

General Council Minutes

20:00; 08 June 2020, by Zoom

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

	Item	Action
1.	Apologies Ben Rathe (BR)	
2.	Minutes of GC 11 May 2020 Approved	
3.	<p>Matters Arising GC (not on agenda)</p> <p>Outstanding</p> <ul style="list-style-type: none"> • Stage Managers' Handbook <ul style="list-style-type: none"> ○ A couple of photos to be added on Friday, to complete by 14 June and circulate • General Technical Manager's Handbook <ul style="list-style-type: none"> ○ A couple of photos to be added on Friday, to complete by 14 June and circulate • Ice-cream review - still to be completed • Chinese take away drivers parking outside our fire exit. CD exploring legal options to mark pavement with Lambeth. To do on Friday. • Fob deactivation – Message came out from Charlotte re issue with deactivating. CD to check completed. <p>Completed</p> <ul style="list-style-type: none"> • 200 Club. Article published. Cal Beckett has volunteered to run the club. Current members contacted. After some extended correspondence with Love Admin, all ready to launch in September. <p>Articles for newsletter:</p> <ul style="list-style-type: none"> • Being a Director at SLT • Step Into Acting 	<p>CD</p> <p>CD</p> <p>SG</p> <p>CD</p> <p>CD</p>

	<ul style="list-style-type: none"> • CD has investigated a couple of streaming options. Pre-recorded content is easier, streaming more complicated, but possible. We need to work out what we want to deliver to identify best package. <p>Following Ben’s paper last month, TC to work through, with technical advice from CD, options for usage and to put proposal forward. DH also investigating options for his project. To consider any needs for Fest. TC to take overview.</p> <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>TC/DH</p> <p>CD CD CD</p> <p>FD SG/DH</p> <p>SG SG</p> <p>GJ</p>
4.	<p>Communication to and from BPT None.</p>	
5.	<p>Communication to and from BarCom None</p> <p>SG noted he was continuing to communicate with other Chairs and in particular how we might open and operate the bar in the future. AC leading.</p>	
6.	<p>AGM FD talked through the paper with proposals for holding the AGM on August 17th virtually via Zoom, due to government guidance on social distancing during the current pandemic. Whilst SLT Articles state the meeting should be in person we had reviewed guidance from the Charity Commission which states they would accept such variations in these exceptional circumstances. All other requirements of the Articles and Bye-Laws can be met. This approach has been discussed with BPT and Members’ Club Chairs and there was agreement with this principle, subject to GC and MC approval.</p> <p>GC AGREED this approach, subject to any changes in government</p>	

	<p>advice nearer the date in terms of relaxing social distancing. Notifications to go out on 17 June.</p>	
7.	<p>Merchandise BF and CD have reviewed the iZettle shop option and don't think the £30 monthly fee is going to fly.</p> <p>BF has set up a system on the website whereby people can fill out a google order form, where we collate the items, work out the price and send the customer an iZettle link for payment as and when we have enough orders to be cost effective.</p> <p>It is proposed to open up merchandise for now in short bursts. To concentrate orders making them cost effective and also easier to manage. When we return to a fully open and functioning building we can review how we sell merchandise going forwards.</p> <p>With regards to the design it is proposed t-shirts will be logo only, hoodies will be logo and name.</p> <p>Other brand items like mugs etc. can have more information on them if we so wish.</p> <p>Gareth has set up a list of merchandise items on iZettle for tracking and managing best sellers.</p> <p>BF to now check the suppliers are back up and running so we can launch. Subject to this, we could launch in 2 weeks.</p> <p>CD and AR have volunteered to do local deliveries. BF and MH can also do this. P&P to apply if out of London.</p> <p>GC AGREED the above. Highlighted the need for a clear no returns policy (unless faulty).</p>	BF
8.	<p>Fest Norwood BF presented the proposal of events for the Fest - shorter week, some familiar and some new events:</p> <p>We have £500 from the BPT to cover costs, but the ideal would be to encourage donations for all activities. To agree best way of receiving donations.</p> <p>There is also a proposal to run a pop-up bar in the yard - to be discussed with agreed by the Members' Club. The idea is to make it like a mini beer festival with a focus on the 'local'. This is subject to any licence changes to sell 'take away' alcohol.</p> <p>Proposal for the Fest Programme (£ = monetised event)</p>	

Move dates to shorter festival. Launch Sunday August 9, finish on Saturday 15.

