

	<p>Completed</p> <ul style="list-style-type: none"> • Director’s Handbook on the Website • FD has access to the policies section of the website • Guidance for FoH, backstage and actors where unplanned attendees with special needs – circulated to discuss in June • Rights – CS and LT took off line, Agreed not to make any further up front payments. • AGM comms gone out to members <p>Outstanding – to be completed on return to Theatre</p> <ul style="list-style-type: none"> • Operators’ Handbook • Hearing Loop to be tested • Two additional Bell theatre seats to be placed in foyer – CD to speak to Hans to action • Info on how to work the heaters in the foyer (Bex) • Training Director JD to be circulated (with Charlotte for funding review) – discussed hold up re fundraising and what the job needs to be (2 or 3 days). • Volunteer training weeks • Mission and vision to membership to be circulated prior to AGM • AHU Reconfiguration • Membership Survey (review in 6 months) 	<p>CD CD CD FD SG SG SG GJ</p>
4.	<p>Communication to and from BPT None.</p> <p>FD to investigate ICSA advice on virtual AGMs.</p>	<p>FD</p>
5.	<p>Communication to and from BarCom None</p>	
6.	<p>Merchandise BF was thanked for his research to date and circulated proposals for merchandise options and all for comments so far. Need to resolve merchandise to be offered, payments and distribution.</p> <p>iZettle preferred to Paypal. CD and BF to discuss setting up, using the FoH iZettle account with GM.</p> <ul style="list-style-type: none"> • To set up a merchandise shop online it would cost £30pm. Acknowledged it would look professional and easier to manage, but need to ensure there would be sufficient income to cover costs. • Minimum order of 24 items (printed or embroidered – not a mix). Suggest hoodies a limited offer as more expensive. • Question raised as to whether there was sufficient offer (t-shirts, mugs, hats, hoodies) for sufficient month-on-month demand to justify size of orders and cover running costs, even in different 	<p>CD, BF, GM</p>

	<p>colours.</p> <ul style="list-style-type: none"> • Question raised as to whether the logo should just be SLT or include South London Theatre in full. • Confirmed it would be possible to do show merchandise. Would need to allow sufficient lead-time and there would be some set-up costs. <p>Proposed BF to do some further research on likely turnover of goods and preferences on style (within limitations). AGREED.</p>	BF
7.	<p>Fest Norwood Acknowledged FEST in the Theatre not possible this summer – looking at online opportunities, e.g. FEST shorts (5 minute films) Siobhain investigating YT proposal. Megan investigating Street Art opportunities</p> <p>BF to collate and circulate more detailed proposals this week.</p> <p>Mid-June latest for final decisions and to start promotion. BF suggested it should all be free Paper requested to confirm costs and how these will be met.</p> <p>BF to refresh the donation page</p>	<p>BF</p> <p>BF</p> <p>BF</p> <p>BF</p>
8a	<p>Coronavirus Exit Strategy BR and TC thanked for the paper outlining different scenarios.</p> <p>Most likely scenario would be long-term before opening up properly. CD estimated max of 25 people in auditorium if socially distancing.</p> <p>Focus on online streaming opportunities.</p> <p>CD and BF to investigate streaming options and costs. DH mentioned cast member of Love and Information has VR experience.</p>	BF/CD
8b	<p>Touchless contact GM was thanked for his paper on touchless contact on returning to the Theatre. Principles welcomed and endorsed. Proposed to replace Visa Global payments with iZettle. Proposed to install scanners on iZettle to replace auditorium passes. Proposed to remove cash from process wherever possible.</p> <p>Final decisions to be made prior to return to Theatre.</p>	
9	<p>Something Like Theatre Members invited to submit monologues/scripts by end of May. Rehearsals/recording during June c20 people responded so far.</p>	

	SG requested that TC take overview of and co-ordinate all new activities. AGREED.	
	General Updates	
10.	<p>Finance Forecasts now complete up to Dec 2021. Received business rates grant of £25k. Circulated draft Note for accounts and to protect us financially as Directors. AGREED.</p> <p>Youth Nothing to add</p> <p>Theatre Committee Nothing to add</p> <p>Membership Revenue down 58% from April 2019. Combination of some not renewing and no new joiners. Agreed GC must maintain membership – requirement of our Articles – as must others involved in activities.</p> <p>Publicity Nothing to add.</p> <p>GSM Small amount of essential maintenance work continuing to be undertaken by Hans. Building checks happening.</p> <p>Box Office Nothing to add.</p>	
11.	<p>AOB None</p>	