreement. Our present fundraising amount is just shy of the total needed. Waiting to hear back on grant applications through the autumn as grant boards start back in September. This will determine when we can commit to the final phase(s).</p>	<i>MY</i>
<p>6. <u>Business Plan</u> Progress has been made on several objectives from 2018-19 plan especially on Old Bakery and increasing volunteers. Existing objectives to be amended and updated to reflect present status and new objective regarding Youth Theatre Review to be added. Long standing objective for development of bar to be looked at immediately to see if this work is possible in break between December and February productions. Funds are available in budget. This in turn will enable progress on card payments objective.</p>	<i>CW</i> <i>CW</i>

<p>7. <u>Youth Theatre Report</u></p> <p>Enrolment is set for Monday 09 September with new fees; any reactions will be fed back to the trustees. Plans for a one act play to be worked on for the SFD festival in March. Main production being planned for 03&04 April (Fri eve, Sat Mat). It is hoped that this will be more widely publicised to all our members than Grimm Tales and to be ticketed via Seaty. Encore group to be tried with a Friday slot 6-7.30pm to see if this works better with the members' availability.</p> <p>Sub-committee needed to look at YT review and options for structure and future of YT from Sep 2020 onwards. LD happy to give input to this. MY & BP volunteered to be part of this, other IES members to be asked. Sub-committee to report back findings to trustees.</p> <p>MY to circulate existing YT constitution.</p>	<p>MY</p>
<p>8. <u>Programme Committee Report</u></p> <p><i>Under Milk Wood</i> is fully cast and has started rehearsals. A reading and auditions for <i>Beauty and the Beast</i> will follow <i>Talking Heads</i>.</p>	
<p>9. <u>Publicity Report</u></p> <p>Next What's On is being put together but needs more details, in particular about Costume Cavalcade and Murder Mystery night. To be ready for distribution in Theatre during <i>Talking Heads</i>.</p> <p><i>Talking Heads</i> needs push with posters/fliers as it has not appeared in a What's On.</p> <p>KH to look at local free magazines to ensure we are getting all potential free listings available.</p>	<p>DG</p> <p>KH</p>
<p>10. <u>Front of House</u></p> <p>HM looking to have coffee tasting on September 19 Social Evening to try out potential new coffee supplies.</p>	
<p>11. <u>AOB</u></p> <p>DG – Apogee (photocopier/printer provider) taken over by HP, keen to replace machine. Should bring costs down, making us more attractive for any local societies looking for small print runs.</p> <p>RP – Costume Cavalcade (Sep 18) is set, finalising models with a couple of rehearsals and fitting date, meeting on Wed to finalise details and arrange paper publicity.</p>	
<p>12. <u>Next meeting</u></p> <p>Monday 09th September 2019 at 7.30pm</p>	