

## Ilminster Entertainments Society Ltd

### Minutes of Trustees Committee Meeting Monday 11<sup>th</sup> February 2019

	<i>Action</i>
<p><b>1. Attendance 7.30pm</b></p> <p><b>Present:</b> Malcolm Young, Chris Williamson, Irene Glynn, Heidi Morgan, Jacq Wanstall, Brian Perkins, Ruth Proctor, Lyn Lockyer</p> <p><b>Apologies:</b> George Montague, Kirsty Hughes, Dave Goodall, Kate Murdoch</p>	
<p><b>2. Minutes of meeting 14<sup>th</sup> January 2019 and Matters arising</b></p> <p>Minutes agreed.</p> <p>Some discussion on the amended Management Structure, all present happy with the structure. Roll onto next meeting to ensure all trustees support the idea and then look at how to implement it.</p> <p>Front of House Manager still vacant, possible candidates being asked. CW has arranged rota for One Acts with one gap for duty manager. HM &amp; IG to shadow MY ready for taking shifts. Crib sheets being written for duty manager and box office. CW has arranged box office training and has had a good turn out of volunteers.</p>	<p style="text-align: right;">CW</p> <p style="text-align: right;">CW</p>
<p><b>3. Treasurer's Report</b></p> <p>Jan figures, year to date and balance sheet circulated.</p> <p>Charity Bank Saving account now set up and CCLA account to be transferred asap.</p> <p>Researching into contactless card payment systems for the bar, discussed potential upgrades to Wifi and internet needed. More details to be sought.</p> <p>Also to have discussions with Andy Tuffin regarding bringing the bar income and expenditure in full on to Quickbooks.</p>	
<p><b>4. Secretary's Report (inc. Membership)</b></p> <p>Archive of Trustee and Prog Com minutes along with a resources pack (Directors guidelines, expenses form, play proposal form etc.) and the full theatre diary being readied for inclusion in a new Members Area on website.</p>	
<p><b>5. Publicity Report</b></p> <p>Very good spread in the Ilminster Press, 8 pages of what's on at a very good cost as Steve Sowden managed to gain adverts from many of our supporters. Acknowledgement and thanks to be sent to him. He currently receives complimentary tickets for each IES show to put out reports on our shows.</p> <p>Banners only just received for One Acts (some issues with lead times) to be put out asap</p>	
<p><b>6. Programme Committee Report</b></p> <p>One Acts appear to be all set for next week. Lack of definite co-ordinator between the 3 plays has been identified as a weakness, to be arranged for future one acts. Also having three new directors has stretched those members giving support.</p> <p>'Thank You For Protesting' and 'A Resounding Tinkle' are both entered in to the SFD County Drama festival held at the Warehouse in March.</p> <p>Dangerous Corner (April) cast and crew organised.</p> <p>Directors Meeting set for Wed 03 April looking for proposals for 2020.</p> <p>Hiring fees to be looked at, any proposals to be brought back to the Trustees.</p>	
<p><b>7. Youth Theatre Report</b></p> <p>Lucy Driver is considering stepping down as leader of the Youth Theatre in the next two years. Need to start looking now at future options for leading the groups.</p>	

<p><b>8. <u>The Old Bakery Project</u></b></p> <p>Tenders have gone out, deadline 8<sup>th</sup> March 2019.</p> <p>Council needs to be contacted regarding leasing/blocking off space directly outside new OB door into car park, also regarding temporary blocking of at least 6 spaces due to scaffolding during building work.</p> <p>Concerns expressed about what has been done regarding time restrictions on music use in OB issued in conditions on planning permission. MY stated that he believed that KM has written letter. IG suggested that any appeal is made by all trustees.</p>	<p>?</p>
<p><b>9. <u>AOB</u></b></p> <p>MY: Ilminster Mayor's fund is available to apply for small amounts, any ideas welcome: bar regeneration, well project?</p> <p>BP: Glastonbury Festival gives local grants, possibility for further OB funding.</p> <p>HM: IMEX stall confirmed</p> <p>RP: New wardrobe volunteers contacted. Good contact with Swan Theatre developing.</p> <p>CW: From DG, next newsletter deadline Monday 18<sup>th</sup> February</p>	
<p><b>10. <u>Next meeting</u></b></p> <p>Monday 11<sup>th</sup> March 7.30pm</p>	