

Iminster Entertainments Society Ltd

Minutes of Trustees Committee Meeting Monday 09 September 2019

	<i>Action</i>
<p>1. <u>Attendance 7.30pm</u> Present: Chris Williamson, Jacq Wanstall, Malcolm Young, Heidi Morgan & George Montague Apologies: Lyn Lockyer, Kate Murdoch, Dave Goodall, Brian Perkins & Ruth Proctor Not present: Kirsty Hughes</p>	
<p>2. <u>Minutes of meeting 12 August 2019 and Matters arising</u> Minutes agreed.</p> <ul style="list-style-type: none"> • Guttering work has been approved and going ahead next week, Wed 18 Sep • All happy with draft Business Plan with a couple of small wording amendments • A meeting to discuss the bar revamp has taken place and preparatory steps are being taken to enable this to take place Dec 19 & Jan 20 	
<p>3. <u>Treasurer's Report</u> August statements circulated with Treasurers report. JW is to meet with accountant this week to go through any questions so accounts can be finalised. Also working on reports for the AGM.</p>	
<p>4. <u>Secretary's Report (inc. Membership)</u> No correspondence to report. Membership renewals going well. A reminder for those not yet renewed to go out before the AGM.</p>	
<p>5. <u>Old Bakery Development</u> Scaffolding has gone up on Monday 02 Sep and roofers due to start in the next day or two. JW confirmed that the money to pay for this stage is ready for as soon as the invoice comes in once the work is completed. The second stage of building works due to begin around the third week of October, definite date to be confirmed by builder. BP sent message: Is it possible to find alternative space for some of the large items presently stored in the Old Bakery to be moved to for the building works? GM to follow up with contact who may have barn space we can use. BP: called for meeting to discuss the proposed doorway in to the back of the stage with DG and backstage staff to decide the most practical way forward in terms of wing space etc.</p>	<i>GM</i>
<p>6. <u>AGM</u> Calling notice going out this week (by end of Thursday for 3 week notice) Minutes and agenda with any other information relevant and ready to be sent out a week before the AGM. LL & RP to stand down at the AGM.</p>	<i>CW</i> <i>CW</i>
<p>7. <u>Front of House</u> New coffee supplier being tried, all feedback welcome. Bit tight on volunteers in September but expected to be temporary.</p>	

<p>8. <u>Publicity Report</u></p> <p>There has been an issue with the banner at the top of Brewery Lane, GM is investigating this with the District Council. Also looking to put a general banner up on the Old Bakery once scaffolding comes down.</p> <p>The autumn What's On is late in coming out and may well be affecting sales. There has been some issues with getting enough information early enough. Need to look at system to try and ensure we are ahead of time with this. Attempt to get Spring What's On ready to have out in the theatre during 'Beauty and the Beast'.</p>	<p>GM</p>
<p>9. <u>Programme Committee Report</u></p> <p>Second Directors Meeting taking place on Thursday 19 September at 7pm to hopefully get proposals to fill next years calendar. First priority to complete one acts slot. 16 nominations received for the Phoebe Rees awards over the 3 IES productions entered in 2018-19. Awards to take place on Fri 11 October at Taunton Rugby club. D&M Productions also received 8 for 'Ravenscroft'.</p> <p>'Under Milk Wood' in rehearsal, 'Beauty and the Beast' reading next week followed by auditions.</p>	
<p>10. <u>Youth Theatre</u></p> <p>Enrolment took place before this meeting, any feedback from increased fees will be monitored.</p> <p>Youth Theatre subcommittee to carry out a full review and look at the future YT structure etc. has set a date for first meeting. To be chaired by BP with MY, Irene Glynn & Jo Neagle and possibly LL present. All findings to be reported back to Trustees for decisions.</p>	
<p>11. <u>AOB</u></p> <p>MY: Congratulations to all Phoebe Rees Nominees.</p> <p>HM: Looking to the future do we need to consider alternative options for a box office in town if Harrimans is not able to continue as our host (not imminent).</p>	
<p>12. <u>Next meeting</u></p> <p>To be confirmed after AGM (03 October 2019) provisional date Monday 14 October</p>	