

General Council Minutes

20:00 14 March 2022, on Zoom

Present: Simon Gleisner (SG); Chair
Fiona Daffern (FD); Minutes
Gareth Milton (GM)
Cal Beckett (CB)
Guy Jones (GJ)
Lisa Thomas (LT)
Barry Heselden (BH)

	Item	Action
1.	Apologies Chris Stooke (CS), Marissa Papas (MP), Will Howells (WH), Jo Boniface (JB)	
2.	Minutes of GC 10 January 2022 Approved. Note: There was no GC in February as it was not quorate.	
3	Matters Arising Piano – Arrived and in the foyer. Bex arranging for old piano to be recycled. Banner – arrived and in situ. Those who have seen all agree it looks lovely. Zoom accounts – just one paid account now. The other two accounts have reverted to free accounts of 40 mins max.	
4.	Volunteering Subgroup No update in MP's absence. The Chair noted the importance of regaining momentum on this. BH and GM will pick up with wardrobe. FD to invite wardrobe to submit a report to next GC	FD
5	Website GM reported that Chaptr were a further two weeks behind due to further sickness. Now looking at the new 'go live' date is now 23 April. Further progress on completion of static copy for SLT side. Issue with news items emerged to be resolved. GM confirmed that the site was very easy to use. GM also reported three volunteers had come forward to test the site before it goes live. GM expressed concern that SLT did not appear to have a contract with the current host. To follow up with Bryon. As part of the new site Chaptr will host everything bar the Wiki and	

	<p>Photo archive for the first year. GC to make a decision about the long-term hosting arrangements.</p> <p>Further discussion about ownership of pages, permissions and authorities and the need for a Website Manager to have oversight.</p> <p>GM to draft an item for the Members Update.</p>	GM
6.	<p>Shorts CB reported that Lottie has volunteered to curate the Shorts programme in August, supported by Dave Hollander. The theme will be 'bottle/s'.</p> <p>Suggested run for 4 nights rather than 3 as usually good demand.</p>	
7.	<p>EDI Update FD reported that she had contacted 3 organisations to tender for some consultancy support for our EDI strategy. Two have responded and FD has meetings with them this week. Once proposals submitted she will circulate to GC for a decision on next steps out of cycle.</p>	FD
8.	<p>AGM 6th June was proposed and approved for the AGM date. Andy Web (Dir Habit of Art) has been contacted. This also suits Members Club.</p> <p>FD to speak to WH to get online pages updated.</p> <p>Agreed to do Zoom as well as in person.</p> <p>TC, Wardrobe, Finance (inc membership figures), Youth and Training, Chair and Box Office were asked to provide their inserts for the Annual Report by 19 April 2022.</p>	ALL
9.	<p>BPT and BarComm Updates TC were asked to confirm the scheduling of Jan SLT slots, to see if a hire could be accommodated. Agree w/c 9 Jan could be offered. Requested a price/hire comparison (external shows vs show revenue). It was noted that other revenues, such as bar takings had also been buoyant during external hires.</p> <p>General discussion about the means of promoting external hires and the need to ensure people were clear as to who was producing a show. Agreed to take this discussion offline.</p> <p>Barry to talk to Bex about dark week/end at the end of August for painting/maintenance.</p> <p>Barry and Gareth to talk to Bex about risk assessment folder</p> <p>BarComm – no updates</p>	<p>FD</p> <p>BH</p> <p>BH/GM</p>

	General Updates	
10.	<p>Finance – no update</p> <p>Youth & Volunteering – Teresa had expressed concern about members coming into the Theatre on Saturday during Youth Theatre and potential safeguarding issues. TC to remind current season Directors that the Theatre was not generally available without agreement on Saturday's up to 4.30 and to put in Directors pack. A message to go out to membership in the Members' Update.</p> <p>Theatre Committee / GTM - ADULT WORKSHOP UPDATES JB hoping to run the rescheduled Operator Training on 4th June (Bex confirming) JB will shortly be rolling out some publicity about this and booking interested people for 1-1 training. Also trying to get anyone interested people to shadow operators on upcoming shows.</p> <p>Stage Management workshop was a great success and has resulted in two new ASM's and one new SM taking roles on upcoming shows. JB hopes to run this again of an evening - probably near the summer.</p> <p>CB confirmed TC were going through submissions for Autumn/Winter. BH asked if consideration could be given to earlier audition slots / longer rehearsal timeframes now longer plays being put on to allow time for line learning. CB confirmed the rehearsal to show slot had increased to 10 weeks.</p> <p>BH was spending a substantial sum on light bulbs, but would be more energy efficient long-term. Looking for lighting riggers to support Sean.</p> <p>Membership – GJ reported membership numbers and revenue going in the right direction. Awaiting an update from Love Admin on the new system.</p> <p>Publicity / Marketing - SG announced two new experienced members had joined the team (5 in total).</p> <p>The new programmes and season brochures were well received. Feast starting again in April – need for stall volunteers.</p> <p>House – GM is doing a bit of work with Jeanette on foyer flow since the reintroduction of raffle. Good revenue from the Phlebotomist.</p> <p>FoH staffing reasonably stable, occasional issues for box office, but improving.</p>	TC SG
11.	<p>AOB None</p>	