

General Council Minutes

20:00 13 December 2021, on Zoom

Present: Simon Gleisner (SG); Chair
Chris Stooke (CS)
Fiona Daffern (FD); Minutes
Gareth Milton (GM)
Cal Beckett (CB)
Guy Jones (GJ)
Will Howells (WH)
Lisa Thomas (LT)

In attendance (item 2) Jenny Bennett (JBen)

	Item	Action
1.	Apologies Marissa Papas (MP) Barry Heselden (BH); Jo Boniface (JBon)	
2.	Wardrobe Volunteer Team SG welcomed Jenny Bennett (JBen) to the meeting on behalf of the Wardrobe Volunteer Team (WVT). Firstly SG acknowledged the enormous contribution the WVT makes to SLT, both internally in providing costumes for many shows each year and externally in their public facing roles. This has the benefit of both enhancing our reputation with other theatres and the generation of significant income. This takes up a lot of time and undoubtedly requires expertise, diplomacy and enthusiasm. The WVT had written to SG, FD and LT expressing that they felt undervalued as a team and had asked for the following matters to be considered: <ol style="list-style-type: none">1. Reporting lines to GC2. Parity of reward with other volunteering functions (specifically bar, box office, FoH)3. Attracting and developing new volunteers4. Inclusion of wardrobe in the Annual Report and other celebrations of success It was proposed in response to move the WVT under the General Technical Manager function – to better align with support for productions, the WVT could ask to meet with GC whenever needed, that GC would appreciate quarterly reports to understand and celebrate achievements and would ensure the volunteering sub-group would engage with wardrobe to understand how they may be better rewarded. JBen confirmed that SG had accurately summarised the concerns and appreciated the proposed response. The team put in a lot of effort, but often felt under the radar and under appreciated. They were	

	<p>a small team and at capacity. JBen summarised activities this year:</p> <ul style="list-style-type: none"> • open since April • Respond to several emails a day – developing both new relationships and nurturing regular hires and were highly responsive. • Wardrobe is a niche area, which takes time to learn about the collection and demands regular commitment. <p>CB offered her personal thanks for the support for Swive. In addition she proposed:</p> <ul style="list-style-type: none"> • An article in the New Year focusing on WVT • Quarterly inclusion in the Members’ Update • Higher profile for WVT on new Members’ Night <p>In addition there would be greater focus for wardrobe on the new website.</p> <p>FD asked if the roles could be defined and ‘portioned’ to encourage people who wanted to take a first step but maybe unsure about the amount to learn. JBen responded that people needed to get involved with the wider collection over time, but the WVT would support people.</p> <p>JBen asked for timescales for the volunteer Review? GM confirmed he would ensure WVT included in the Volunteer review, he needed to understand the scope and expected timescales before committing to an outcome date.</p>	<p>CB SG GJ</p> <p>GM</p>
3.	<p>Minutes of GC 8 November 2021 Approved</p>	
4.	<p>Matters Arising Completed: Combined BPT, GC, BarCom finance meeting happened, further discussion needed between the 3 committees about shortfall and priorities.</p> <p>EDI: SG, CB, FD and Teresa Donoghue attended a recent workshop on tackling EDI initiatives in community theatre. There were some good ideas and challenges for us to work through. SG to set up a small sub-group of SG, CB, FD and TD to bring forward a proposed workplan.</p> <p>Adult training programme: JB to pick up after Mirror Mirror. Will loop TD in.</p> <p>Directors pack has been updated to include non-member involvement.</p>	<p>SG</p> <p>JB</p>

	<p>Event booking process. CB raised a concern about Members' Club veto on events in the bar on Mondays amidst concerns about volunteer availability. SG to talk to AC.</p> <p>Event booking process item should be GJ not GM.</p> <p>TC and GTM to review the process document previously developed by the Building Manager and circulated in October to ensure it is accurate for current circumstances.</p>	<p>SG</p> <p>GJ</p> <p>TC/GTM</p>
5.	<p>Publicity SG reported that Phil Ross had decided not to take up the offer of being co-opted onto GC as he had a different vision for the role. The new team was still working on the basics. SG is picking up work on the new season brochure and programmes and will meet with the MarComs team in January to progress areas of work. GJ noted that Roisin was still undertaking quite a lot of work, but really needed to hand it over. CB and WH were also undertaking work on auditions, posters and website. SG to pick up in January.</p> <p>GC discussed and AGREED the purchase of a banner for the outside of the building.</p>	<p>SG</p> <p>SG</p>
6	<p>Omicron The current situation was noted, but still awaiting further government advice. GM confirmed we have systems in place if we need to enact new restrictions.</p> <p>General guidance for Directors exists, there was not agreement to put a limit on the numbers in rehearsal at this point.</p>	
7.	<p>Volunteering sub-group MP leading on this. No update provided. GM reiterated need for clear scope and project timeframe.</p>	MP
8.	<p>Website Update Chaptr Developer has been unwell and this has pushed back the timeframes a small amount. GM pushing for clawback on lost time.</p> <p>CB has been working on copy refinement - currently c 75% of the way through.</p> <p>GM to approach Bryon re timeframe for changes to hosting arrangements.</p> <p>January Members' Update to include article on progress</p> <p>WH keeping current homepage updated – working with Helen Chadney. WH to work with GM on website key access,</p>	<p>GM</p> <p>CB</p> <p>WH/GM</p>

9	<p>Fest / August 22 slot Currently the season is scheduled to July 2022. Discussion as to what would be most appropriate and feasible, given the ongoing covid uncertainties, for the August slot – should it be Shorts linked to the writers’ group (as per 2021), Fest or similar, a normal slot, dark or something else?</p> <p>Agreed to invite Members to submit any ideas. GC to continue to have oversight.</p>	
10	<p>BPT and BarCom Updates</p> <p>BPT Currently costed what required for the rusty beam, new security shutters, fixing the damp in the tower, damp in the basement. Costs minus grants and donations left a shortfall of c £16k. BPT were looking for a donation of £5- £6k from GC. CS confirmed that money was available form the GC accounts, the financial forecasts were unchanged.</p> <p>AGREED to make donation.</p> <p>Bar No update.</p>	
	<p>General Updates</p>	
9.	<p>Finance – confirmed good joint meeting with BPT. Revenue from recent shows: Godot: £2583 Picnic: £2469 Swive: £2650</p> <p>Youth & Volunteering – no update.</p> <p>Theatre Committee / GTM - Submissions will be requested in January to complete the rest of the year. No feedback from cancelling the Swive live stream. Great reception from the audience of the Mirror Mirror community show on Sunday morning – c 55 attendees. TC to discuss with Chaz a similar approach for the summer show. BH would be doing a call out for people to help on the clean up days in early January (on Facebook – to include in Members’ Update).</p> <p>Membership – Open evening this coming Wednesday. There has been a recent flurry of new registrations.</p> <p>House – no additional update</p> <p>Marketing – no additional update</p>	TC

10.	AOB SG raised a generous offer of a high quality piano via Alan Walker. Agreed that we would replace the old piano, but we didn't have the storage for two. SG to liaise with Alan.	SG
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