

General Council Minutes

20:00; 8 July 2019, The Old Fire Station

Present: Simon Gleisner (SG) Chair
 Dave Hollander (DH)
 Gareth Milton (GM)
 Fiona Daffern (FD) Minutes
 Jess Osorio (JO)
 Ben Rathe (BR)
 Barry Heselden (BH)
 Lisa Thomas (LT)

	Item	Action
1.	Apologies Chaz Doyle (CD); Guy Jones (GJ); Chris Stooke (CS); Bryon Fear (BF); Mat Hill (MH)	
2.	Minutes of 3 June 2019 Approved, with the following amendment <ul style="list-style-type: none"> BF to publish quarterly membership and publicity stats (Mar and June) To read <ul style="list-style-type: none"> BF to publish quarterly membership and box office stats (Mar and June) 	
3.	Matters Arising (not on the agenda) Outstanding (new actions/comments in bold) <ul style="list-style-type: none"> Stage Manager's Handbook to be progressed. Link sent to progress so far. CD confirmed draft to be available by next GC Health and Safety policy to be written Hearing Loop to be tested and implemented in August Membership survey – GJ circulated draft final comments to be sent to Guy by Friday 12 July Furniture shed to be erected: August BF to publish quarterly membership and box office stats (Mar and June) BF to give GJ and GM website access by end of July so they can publish their own stats. 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) SG to send Directors' Pack to new GC to update with publicity timescales and contacts 	CD CD with Bex CD CD BF BF GM Bex SG

	<ul style="list-style-type: none"> Risk assessment (working at height) for Polycarb signage <p>Completed:</p> <ul style="list-style-type: none"> CS commenced process of notifying bank of signatory changes. Standard audition FAQs on the website actioned. BF discussed Mailchimp charges with LT 	BF
4.	<p>Open Meetings</p> <p>FD introduced GC Open Meetings paper. Approach APPROVED.</p> <p>SG to draft brief article for newsletter explaining process to pass to Cal by Mon 15/7. GJ to do as an event for member check.</p>	
5.	<p>Honoraries</p> <p>SG proposed Lee Ridgeway, Carole Coyne and Pam Lyne for honorary membership. Current SLT Bye-laws restrict honorary membership to 5% of the total Membership, including non-paying members. It is permissible for GC to vary bye-laws and notify membership at the next AGM. Whilst absolutely noting the necessity to minimise number of honoraries it was unanimously agreed to vary the max to 7% of membership and agreed honorary status to these individuals.</p> <p>SG to write to individuals and announce at Season Announcement.</p> <p>DH to draft a document outlining principles for having honorary status conferred</p>	<p>SG</p> <p>DH</p>
6.	<p>Awayday Agreed date 31 August 10 – 4pm</p> <p>Agenda:</p> <ul style="list-style-type: none"> Website Design and access and consideration of Office 365 for email. FoH Flow Succession Planning and GC management (governance) of wardrobe, FoH, raffle and box office. Training Agenda and role of Training Director Volunteering 	

	<ul style="list-style-type: none"> • Fest Norwood • Finalise workplan • 	
7.	<p>Fest Norwood GM waiting on copy, image and prices to upload tickets on Ticketsource. Discussed staffing/resourcing schedule and legal requirements to have adequate cover. AGREED: SG to write to BF for info on above asap. AGREED: Need to be assured of adequate staffing resourcing before tickets put on sale.</p>	SG
14	<p>General Updates</p> <p>Succession Planning SG introduced new standing item as need to plan for next 12 months.</p> <p>Finance CS preparing 6 month figures to end June and trying to work out the implications of VAT digitisation. More on the former soon, the latter is deeply uninteresting. Companies House returns are done, Charity Commission will be done this month.</p> <p>Youth & Safeguarding Year coming to conclusion. Next term starts 14/9, all dates set up. Regular teachers now paid on payroll; genuine one-offs to invoice as self employed. DH and FD to discuss contracts and JDs. Peter Pan up to speed with safeguarding issues. 1 YP per night. DH exploring use of Love Admin to store DBS information.</p> <p>Theatre Committee 16 submissions received form 11 Directors so far. Deadline 15/7. Meeting to approve 16/7. Season launch 17/9. Oct slot now filled. LT to direct The Night Heron.</p> <p>Membership No report</p> <p>Publicity No report</p> <p>GSM No report</p> <p>Box Office Management</p>	FD/DH

	<p>Raffle stand moved to end of desk resulted in improved flow. Couple of new people to train on box office. Hopeful that some trained for Fest will continue to volunteer.</p> <p>BPT Nothing to report. To pursue joint meeting with BPT/GC</p>	
8	<p>AOB Adam confirmed (via text) he has now received list of requirements for bar volunteers for Fest. Agreed a couple of comp tickets for visa card providers as thank you for special deal. DH raised possibility of using Office 365 to manage emails. DH to investigate and propose options.</p>	
9	<p>Next Meetings:</p> <p>31 August Awayday 10 – 4. Venue tbc.</p> <p>16 September Open GC, 8pm (apologies from FD who will be on holiday)</p>	