

General Council Minutes

20:00; 16 September 2019, The Old Fire Station

Present: Simon Gleisner (SG) Chair
 Dave Hollander (DH)
 Chaz Doyle (CD)
 Bryon Fear (BF) Minutes
 Chris Stooke (CS)
 Lisa Thomas (LT)
 Barry Heselden (BH)
 Mat Hill (MH)
 Jess Osorio (JO)
 Gareth Milton (GM)

	Item	Action
1.	Apologies Fiona Daffern; (FD) Guy Jones (GJ); Ben Rathe (BR)	
2.	Introduction SG welcomed attendees to first open GC and explained process of meeting ahead	
3.	Minutes of 8 July 2019 Approved Minutes from Awayday 31 August 2019 Approved	
4.	Matters Arising (not on agenda) Outstanding (new actions/comments in bold) <ul style="list-style-type: none"> • Stage Manager's Handbook in progress to be completed by end of month • Health & Safety Policy aim for completion end of September • Hearing Loop not tested yet need to find time with Carole Coyne, for performances directional mics needed, SG would like it up and running in time for Christmas shows • Membership Survey postponed new date tbc • Box Office and Membership Stats Membership Stats published by BF, GJ has access, GM yet to have access • Fest Docs BF Completed • First Aid Training Still outstanding SG to pick up with FD • Risk Assessment (working at height) for Polycarb, Council to be contacted re: signage • Honoraries List criteria to be drawn up 	<p>CD</p> <p>CD, FD, Bex</p> <p>CD</p> <p>BF</p> <p>Bex</p> <p>BF</p> <p>DH</p>

	<p>Completed:</p> <ul style="list-style-type: none"> • Fest Docs BF • Director's pack to be sent to GC, SG • Contracts and Job descriptions completed FD & SG 	
5.	<p>Awayday</p> <ul style="list-style-type: none"> • Training Agenda, plus additional activities ongoing • Tech Training create a document with proposals and create publicity shot inc. Spotlight on GSM by end of October • TC to discuss set builds and reqs with directors at Season Announcement • TC to ensure all directors have an AD – TC have emphasised need for Ads but not enforced as mandatory – agreed that action still needs to be carried out • Volunteering – to continue to encourage all to use the bar (was noted that past couple of weeks this has been happening with positive results) • Spotlight on Bar Duty • Management Structure of GC – comments to SG outstanding new deadline of Friday 20 September • Succession planning – ongoing • Structural changes of GC SG & FD to meet • Website Log-ins to be allocated by next GC • BPT Website – agreed 2 websites is bad idea, BPT website ONLY to have room hire information, MH questioned need for it to go live at all if aim is to work towards single website which needs discussion with BPT (Charlotte Benstead (CB) to be included) • Ice Cream debate to be had at next GC • Bar Comm & BPT Liason to be better • Open GC Dates to be checked for clashes • Proposed EGM – date to be confirmed • Strategy Planning – BPT 5 yr plan has 50 recommendations for consideration, SG, CS, CB and Jason Salmon (JS) met to discuss how to proceed – SG to create paper (in next 2 weeks) regarding potential decisions in respect to Governance & Roles and what GC may look like in future <p>Completed:</p> <ul style="list-style-type: none"> • Honoraries list and Chair update published on website SG & BF 	<p>DH CD</p> <p>TC</p> <p>TC</p> <p>GJ</p> <p>SG, FD BF CD, BF, CB</p> <p>TC</p> <p>SG</p>

