

Iminster Entertainments Society Ltd

Minutes of Trustees Committee Meeting: Tuesday 15 October 2019

	<i>Action</i>
<p>1. <u>Attendance 7.00pm</u></p> <p>Present: Chris Williamson, Jacq Wanstall, Malcolm Young, Brian Perkins, Gaye Philips, Heidi Morgan, Kate Murdoch & George Montague (7.35pm onwards)</p> <p>Apologies: Dave Goodall,</p>	
<p>2. <u>Election of Officers</u></p> <ul style="list-style-type: none"> • Chair: Malcolm Young proposed by HM, seconded by KM, all agreed • Treasurer: Jacq Wanstall proposed by BP, seconded by HM, all agreed • Secretary: Chris Williamson proposed by BP, seconded by KM, all agreed • It was decided that Vice chair will rotate if MY is unavailable. 	
<p>3. <u>Minutes of meeting 09 September 2019 and Matters arising</u></p> <p>Minutes agreed.</p> <ul style="list-style-type: none"> • Guttering work has been carried out but there is a leak, the contractor is returning to check this out and rectify the problem. • Bar revamp plans are continuing. On next agenda. 	
<p>4. <u>AGM Matters arising</u></p> <p>The need for a members area on the website housing trustee and AGM minutes. This to be set up before the end of the year. Also to house adjudications, resources etc. Five members have volunteered to be co-opted to fill the three vacancies on the committee since the AGM:</p> <ul style="list-style-type: none"> • Charlie Carrington (experience with H&S and risk assessments) • Nicola Griggs (wardrobe liaison & part of fundraising committee) • Rachel Hunt (professional experience of child protection & safeguarding) • Andy Tuffin (Bar manager and box office contact) • Scott Waldie (former treasurer and general experience of the Warehouse) <p>After discussion regarding their areas of expertise and bring new blood in, CC, NG and RH are to be invited to the committee. Many thanks to AT & SW for their offers.</p>	
<p>5. <u>Sub-Committee Compositions</u></p> <ul style="list-style-type: none"> • Treasury Team: led by JW with CW & Kayleigh Storey • Programme Committee: CW, MY, DG, BP, Paula Jocelyn, Julie Fowler with Sally Carrington & Jo Neagle to join. • Publicity: GM, HM, GP, DG, CW (Facebook) & Mike Lanigan (email bulletins). Needs a team leader to oversee the whole operation. • Fundraising: MY, KM, HM, GP, NG, Lucy Driver & Dave Elliot • Old Bakery Dev: MY, DG, KM, BP, Peter Scofield • Wardrobe: NG, RP, Ursula McKinlay and looking to recruit some more. • Front of House: HM, Andy Tuffin with large group of volunteers • Youth Theatre Review: BP, MY, Jo Neagle & Irene Glynn 	

<p>6. <u>Treasurer's Report</u></p> <p>September statements circulated with Treasurers report. JW reported that independent review from the accountant has been finalised and no issues. IES had a near miss with online fraud regarding a contractors invoice. No money was lost but the event instigated a review of our current procedures and they have been tightened further to minimise our vulnerability to any such fraud. Our thanks to D&M Productions for filling our September slot and donating all proceeds to the theatre</p>	
<p>7. <u>Secretary's Report (inc. Membership)</u></p> <p>No correspondence to report. Membership up to 221, so looking set to continue the increase in our membership numbers of the past few years.</p>	
<p>8. <u>Old Bakery Development</u></p> <p>The roof work has been completed and paid for. This has enabled us to move some of the stored items into the first floor area ready for the next phase (the exterior building works) which is due to start on Mon 21 October. After discussions the OB Development group decided to cancel the proposed doorway at the back of the stage due to concerns of practicality. This may be revisited at a later date if desired once the building is in operation. £20k has been donated by Gooch & Housego trust with another £20k promised for this time next year.</p>	
<p>9. <u>Front of House</u></p> <p>Nothing to report</p>	
<p>10. <u>Publicity Report</u></p> <p>The banner issue at the top of Brewery Lane continued but has brought out a lot of local support, hopefully there will be no more issues. The autumn What's On is with the printers and will be in the theatre for 'Under Milk Wood'. The next one to be ready for the New Year.</p>	
<p>11. <u>Programme Committee Report</u></p> <p>'Under Milk Wood' on next week, 'Beauty and the Beast' fully cast and in rehearsal. 2020 programme almost complete: February – One Act plays: 'Dark Stairway' directed by Lucy Driver, 'Railway Siding' directed by Sally Carrington and TBC directed by Valda Dagnell. April – Living Together by Alan Ayckbourn directed by Leanne Taylor June – Entertaining Angels directed by Irene Glynn September – 84, Charing Cross Road directed by Charlie Carrington October – The Hollow by Agatha Christie directed by Sally Carrington December TBC</p> <p>Also we have the Youth Theatre's production of Fantastic Mr Fox plus the SFD's Drama Festival and Somerset Opera's Iolente confirmed for March. Ticket sales for both Opera Sulis and the Comedy night are slow, some concerns over whether either will make a loss, please push.</p>	

<p>12. Youth Theatre</p> <p>Lucy Driver sent in a report: Membership at 69 and full.</p> <p>Prologue group are devising a version of Th Nutcracker for presentation to friends and family in the New Year.</p> <p>Act 1 & 2 groups are working together through workshops (including vocal range, reaction & spatial awareness) for an evening of poetry & prose.</p> <p>Act 3 have had a reading of Fantastic Mr Fox and will be auditioning next week. This to be put on in March with the Poetry & Prose. Also workshopping especially on voice.</p> <p>Encore to be auditioning for Dark Stairway which will be a joint production with adult IES members for Feb. Workshopping on producing truthful & focussed performances.</p> <p>Overall, new smaller group sizes working well.</p> <p>BP reported that YT Review sub-committee have had an initial meeting and are liaising with LD about meeting and observing YT sessions.</p>	
<p>13. AOB</p> <p>MY: Congratulations to all Phoebe Rees winners: Maddie Lowe, Belinda Morgan and Demetrius Driver for acting awards, Ruth Proctor and Nicola Griggs for costume, all for David Copperfield and D&M Productions for winning the Champagne Moment for Ravenscroft.</p> <p>MY: Thanks to Ken Cooper who has made a second noticeboard for the front of the theatre to allow us to have more posters up.</p> <p>BP: Request for funds for purchase of new lighting board, approx £2,260 from Bright (local suppliers) who will also help with training. The old board to be kept as back up and for use in the Old Bakery. Within allowed budget, all agreed.</p>	
<p>14. Next meeting</p> <p>Due to clashes next two meetings are suggested as Tuesday 12 November and Tuesday 03 December, both at 7.30pm.</p>	