

## General Council Minutes

### Open Meeting

20:00 10 January 2022, on Zoom

Present: Simon Gleisner (SG); Chair  
Marissa Papas (MP)  
Fiona Daffern (FD); Minutes  
Gareth Milton (GM)  
Cal Beckett (CB)  
Guy Jones (GJ)  
Will Howells (WH)  
Lisa Thomas (LT)  
Barry Heselden (BH)  
Jo Boniface (JB)

In attendance Carole Coyne; Charlotte Benstead; Jeanette Hoile; Phil Ross

	Item	Action
1.	SG welcomed members who were in attendance and clarified how the meeting would be conducted.	
2.	<b>Apologies</b> Chris Stooke (CS)	
3.	<b>Minutes of GC 13 December 2021</b> Approved, with request to clarify Jenny Bennett and Jo Boniface as JBen and JBon. ( <i>FD - Completed</i> )	
4	<b>Matters Arising</b> Piano – SG awaiting details from Alan Walker  Aug 22 slot – no suggestions/ requests sent to TC yet. CB will widen out the call.  Banner – SG still in communication with provider.  Event booking process: 24 Jan Directors' event sorted. CB has created a slimmed down version of the document. Awaiting comments from Adam, BH and WH. GJ asked if open evening – 3 <sup>rd</sup> Wed of the month can be included.  EDI – SG fed back that a few of us had attended an illuminating workshop of Diversity and Inclusion for small amateur groups. A follow up meeting is planned for this week to progress actions. CB confirmed she had already spoken with Phil Ross about how we can reach a wider community through Brixton Buzz. Also need to build information in the membership system to drive priorities. Agreed to progress actions especially relating to autumn/winter scheduling so as not to lose momentum.	SG  CB  SG  BH/ WH  SG/CB/ FD

5.	<p><b>Volunteering Subgroup</b>  MP presented progress on the Volunteering Sub-group.  Terms of Reference:  <i>Objectives:</i></p> <ul style="list-style-type: none"> <li>➤ How do we engage with existing volunteers</li> <li>➤ How do we reach the current membership - to ask them to volunteer including first timers</li> <li>➤ How to reach new members - get them to sign up?</li> </ul> <p><i>In Scope</i></p> <ul style="list-style-type: none"> <li>➤ FOH Volunteers (including box office)</li> <li>➤ Bar Volunteers</li> <li>➤ Wardrobe Volunteers</li> <li>➤ Maintenance Volunteers, both on-set and and off</li> </ul> <p>In discussion we added Publicity and events and those that support hire activities.</p> <p><i>Out of Scope</i></p> <ul style="list-style-type: none"> <li>➤ GC membership, BPT membership, Members Club committee membership</li> <li>➤ Employees of SLT and BPT</li> </ul> <p>Sub-group comprises: Lily-Ann; Barry; Adam; Gareth and Marissa</p> <p>The group is reviewing both recognition and recruitment. Under recognition we discussed SLT noticeboard for volunteer recognition; real-time rewards for different categories; thank you to volunteers events. We identified the need to a clear budget, possibilities of merchandise and 'tiers of achievement' to recognise those that volunteer a lot and those that volunteer occasionally.</p> <p>Under recruitment we discussed open evenings, website and training.</p> <p>There is some further work to be done and different groups to talk to, and further progress will be discussed in Feb.</p>	MP
6	<p><b>Website</b>  GM reported that Chaptr were two weeks behind the recently agreed development plan due to covid/sickness and a developer leaving. GM has had an open and frank conversation with them about our disappointment with speed of progress to date and our expectations moving forward. They have agreed a more pro-active weekly reporting schedule and acknowledged our concerns.</p> <p>The new 'go live' date is now 9 April. CB confirmed that static copy was 75% completed.</p>	

