

General Council Minutes

20:00; 14 December 2020, by Zoom

Present: Simon Gleisner (SG); Chair
 Marissa Papas (MP)
 Fiona Daffern (FD); Minutes
 Lisa Thomas (LT)
 Chris Stooke (CS)
 Gareth Milton (GM)
 Ben Rathe (BR)
 Cal Beckett (CB)
 Barry Heselden (BH)
 Guy Jones (GJ)

	Item	Action
1.	Apologies Roisin Deady (RD)	
2.	Minutes of GC 9 November 2020 Approved	
3	Covid Update – impact on Grimm Moving to Tier 3 on 16 December: theatres to close. Discussed options for the rest of the Grimm run. Options debated: <ol style="list-style-type: none"> 1. Possibility of continuing the live stream on Thursday, – unclear if permissible 2. record a live-stream performance and show on Wed - Sat – not permitted under rights 3. Cancel all performances, incl. live stream, from Wed, put on a live stream on Tuesday. – agreed. Director contacted, cast and crew available. Actioned. 	
4.	Matters Arising GC (not on agenda) Action <ul style="list-style-type: none"> • Googledrive transfer – GM to talk to MP re folders migration – GM to set up meetings re accessing folders • Collection of ethnicity data for members & GDPR - to discuss • CB to discuss Fri/Sat for Film night with Rob Wallis (all on hold) Completed <ul style="list-style-type: none"> • AHU project Group informed of Jan window. • Youth & Learning Officer – vetting checks completed, 	GM/MP GM SG/GJ CB

	<p>contract issued, set up on payroll.</p> <ul style="list-style-type: none"> • ICO rules on special characteristics forwarded to SG/GJ • Publicity for Xmas volunteers • Handbooks uploaded on website • Xmas merchandise investigated but no response in time • Standard pre-show announcement recorded <p>Outstanding – for future review on timeframes</p> <ul style="list-style-type: none"> • Hearing Loop to be tested • Info on how to work the heaters in the foyer (Bex) • Volunteer training weeks • Mission and vision to membership – review over next few months • AHU Reconfiguration – project started • Membership Survey (review in Feb 2021) (volunteer survey completed) 	<p>GTM Bex MP SG</p> <p>GJ</p>
5.	<p>Covid – secure video CB had discussed option with Rob Tavernier to produce a video demonstrating the Theatre is covid-secure. Cost c £650; Bryon to edit.</p> <p>Agree to park this until the theatre able to reopen. All spare money should go to AHU project.</p>	
6.	<p>Streaming Platforms TC to look into options during the current closure.</p>	TC
7.	<p>Website Update RD met with Bex to view demo of BPT website - looks pretty good and user-friendly. RD to mock up a homepage using that site over the next week to see what's possible and share around. If that works, will still probably need someone to migrate all the pages across/build new pages.</p> <p>Agreed a sub-cmte of CB, GJ and RD to take this forward.</p>	<p>RD</p> <p>RD/CB/GJ</p>
8.	<p>Duty Managers GM completed an options paper and circulated, but found resources for Grimm so not an immediate issue. Noted many of the Grimm volunteers doing more than one shift to cover. To review if difficulty sourcing volunteers once theatre re-opened.</p>	
9.	<p>BPT and Bar Comm Updates Teresa Donoghue started as Youth and Learning Officer, developing a 6-month plan. Involved with Fest-ive Norwood. Integrating well.</p> <p>To invite TD to next GC meeting</p>	FD

	AHU project: four contactors invited to tender – 2 pulled out, 2 due on Friday (18/12).	
10.	<p>Gift Vouchers CB raised whether possible for people to buy membership as gifts? GM to enquire possibilities with Ticketsource GJ to review and pull together proposal.</p>	GM GJ
	General Updates	
11.	<p>Finance Received funds from BPT – paid back as rent. Finances relatively solid due to grants and productions Year end figures to be completed. Simon Wilson providing support.</p> <p>Youth & Volunteering Nothing to add</p> <p>Theatre Committee / GTM Submissions for the next season extended to end of Jan due to low numbers received. Need to decide on March shows asap.</p> <p>Membership Biggest drop revenue since April. 46 full members and 20 friends not renewed.</p> <p>Marketing Lots of positive feedback online for Grimm Tales and for the Foodbank collection in particular. So far £85 for Foodbank from Virgin money (yet to count cash). SLT Stall at Fest Norwood also really successful with Snowy the Bear going down a treat. Grimm Tales sold out that evening as a result as lots of families taking flyers and were excited to book.</p> <p>House Need new thermometers – Bex to source Issue with cans - some a bit unreliable? Sold 54 ice-creams during Grimm</p>	
12.	<p>AOB GJ to investigate charity mailchimp rates.</p>	GJ