

General Council Minutes

20:00; 11 November 2019, The Old Fire Station

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

OPEN Meeting – no members in attendance

	Item	Action
1.	Apologies Chris Stooke (CS); Ben Rathe (BR)	
2.	Minutes of 14 October 2019 Approved	
3.	<p>Matters Arising (not on agenda)</p> <p>Outstanding</p> <ul style="list-style-type: none"> Health & Safety Policy draft completed and some comments received from GC and BarCom. Waiting for comments from CD then to circulate to BPT and GC for joint sign off Stage Manager handbook to be completed 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 First Aid Training: progressing FD to raise with Bex Tech Training create a document with proposals and create publicity shot inc. Spotlight on GSM by end of October Two additional Bell theatre seats to be placed in foyer Box Office sign quote To put Director's Handbook onto the Website GM and DH to talk about concessionary pricing for YT members. Started but not concluded. Box office phone to be replaced <p>Completed:</p> <ul style="list-style-type: none"> Honoraries List criteria completed and circulated by DH AGREED recommended numbers and proposal for rescinding. To put to members at EGM Open GC Dates to be checked for clashes Spotlight on Bar Duty 	<p>CD FD CD CD to talk to Gerard FD/Bex</p> <p>CD CD BF TC GM/DH</p> <p>GM</p> <p>FD</p>

4	<p>BPT/GC/BarCom Awayday SG updated those not in attendance:</p> <ul style="list-style-type: none"> • Talked about vision and mission for each separate committee and also jointly. • Good discussion about joint aims. • Varying views about operating model, but agreed to keep as is in the short term at least. • Key areas of mutual interest include marketing, website and building management. • Also good discussion about Youth and Training led by DH. <p>ACTIONS: SG to distribute outputs paper to GC SG to include update in Membership news article</p>	SG SG
5	<p>Communications to and From BPT Resilience money agreed for:</p> <ul style="list-style-type: none"> • First aid training as long as it is spent by the beginning of December. • Ice cream trials to purchase 2 freezers (a display and a storage one) and first lot of stock & iZettle needs • Grant to youth to develop the additional sessions we agreed at the away day, and • Volunteers Xmas event/training <p>Noted 'save the date' Invite to volunteers party been sent out by Jeanette, on the same day as SLT Xmas party. BarCom to resolve with Charlotte.</p> <p>Wardrobe marketing strategy - We have someone working on wardrobe at the moment and this is proving really useful. However, need to consider extra capacity if increased traffic. Further discussion with Jenny and Jess's re training would-be wardrobe helpers & see if we can extend opening hours.</p> <p>General marketing - We have a suitable candidate, to progress with advice.</p> <p>Fest development – Some funding for next year identified. Fest Cmte needs to develop criteria for spend and set up an account to be paid into. Suggest a community club bank account with at least 3 signatories and GC oversight.</p> <p>Fundraising plan update/fundraising - Gerri McAndrew is leading.</p> <p>Building H&S plan – Bex has identified an external contractor for building audit.</p> <p>Importance of any resilience money to be spent by 20 December</p>	

	<p>stressed.</p> <p><i>Messages out:</i> Request for Bex to attend Jan GC to talk about air ducts and maintenance plans. Thereafter a monthly update of progress to be provided.</p>	FD
6.	<p>Communications to and From BarCom Variable attendance at socials. To include question in February membership survey.</p> <p>LT raised concern for bar staff with lengthy shows and pressure to stay open late. AGREED TC to notify BarCom early where shows likely to finish late to agree protocol.</p> <p><i>Messages out</i> GC requested monthly bar reports showing sales trend. GJ to produce</p>	GJ GJ
7.	<p>New Structure & EGM Proposed new structure agreed with change of name from Theatre Manager to General Technical Manager.</p> <p>EGM to be held on 3 February at 8pm followed by short BarCom EGM. AGREED Proposed recommendations in FD paper re wording of resolution changes and timeframes. FD to add recommendations re honoraries changes. FD to contact Adam re Bar Com resolution wording. FD to co-ordinate comms, etc.</p>	FD
8	<p>Fest Norwood Document started but not completed; to be circulated within a week.</p> <p>General questions and issues can be started via email and to discuss more fully in December GC.</p>	BF
9	<p>Ice-cream Trial LT reported BarCom not happy with ice-cream trial decision; feel decision pushed through. SG to contact Adam.</p> <p>Rationale for speed was need to spend resilience money and stressed this was a trial. Important to trial for Sweeney Todd and Christmas carol as good audience demographics. SG and CB approved and SG takes responsibility for decision.</p> <p>Discussed importance of stock control. LT to discuss food safety with Bex. LT to look into lockable cash box. AGREED to proceed as trial and include BarCom in review.</p>	SG LT LT
	General Updates	

10.	<p>Finance CS emailed the following update:</p> <ul style="list-style-type: none"> Budget meeting covering 2020 budgets for BPT and SLT is arranged for 4th December, key issue will be interface between the two entities where BPT costs are still settling down – we will have a pretty accurate outlook for SLT 2019 by then GL and CS have got Begbies started on the VAT review, could be a very significant change CS agreed the profit shares for Fest with BF, similar principles used as for Stanley Halls <p>Youth</p> <ul style="list-style-type: none"> DH reviewing Training Director JD/PS <p>Theatre Committee</p> <ul style="list-style-type: none"> To discuss rep cover in BR's absence Launched show feedback forms. Requested for the format to be shared with GC. Note, content will be shared with wider GC only if action required. Summer show to be confirmed <p>Membership</p> <ul style="list-style-type: none"> New Members' Night on 19 November <p>Publicity</p> <ul style="list-style-type: none"> Lots of new sign-ups for the mailing list Winter brochure session arrived Website had 19,500 hits last month <p>GSM</p> <ul style="list-style-type: none"> Draft Stage Manager's Handbook appendices still to be completed. Received comments from FD. To complete for sign off at Dec GC. At edge of budget. Yard needs to be cleared. Proposed twice-yearly skip. CD to discuss with GL. Upgraded software for shows. <p>Box Office</p> <ul style="list-style-type: none"> Sales going extremely well for Sweeney Todd Flow trials progressing well. All preferred raffle in the corner. iZettle payments now introduced. 	<p>TC</p> <p>CD</p> <p>CD</p>
11.	<p>AOB</p> <p>CD raised whether GSM money could be re-appropriated from BPT where items for shows then used within the building? E.g. shelves from 'How to Disappear' will be used for archiving. CD to raise with GL</p>	<p>CD</p>