6.	<p>Flow Papers</p> <ul style="list-style-type: none"> • GM has looked at customer flow – what is the focus of flow: to get people to bar which makes the most money for SLT. Where raffle situated is key to flow – recommendation is to move into corner by elevator or end of desk – agreed to trial both places. • BF suggested that flow could also be improved if cobos and ticket slaes were separated with FoH dealing with cobos • GM to change wording on TicketSource to discourage printing of eTickets to limit customers from thinking they only need paper ticket to access auditorium • Agreed to have combo of cash and card payments • Agreed iZettle is better for multiple products • Agreed that saleable goods will expand (inc merch) • Question is who sells expanded products – was agreed that training would be needed but that iZettle is fairly easy • Need to look at merchandise options • Seating: agreed to take JO 2 Bell Theatre seats to be placed with existing ones – GC agreed that whilst we need to provide some seating in foyer for those that require it, focus should be to get people to the bar so to limit seats available • Agreed that foyer needs signage – BF indicated he has got quotes for neon Box Office sign (where this would go if bought to be decided) 	<p>GM</p> <p>BF</p>
7.	<p>Archive</p> <p>Chris Bennett (CBt) invited to talk about the need for an official permanent SLT archive</p> <ul style="list-style-type: none"> • Cbt identified current archive as Publicity & Show focused (production archives, albums of images and cuttings, posters and programmes etc) • There are modest administrative archives • No minutes or ledgers with exception of finances • Concluded what we have is in good condition, collection is safe but not secure, incomplete and not accessible • Omission of accountability (minutes etc) to be resolved – Geoff Lill (GL) has some <p>Recommendations:</p> <ul style="list-style-type: none"> • Archive needs to be stored properly • Only keep worthy material • No need for duplicate materials 	

	<ul style="list-style-type: none"> • Preservation copies of everything need to be kept • Our archive should be catalogued with Lambeth • Photographs: we need to identify who are in them – will be ongoing and potentially fun project • Digital Copies are good but need to have correct meta data including who is in photographs, dates, production name etc. • Risk of copyright breach unlikely as most materials are by members of members • We should consider a permanent preservation of digital materials • Should be a living archive not paper museum • GC to approve any proposed deletion of any materials in archive • Posters and photographs to be preserved properly (ie flat) 	
	General Updates	
8.	Finance <ul style="list-style-type: none"> • In the 7 month lead up to July we are slightly behind budget on shows over costs from BPT. • Other expenditure however on track if not slightly lower than expected. • Ticket sales for last 2 shows a little down • Xero system highly recommended by CS 	
9.	Youth <ul style="list-style-type: none"> • Back in session with 150 students on roster • We have 2 new teachers • End of term will have showcases as Youth not involved in Seasonal shows • Youth show next year is a part of the Season Announcement (to continue making membership aware of the Youth Theatre and the benefits of it to SLT) 	
10.	Theatre Committee <ul style="list-style-type: none"> • Season Announcement tomorrow • Submissions for summer family show still open • March – August shows now set (waiting on rights for 2 of them) and following season has been plotted 	
11.	Membership – no report	
12.	Publicity <ul style="list-style-type: none"> • Taking part in Great North Wood Festival was worth while, many people engaged with SLT members on stand 	

	<ul style="list-style-type: none"> • New Season Brochure popular • BF has spoken with Adam Crook (AC) to create a piece about the evolution of the theatre bar to highlight it and the activities that take place there 	
13.	GSM – no news	
14.	Box Office <ul style="list-style-type: none"> • New number working well GM gets updates on phone when messages are left • All 2019 shows are now on sale • Emails for volunteer help to be checked re: GDPR 	
15.	BPT <ul style="list-style-type: none"> • Comms to and from BPT and SLT to be more frequent • BPT awayday to look at Ways of Working 	
16.	Bar Comm <ul style="list-style-type: none"> • Comms to and from Bar Comm and SLT to be more frequent 	
17.	Q&A from attendees <ul style="list-style-type: none"> • Jeanette Hoile (JH) concerned that any changes based on the Flow Papers need to happen with a decent lead time for volunteers to be given enough time to absorb changes to working • Cbt asked what was the Awaydays referred to. SG explained the purpose of the Awaydays • JH asked what is the status of the hard copy Newsletters which have not been sent out recently. BF pointed out that this was not an agenda item and would be discussed at next GC • Mike Smart (MS) asked about access to therapy rooms on top floor and was BPT responsible for this room. 	
18.	Videos <p>Bex Law presented 2 videos that have been created over the past couple of months. The first one about SLT and it's members, a part of an Oral History imperative shot and created by Rob Tavernier, the second an army recruitment style video about the value of SLT as a part of the wider community.</p>	