- (£) Fest Shorts as screenplays. We want our writers, directors and actors to embrace the medium of being on camera. With the easing of lockdown we will be able to take advantage of putting together short films that can be done with a level of professionalism that can't be achieved with webcams. Anna will curate the scripts and give direction on what is achievable as a screenplay. Also, Chaz & Bryon do the editing to keep it sharp, professional and on brand. Shorts to be aired 2 nightly from Monday evening. (See attached doc)
- Treasure Hunt - Fun for the family, with some sort of prize? Approach the Picturehouse for prizes.
- Community art trail. Pure fun to engage all community. Engage community to create artworks to go in windows or outside their houses, and then we create a blue plaque trail using a downloadable map highlighting the artworks on display - encourage everyone from kids to professional artists to display their art.
- Promenade piece in the cemetery. Either a full script or shorts set about the space. Perhaps short scenes tied in with the current tour. (Awaiting confirmation from Friends of West Norwood Cemetery)
- (£) Still life drawing via Zoom.
- Photographic Challenge: Recreate your favourite theatre poster (from SLT archive) or scene from a play (scene could be recorded on phone and sent in for judging and then best one or best few could be screened on zoom to an audience)
- West Norwood Choir Performance / possible workshop
- Picturehouse Online film event
- Online Make-Up workshop with Lily Ann
- Open Mic Night
- Play Reading with Jennifer Nettles - Taster session
- Comedy workshop and performance with Angela Barnes (awaiting confirmation)
- (£) Close festival on the Saturday with a one act play (director / play to be selected - suggest using Nick Hern scripts for ease of rights)

Fest Youth Activities (£)

To consider whether it will be possible to have in person activities (subject to same social distancing measures in schools). If not, Siobhán has collated some resources and online activities that the kids could do if we can only engage them via online means.

Also - there is a Nick Hern drama Time Capsule project we could hook the kids up with: <https://hightide.org.uk/lighthouse-programme/hightides-digital-youth-theatre/>

	<p>It was questioned whether there are enough writers to write scripts for the Shorts by the end of this month, particularly as DH is also using members who are writers for the Something Like Theatre project. DH and BF to discuss offline.</p> <p>It was discussed whether we could plan in parallel for live plays if government advice changed? Concerns of potentially duplicating work and ability to rehearse also flagged.</p> <p>Debate about whether we could sensibly distance Youth workshops inline with what is happening in schools. Differing views expressed about whether we could be considered an equivalent to schools. Suggested more research about how similar organisations (e.g. Scouts) are working.</p> <p>Above AGREED to proceed.</p> <p>Discussed donations. Ticketsource can do. CS to explore most cost effective and straightforward means.</p> <p>CS reminded that the BPT donation was intended to be recovered by donations etc.</p> <p>BF to update the donations page on the website</p>	<p>CS</p> <p>BF</p>
	<p>General Updates</p>	
<p>9.</p>	<p>Finance Audit almost completed. CS will discuss with GL printing of the Annual Reports in time for the AGM.</p> <p>VAT Return completed. Deferring payment under the government scheme.</p> <p>Youth Need to plan strategy from September. DH had expected to step down and new employed Training Director in post. DH will stay for transition. DH to talk to teachers about availability etc for next year and plans for teaching. DH will do an end of year bulletin for parents.</p> <p>Theatre Committee Nothing to add. Limited advice available from the UK government about theatres so been reviewing advice from the Irish government. Very H&S focused. Really up to BPT when the building can be opened.</p> <p>SG asked TC to continue working on options if the audience can't come into the building.</p>	

	<p>Membership Only one new member in May. A spate of renewals in June so far.</p> <p>Requested BF to provide a 200@southlondontheatre.co.uk email for Cal.</p> <p>Publicity Our website host had gone bankrupt due to the pandemic and BF has transferred to a new site with 24 hours notice. Requested reclaim £25 cost of migration to new servers. AGREED. BF thanked for this extra work to not lose the website. Phew.</p> <p>GSM Nothing to add.</p> <p>Box Office All shows now cancelled.</p> <p>CS asked if we should continue paying Global Payments if everything moving to iZettle? Discussed need for wardrobe to have facilities if iZettle preferred means of taking payment. CS to contact Carole Coyne/Bob Callender who set up the initial contracts for details of cancellation terms.</p>	<p>BF</p> <p>CS</p>
11.	<p>AOB None</p> <p>Next meeting 13 July 2020.</p>	