

General Council Minutes

20:00 11 October 2021, by Zoom

Present: Marissa Papas (MP) Chair
 Fiona Daffern (FD); Minutes
 Gareth Milton (GM)
 Cal Beckett (CB)
 Guy Jones (GJ)
 Will Howells (WH)
 Jo Boniface (JB)

	Item	Action
1.	<p>Apologies Simon Gleisner (SG); Chris Stooke (CS); Barry Heselden (BH); Lisa Thomas (LT)</p>	
2.	<p>New GC WH and JB were warmly welcomed as new members of GC.</p> <p>Publicity and Marketing We finally have had some interest in helping with all things publicity and marketing. Five volunteers came forward, although one has since stepped back due to a new job. A kick-off meeting was held with SG and Roisin, which was really positive - lots of enthusiasm and ideas. We are still to identify who will lead on which areas and who will attend GC – SG will pick it up once Godot completed - all of them helped out with Feast and Roisin is having various training sessions to take them through MailChimp and the web-site etc.</p> <p>Roisin is being really good and patient about it all. She's still doing most of the work. Many thanks to Roisin.</p> <p>GM to set up a MarComm group for communications and WH offered to help.</p>	GM
3.	<p>Minutes of GC 9 August 2021 Approved</p> <p>AGM minutes Approved for publishing. Full approval will be at next year's AGM.</p>	
4.	<p>Matters Arising Completed:</p> <p>*Feedback and Complaints Policy – no further comments from BarCom or BPT. Now on the website, FD to draft article for next Members' update</p> <p>*Accounts circulated for AGM</p> <p>*Open House happened, quiet in the morning but picked up in the afternoon. Discussed whether to reintroduce building tours on Feast days. Agreed to park until the MarComms team up and running.</p>	FD

	To Do: SG to contact LTG re EDI strategy	SG
5.	Financial Director Chris Stooke was appointed to be the Financial Director for the next year. CS had already said he would accept.	
6	Members' Survey Received 96 responses to the survey. Headlines: <ul style="list-style-type: none"> • There is good intention for many members to renew • Good intent to volunteer more, the new website will assist with advertising opportunities • Positive feedback on play selection, contemporary plays preferred over the classics • Good feedback on comms • Most comfortable with returning, slightly more caution in the bar • People would like a Christmas party and quiz night <p>GJ will write a précis of the results for the Members' Update and link to the website for the full results</p>	GJ
7.	Opening the Building GM presented 3 options for audience sizes going forward. <ol style="list-style-type: none"> a) Keep the current parameters c. 47 people b) Increase numbers but retain some spacing c. 67 people c) Full capacity c. 76 people <p>Agreed to increase numbers to around 80-85% of full capacity, i.e. option B.</p> <p>There was a discussion about one-way systems in the building generally and specifically in the bar. All the bar furniture was now back in situ which impacted the existing one-way protocols. After deliberation, it was agreed to remove the one-way system for a trial period, starting during Godot, but would reinstate if needed.</p> <p>FD presented Room Protocols, intended to ensure parity between hirers and rehearsals. This covered good practice as outlined by the Health & Safety Executive to maintain a covid-safe environment and gives principles for Directors and casts to use when rehearsing.</p> <p>Protocols agreed. TC to incorporate protocols into the Directors' pack.</p>	TC
8.	Volunteering Sub-Group GM and Adam had met and developing a spreadsheet with actions. GM to incorporate information from the Members and Friends survey and then circulate.	GM

9	<p>Website Update Chaptr are down a Developer and this will impact on the anticipated completion date. Disappointment with this delay was expressed by all. GM has been brought into the SLT team to act as Project Manager and will meet fortnightly with the Account Manager to get things on track. WH volunteered to advise on technical matters including hosting arrangements.</p> <p>CB to write out comms to the Membership once a revised plan is agreed.</p>	CB
10	<p>Non-Members Backstage There was a report of a non-member being involved backstage during a get in. Reiterated that only members should be involved in productions – onstage or backstage.</p> <p>CS to advise on public liability insurance if non-members involved in any capacity and whether our insurance would cover if a non-member damaged anything.</p>	CS
11	<p>Smoking on Stage Agreed as SLT policy that only herbal or electronic cigarettes should be used in productions, irrespective of the law. TC to include in Directors’ pack.</p>	TC
12	<p>BPT and BarCom Updates</p> <p>BPT Theatre Hire Protocols updated so that GTM was the lead contact for agreeing external hires in the Theatre, with Show Directors involved for show week hires, TC copied in. TC agreed this variation.</p> <p>Subsequent to work on the cabling etc. the Kit Room was now quiet enough to use for rehearsals during show weeks.</p> <p>Still awaiting quotes on the rusty beam.</p> <p>Bar Aim to widen the range of drinks available and reintroduce snacks soon.</p> <p>Looking at quotes to cover the breeze blocks with sound deadening materials.</p> <p>Plans afoot to increase the number of evenings open.</p>	
	<p>General Updates</p>	
9.	<p>Finance - all the filings with Companies House and Charities Commission have been completed, cash position little changed since the AGM.</p>	

	<p>Youth & Volunteering – All going well, Youth classes full with great feedback on the team. Q&A with Mark Ebulué very well received. Courses on stage presence planned. First Aid training completed, Safeguarding training on 14th.</p> <p>Theatre Committee / GTM - New season announcement will be on 1st Nov in the Bar.</p> <p>To do a cost-benefit analysis of streaming as numbers accessing have dropped off significantly and technical issues experienced, plus copyright issues with music.</p> <p>Lighting computer is being replaced.</p> <p>Membership - No additional update.</p> <p>House – Agreed that bar staff to ring the bell for FoH when announcing show starting. FoH to check bar/toilets not Stage Manager.</p> <p>Marketing – no additional update</p>	TC
10.	<p>AOB Requested if the fridge and the ice-cream freezer (currently in the Watch room) could be swapped? FD to check any implications with Bex.</p>	FD