

General Council Awayday Minutes

10:00 – 16:00; 31 August 2019,

Present: Simon Gleisner (SG) Chair
 Dave Hollander (DH)
 Fiona Daffern (FD) Minutes
 Jess Osorio (JO)
 Lisa Thomas (LT)
 Chaz Doyle (CD)
 Guy Jones (GJ)
 Bryon Fear (BF)
 Mat Hill (MH)

	Item	Action
1.	<p>Apologies Chris Stooke (CS); Ben Rathe (BR); Barry Heselden (BH); Gareth Milton (GM)</p>	
2.	<p>SG announced that the draft 5-year business strategy document had been received. It is a lengthy document (c 99 pages) but lots of good stuff. A sub group will be convened between BPT, GC and BarCom to take this forward.</p> <p>Celebrations Good audiences (suggested booking fee an issue for some); range of productions; building looking great and feeling 'ours' again, especially with new signs; new members and retention up; professionalism of SLT; harmony between SLT and external usage; wardrobe displays; Feast treasure trails; new social events; community links.</p> <p>Everyone thanked for all their hard work over the last year.</p> <p>Action: SG to write monthly newsletter for membership informing them of activities and achievements.</p>	<p>SG</p>
3.	<p>Training Director and Training Agenda DH led this discussion. Youth Strategy part of the 5-year strategy proposals. One recommendation is to employ someone to deliver the community/youth/training agenda.</p> <p>Youth: currently at full capacity. Potential to double the youngest age range only. Youth is lucrative, but fixed costs. Safeguarding also a big issue.</p> <p>Youth show – preference for end of March and also engagement with Xmas show. Ongoing safeguarding</p>	

	<p>support for other shows with young people (YP). Teachers have discussed moving to a school age year, but preference to stay with flexible ability to move up an age range based on birthday.</p> <p>Note: YP entitled to concessionary tickets (c150 people!), but not always getting discount, because not in the system. To encourage more to come to suitable adult shows.</p> <p>Discussion to broaden activities. Proposed and agreed these should currently all be for SLT members.</p> <p>More youth activities/summer school. Appetite but need to work out the who and how. Need someone new to run activities.</p> <p>General adult could include: acting; directing; hair; make-up; comedy; auditions. Useful learning on many of these areas from Fest.</p> <p>Writing: DH meeting with parties interested in taking forward Write Club in October. To identify who may wish to run this and how it should function.</p> <p>Action: DH to write a proposal with options for the above additional activities to incorporate: Activity/objective/regularity/level aimed at/trainer sourced internally or externally to SLT/cost/space required.</p> <p>Technical training. CD proposed introduction of production designer for shows to have oversight of set design, costumes, lighting and sound design.</p> <p>Proposed training session on ‘how to design’ and then smaller one on one sessions on how to rig and set up the technical system.</p> <p>Need to encourage more people to engage with set build</p> <p>Action: CD to write a proposal with options for the above additional activities.</p> <p>Discussion on whether production designer could be incorporated in to AD role or separate; it may depend on experience and whether person wishing to learn directing skills or production skills.</p> <p>Action: TC to discuss set build requirements with GSM at</p>	<p>DH</p> <p>CD</p> <p>TC/CD</p>
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	<p>season announcement to plan requirements.</p> <p>TC to ensure that all Directors have an AD in place, and possibly 3rd person in place to support the production side and facilitate ability to shadow.</p> <p>Volunteering Skills Same processes needed as for above – more discussion under section 4.</p>	<p>TC</p>
<p>4.</p>	<p>Volunteering Bar volunteers continues to be a big issue. Front of house slightly better, box office/raffle a bit mixed. Discussed incentives and barriers.</p> <p>Actions: TC to communicate with Directors to encourage: auditions: Directors to meet auditionees in the bar. Shows: Directors to meet cast in bar before rehearsals and do notes in the bar after rehearsal.</p> <p>Spotlight on Bar Duty. GJ to approach a new person to bar duty for an article in the newsletter.</p> <p>GJ, LT and DH to discuss at BarCom incentive options including: x no of shifts = a free show ticket Monthly bar duties winner (celebrated in newsletter) Bar shifter of the month</p>	<p>TC</p> <p>GJ</p> <p>GJ/DH/LT</p>
<p>5.</p>	<p>Management Structure and Governance Agreed the principle that all areas of operation should report into GC.</p> <p>Wardrobe FoH/Box office/raffle – should all be under one function lead – House Manager Publicity may need to be split into functions, e.g. shows; events; social media/comms and possibly increase numbers on GC. GSM: 3 main functions: stage management; construction and tech (lighting, rigging, power, cables), but only one on GC. (n.b. CD writing an SM Handbook and GSM handbook) Training: Director to be co-opted onto GC.</p> <p>Discussion about functions and numbers of other GC members:</p> <p>Chair – stay as is</p>	

