

Ilminster Entertainments Society Ltd

Minutes of Trustees Committee Meeting Monday 14th January 2019

	<i>Action</i>
<p>1. Attendance 7.30pm</p> <p><i>Present:</i> Malcolm Young, Chris Williamson, Dave Goodall, Heidi Morgan, George Montague, Kirsty Hughes, Ruth Proctor, Brian Perkins, Kate Murdoch (arrived late)</p> <p><i>Apologies:</i> Lyn Lockyer, Irene Glynn, Jacq Wanstall</p>	
<p>2. Minutes of meeting 10th December 2018 and Matters arising</p> <p>Minutes agreed.</p> <p>FoH volunteers thank-you evening to be held on Monday 21 Jan at 7.30pm, invitations have been sent out.</p> <p>Different options for enhancing stage door security still be looking at. DG to report back with card/fob options.</p>	
<p>3. Treasurer's Report</p> <p>December figures, year to date and show summary circulated. Also new balance sheet distributed now input into Quickbooks.</p> <p>Wardrobe petty cash and costume hirings income now sorted with RP.</p> <p>Charity Bank savings account (easy access) being set up to improve interest rate for savings.</p>	
<p>4. Secretary's Report (inc. Membership)</p> <p>Nothing to report.</p>	
<p>5. Publicity Report</p> <p>IMEX is on Sat 08 June, HM & GM to run stall in the charity drive at Greensfylde School as in previous years. Also Open day at the theatre for 10.00 -13.00 with costumes on show, possibly some ready for people to try on.</p> <p>Steve Sowden has contacted HM regarding 4 page pull out in Ilminster Press using What's On information. HM to follow up on cost and go ahead unless price is excessive.</p> <p>Sunset Cafe Stompers paying for own banners so will be up simultaneously with One Act plays publicity.</p>	<i>HM</i>
<p>6. Programme Committee Report</p> <p>Comedy night confirmed for Friday 31 May. All theatre hire and incoming shows dates circulated by MY.</p> <p>One Acts all cast and in rehearsal. Dangerous Corner readings and auditions taking place 15, 17, 22 & 24 January. Directors Meeting set for Wed 03 April.</p> <p>Issues with cost and technical staging have meant MY has pulled the proposed production of Wizard of Oz for December 2019. Another option of 'Oliver' has also been looked into but cost is also prohibitive. All suggestions welcomed.</p>	
<p>7. Youth Theatre Report</p> <p>Grimm Tales rehearsals begun. Fees for Spring and Summer term being collected.</p>	
<p>8. The Old Bakery Project</p> <p>Drawings have been received from Ian Pamplin ready for Building regulations application. IP will be sending out to local builders for tenders, and specialists for heating/AC quotes. These firms also to asked for a quote for updating the Theatre heating to include air conditioning to see if this is a feasible side project.</p> <p>Possible open day in March/April (after tenders received) to update neighbours and any interested parties on plans for the building.</p>	

<p>9. <u>Business Plan</u></p> <p>Some objectives of the current plan have not been followed up as yet. Treasury Team to investigate contactless card payment systems for the bar.</p>	<p>CW</p>
<p>10. <u>Management Structure</u></p> <p>Previous draft created by LL & CW circulated and discussed. Some amendments to be made and Trustees to consider further to discuss at the next meeting any further changes and whether this should be implemented and how.</p>	
<p>11. <u>AOB</u></p> <p>No volunteer for Front of House manager as yet. CW setting up email account for FoH with contact details of all FoH volunteers in preparation for new FoH Manager (and to be used in meantime). Volunteers to be asked at Thank-you evening.</p> <p>First Aid kits in Green Room and Coffee Bar checked and resupplied by KH, backstage one to do.</p> <p>Green room and all dressing rooms need to be cleared for Ilminster Belles concert. Excess costumes to be stored in Wardrobe aisles temporarily.</p> <p>Wardrobe looking to sell some costumes that are unlikely to be used (due to size etc.) to Vintage sellers to make space and earn some money. Encourage more use of theatre costumes for hiring. Idea to make Funny Story Productions incoming show a come in costume event, offering hiring service to increase awareness.</p>	
<p>12. <u>Next meeting</u></p> <p>Monday 11th February 2019 at 7.30pm</p>	