General Council Minutes

20:00; 11 May 2020, by Zoom

Present: Simon Gleisner (SG); Chair Dave Hollander (DH) Fiona Daffern (FD); Minutes Lisa Thomas (LT) Guy Jones (GJ) Ben Rathe (BR) 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	
	None	
2.	Minutes of GC 13 April 2020	
	Approved (point 8 correct BM with GM)	
3.	Matters Arising GC (not on agenda)	
	Outstanding	
	Stage Managers' Handbook	CD
	 A couple of photos to be added on Friday, to complete by 24 May and circulate 	
	General Technical Manager's Handbook	CD
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	 Ice-cream review - awaiting one comment and then SG to circulate 	SG
	 Chinese take away drivers parking outside our fire exit. CD exploring legal options to mark pavement with Lambeth. 	CD
	 200 Club (accounting mechanism confirmed by CS). GJ spoken to John Lyne and handover agreed. Article ready for next newsletter including request for volunteers to run the club. 	GJ
	Articles for newsletter:	
	Being a Director at SLT – LT to liaise with BF to put on website	LT
	 Step Into Acting – LT to liaise with BF to put on website 	LT
	New	
	Fob deactivation – Message came out from Charlotte re issue with deactivating. CD to check completed.	

 Completed 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 Jun Rights – CS and LT took off line, Agreed not to make any further up front payments. AGM comms gone out to members Outstanding – to be completed on return to Theatre Operators' Handbook Hearing Loop to be tested Two additional Bell theatre seats to be placed in foyer – CD is 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 fundir 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) Communication to and from BPT None. Communication to and from BarCom 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. 	D CD CD CD FD SG SG
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iZettle preferred to Paypal. CD and BF to discuss setting up, using the FoH iZettle account with GM.	CD, BF, GM
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 	

	 colours. 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. 	
	Proposed BF to do some further research on likely turnover of goods and preferences on style (within limitations). AGREED.	BF
7.	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	
	BF to collate and circulate more detailed proposals this week.	BF
	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.	BF
	BF to refresh the donation page	BF
8a	Coronavirus Exit Strategy BR and TC thanked for the paper outlining different scenarios.	
	Most likely scenario would be long-term before opening up properly. CD estimated max of 25 people in auditorium if socially distancing.	
	Focus on online streaming opportunities.	
	CD and BF to investigate streaming options and costs. DH mentioned cast member of Love and Information has VR experience.	BF/CD
8b	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.	
	Final decisions to be made prior to return to Theatre.	
9	Something Like Theatre Members invited to submit monologues/scripts by end of May. Rehearsals/recording during June c20 people responded so far.	
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	CO requested that TO take even investigation of and as and in the stand
	SG requested that TC take overview of and co-ordinate all new
	activities. AGREED.
	General Updates
10.	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.
	Youth
	Nothing to add
	Theatre Committee
	Nothing to add
	Manaharahin
	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.
	Publicity
	Nothing to add.
	GSM
	Small amount of essential maintenance work continuing to be
	undertaken by Hans. Building checks happening.
	Box Office
	Nothing to add.
11.	AOB
	None
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