	<p>Deputy Chair – could have operational functions reporting to, e.g. training and Youth Membership – continue, some small scope for extra work Director w/out portfolio –currently accounts/expenses and rights. Could rename to give focus and scope for some extra work. TC – Review number of TC members Gen Sec, AGM, minutes, business planning. Could have formal BPT link. GSM. Stay as is.</p> <p>Action: All to submit ideas for potential structures/ responsibilities to SG by 13/09.</p>	<p>ALL</p>
<p>6.</p>	<p>Succession Planning Discussed need for central repository of ‘how to do’ guides for each role, including emergency folder with passwords etc.</p> <p>Action: CD/MH/BF to review sharing on Dropbox.</p> <p>Discussed idea of having ‘clusters’ of people to support roles, as deputies or apprentices. They could be trained as potential natural successors.</p> <p>Action: SG and FD to meet and discuss timeframes for reviewing and consulting on proposed structural changes, timing for an EGM and subsequent AGM to enact any proposed changes.</p>	<p>CD/MH/BF</p> <p>SG/FD</p>
<p>7.</p>	<p>Website Concerns expressed about duplication of BPT website with SLT website and impact. Strong preference for one website only.</p> <p>Agreed one events calendar a good idea.</p> <p>BF widening access to SLT website for GC members, could do same for Building Manager for room hire/other BPT matters. BF clarified he would allow access to enable this to happen (perceived potential blocker), his concerns had been around any change in focus from SLT led to BPT led.</p> <p>Action: BF to create specific log-ins and passwords and train in use.</p> <p>If not possible for merge, would like to understand reasons why, but essential that work is not duplicated. Consensus view that SLT aspects should remain on the SLT website,</p>	<p>BF</p>

	<p>e.g. wardrobe, membership, etc.</p> <p>Action: On agenda at BPT AGM on Wed 4/9. CD to feedback to next GC.</p>	FD/LT/CD
8.	<p>Workplan Items agreed and workplan updated. See attached.</p> <p>Ice-cream to be on agenda for next GC meeting.</p>	FD
9.	<p>Liaison with BPT and BarCom Concern that communication between BPT and GC and BarCom may have slipped. Need to ensure issues being flagged up with notice.</p> <p>Standard item on future GC meetings – information to and from BPT/BarCom.</p> <p>Propose 2 joint meetings with BPT,GC and BarCom per annum. This will link with the 5-year strategy.</p>	FD
10.	<p>Open Meetings and Dates</p> <p>TC to check scheduling of future shows and alert Gen Sec if clashes with proposed open GC meetings.</p> <p>Proposed EGM either 20 Jan or 2 Mar 2020 for GC structural changes.</p> <p>SG asked if TC could be mindful that May show has enough seats to accommodate the AGM – currently scheduled for 11 May.</p>	<p>TC</p> <p>SG/FD</p>
11.	<p>AoB DH and FD to meet to agree contracts for teaching staff</p>	DH/FD