

General Council Minutes

20:00; 3 June 2019, The Old Fire Station

Present: Simon Gleisner (SG) Chair
 Chaz Doyle (CD)
 Dave Hollander (DH)
 Guy Jones (GJ)
 Gareth Milton (GM)
 Fiona Daffern (FD) Minutes
 Chris Stooke (CS)
 Bryon Fear (BF)
 Jess Osorio (JO)
 Mat Hill (MH)
 Ben Rathe (BR)
 Barry Heselden (BH)

	Item	Action
1.	Apologies Geoff Lil (GL), Lisa Thomas (LT)	
2.	Welcome Welcome to new committee	
3.	Appointments Chris Stooke formally appointed as Finance Director and Company Secretary (transferred from Geoff Lill) and co-opted to GC for 2019/20. Gareth Milton confirmed as Box Office Manager and co-opted to GC for 2019/20.	
4.	Director responsibilities All were reminded of their responsibilities of being a Director, under company law and their legal responsibilities as a Trustee under the regulation of the Charity Commission. (Paper circulated with agenda). A brief explanation of the governance between BPT, GC and the Members' Club was given, for new committee members.	
5.	Minutes of 6 May 2019 Approved.	
6.	Matters Arising (not on the agenda) Outstanding • Stage Manager's Handbook to be progressed. CD	CD

	<p>confirmed draft to be available by next GC</p> <ul style="list-style-type: none"> • Health and Safety policy to be written • Hearing Loop to be tested and implemented in August • Membership survey – GJ to circulate draft and all to comment • Furniture shed to be erected: August • BF to publish quarterly membership and publicity stats (Mar and June) • Fest Documents (profit share, no of shows, etc.) to be produced • FoH flow and FoH card payment machine (with next paper) • First Aid training (Bex to organise) <p>Completed</p> <ul style="list-style-type: none"> • Branding Guidelines (incl logo jpeg etc) to be circulated to GC • PAT testing (Bex organising whole building) • 3 quotes for hi res TV screen (BPT to approve costs) • clarified process for general queries for FoH/Box Office volunteers (via Jeanette & Gareth) 	<p>CD with Bex CD</p> <p>CD BF</p> <p>BF</p> <p>GM</p> <p>Bex</p>
7.	<p>Payments and Signatories LT picking up invoices payable from Carole, under CS guidance. Proposed LT, SG and FD become new signatories, replacing Carole, Lee, Bob and Helen. AGREED.</p>	<p>CS to notify bank of changes</p>
8.	<p>Open Meetings SG presented paper. Following AGREED: Open meetings to be held quarterly, including one being AGM. September, November, February, May (AGM). Format: Two parts i) open and ii) closed (for private business). Open part (i) to be observed with opportunity for Q&As</p> <p>To devise brief rules, agendas to be submitted two weeks before meeting and published with date/venue. Papers to be circulated 1 week before meeting, not published.</p> <p>Article for newsletter explaining process. GJ to do as an event for member check.</p>	<p>SG/FD</p> <p>SG</p>
9.	<p>Workplan FD briefly took new committee members through workplan. To be reviewed at awayday for this year's plans. FD to</p>	<p>FD</p>

	canvas members for date of awayday.	
10.	<p>Fest Norwood Slightly behind schedule because of show, but BF confirmed all going well. 7 people now involved with programming and organizing. Not able to confirm any details, but promised 'a couple of big names' and a brilliant amount of events, including Moth Project, Factory Theatre doing Macbeth, daytime workshops, evening theatre and Ceilidh on the final night</p> <p>Primary schedule to be complete by end of month.</p> <p>C 40 volunteers identified. FD requested BF talk to Bex about duty manager roles.</p>	
11.	<p>Website: content and messaging Discussed requirement for information on website for auditions: AGREED: Standard FAQs on audition page and then Directors to add show specific instructions.</p> <p>AGREED: Process and Timescales Audition notices to Helen@southlondontheatre.co.uk (copy publicity) 4 weeks before audition; to advertise at 3 weeks before. Newsletter items to Cal.beckett@gmail.com (copy publicity) by midday Mon; newsletter to be issued Fri week before show. Programme details to publicity@southlondontheatre.co.uk the Monday after Get in.</p> <p>Discussed website content and owners of information v brand oversight, log-ins and audit trail. AGREED; all to review web content for their areas and to have as a substantive discussion at the awayday.</p>	BF
12.	<p>Archives Proposal FD presented Chris Bennett's paper. Paper commended for its clarity and breadth. AGREED: for Chris to continue as proposed on all counts. Bryon Fear and Brian Fretwell also identified as having archive materials.</p>	
13.	<p>Bar Issues DH presented requested notes for Directors: Encourage cast and crew to use bar before and after rehearsals. Encourage cast and crew to volunteer for duties after a show.</p>	

	<p>All to promote social events. After shows: organise in advance; including separate staffing for late bar.</p> <p>General: Promote Mondays for building activities Discussion about continuation of Write Club (BPT ultimate decision) TC to liaise with BarCom re social events, e.g. rehearsed readings, etc. Jennifer Nettles appointed as interim Social Secretary.</p>	
14	<p>General Updates</p> <p>Finance No report</p> <p>Youth Show at the Albany went well, did not progress to the National. Classes finish 13 July. Auditions for Peter Pan coming up. Discussion about YT auditions for Sweeney Todd. As Xmas show not featuring YT members, looking for December performance opportunities. DH to discuss with TC.</p> <p>Theatre Committee November show now a gap, looking at options. Reps assigned up to Lear. Next season submissions open 17/6, close 15/7. (Publicity item needed asap). Reviewing process for cast and crew to feedback to Directors about show experiences for learning. Peter Pan proposed as Gala Show.</p> <p>Membership Full members: 309 Friends 76 Honoraries 17</p> <p>Q1 memberships subs £3145 (gross) £2987 (net) Membership night: BF agreed to do tour.</p> <p>Publicity £350 extra costs for Mailchimp (increase in distribution numbers). BF to talk to LT for accounts.</p> <p>Proposed new signage on front of Polycarb. Risk assessment required (working at height). To undertake full</p>	<p>BF/LT</p> <p>BF</p>

	<p>costing before agreement.</p> <p>Completed promotional video for wardrobe.</p> <p>GSM Need to focus on succession planning. Sound and lighting to be done as 1:1; to write newsletter article to promote 'apprenticeship approach' Yard to be cleared in August.</p> <p>Box Office Management Stats uploaded on the spreadsheet. Discussed Flow paper. AGREED to defer final decision on actions until papers 2 & 3 completed. Also to think about wardrobe and other building visitors on show nights. Need to better understand how merchandise will work and payments.</p> <p>Box Office/FoH reporting and governance to be included in joint BPT/GC meeting with Eve Salomon.</p> <p>BPT No meeting since last GC. General activities including progress against community activities, governance and business plan documents and website progression. CD to organize meeting with Bex and Jeanette re fire exit instructions and responsibility.</p>	CD
8	<p>AOB Sarah at the Hope requested 2 raffle ticket prizes. AGREED. AGREED general rule to give ticket rather than Friend membership.</p>	
9	<p>Next Meeting:</p> <p><u>8 July at 8pm at the old Fire Station.</u></p>	