	<p>FD queried if there was any financial compensation if further delays? GM thought unlikely but would review. Chaptr had underestimated the work and so were doing it 'at cost' rather than with profit.</p>	
7.	<p><b>Adult Training</b>  JB reported following activities:  Stage Management Workshop on 11 Jan. 12 people booked.  Operator training on 19 January. 8 people booked.  Next topic will be: lighting design and rigging. Date tbc  Janine Wunsch delivered some great Shakespeare workshops.</p> <p>CB reported that the Directors meeting on 24 Jan would also be promoting the role of ADs and Stage Managers etc.</p> <p>Phil commented that it would be really useful to have access to a knowledge bank/videos of how things worked.</p>	
8.	<p><b>BPT and Bar Update</b>  FD reported back from the BPT AGM, held on 5 January 2022. Chaz Doyle stepped down and was thanked for his enormous contribution, particularly around the refurbishment. Bryon Fear was appointed as a new BPT Trustee.</p> <p>CS will be handed over the Company Secretary role from Geoff Lill.</p> <p>A key concern discussed was the expected hike in gas and electricity prices this year. Jason has secured a deal for the coming year but this is a concern.</p> <p>We believe we have the money needed for capital works. It is proposed to have a small working group with representatives from BPT, GC and MC. Discuss with SG if you wish to be the GC volunteer/s to be part of this group.</p> <p>It was noted the Rusty Beam fundraiser at the end of each Mirror Mirror performance raised around £1000. Many thanks to the FoH and box office volunteers for rattling buckets so effectively!</p> <p>GJ reported that the bar was aiming to return to a more regular pattern of opening, Omicron permitting.</p>	
	<p><b>General Updates</b></p>	
9.	<p><b>Finance</b> – CS had confirmed all on track</p> <p><b>Youth &amp; Volunteering</b> – MP reported the new term has started, lots signed up and great feedback on the teachers received. The end of term showcase was really well received. The community performance of Mirror Mirror had 55 attendees – really good to welcome families who would not normally access theatre. 8 people attending the</p>	

	<p>projectionist workshop and 5 people have passed their chaperone training through LB Lambeth.</p> <p>CB confirmed she had spoken to Chaz about doing a community performance for Alice and he has agreed.</p> <p>Teresa will be talking to the new Directors about Safeguarding for shows. FD asked that Gerri McAndrew be looped in as DSO.</p> <p><b>Theatre Committee / GTM</b> - Submissions will be requested shortly to complete the rest of the year. Submission window will be to the end of Feb with announcements end of April. Looking to encourage more diverse playwrights and casting opportunities.</p> <p>BH reported 2 great clear out days in January, including wardrobe. He has also met with most Director now re set builds. Introducing a new 15 minute H&amp;S talk prior to each get in, including a signed registration form to be completed.</p> <p><b>Membership</b> – GJ reported a delay in the new Membership system. It is now anticipated the data transfer and go live will be around Easter. Current membership 315 (270 Full Members + 45 Friends.)</p> <p><b>House</b> – GM reported there will be open seating moving forward. No plans to reintroduce auditorium passes. Accessibility issues were raised if no bookable seating. To explore if could flag mobility issues through Ticketsource when booking. Agreed to keep front row reserved for those with less mobility in the interim.</p> <p>GM meeting with Chris and Jeanette re bringing back the raffle.</p> <p><b>Marketing</b> – SG getting a handover from Roisin and will have a team talk next week to identify and agree roles and priorities. More help always appreciated! SG focusing on season brochure and reintroducing programmes.</p>	
10.	<p><b>AOB</b> FD mentioned that the AGM would need to be discussed at the next meeting. All to have a think about whether they wished to stand again or not.</p>	
11.	<p><b>Questions / Comments from the Floor</b> Phil offered his support on EDI matters, including a professional resource. SG thanked Phil for the offer, the initial meeting needed to be just GC but very happy to widen the discussion thereafter.</p> <p>SG reminded those in attendance (and through the minutes more widely) that questions or suggestions can be put to GC at any time not just Open Meetings.</p>	