

General Council Minutes

20:00; 20 January 2020, The Old Fire Station

Present: Simon Gleisner (SG); Chair
 Dave Hollander (DH)
 Fiona Daffern (FD); Minutes
 Bryon Fear (BF)
 Lisa Thomas (LT)
 Guy Jones (GJ)
 Barry Heselden (BH)
 Ben Rathe (BR)
 Chaz Doyle (CD)

	Item	Action
1.	Apologies Chris Stooke (CS); Mat Hill (MH); Jess Osorio (JO); Gareth Milton (GM)	
2.	Minutes of 9 December 2019 Approved	
3.	Matters Arising (not on agenda) Outstanding <ul style="list-style-type: none"> • Stage Manager handbook to be completed. Promised for next GC (3 Feb) CD • Hearing Loop to be tested need to find time with Carole Coyne, for performances directional mics needed. Still to do. CD • Spotlight on GSM by end of October. Still to do. CD • Two additional Bell theatre seats to be placed in foyer – awaiting bolts from Jess CD • To put Director’s Handbook onto the Website. Still to do. TC • Ice-cream review (on agenda) LT • BF to give FD access to the policies section of the website BF • Info on how work the heaters in the foyer Bex • Training Director JD to be circulated (with Charlotte for funding review) DH • Volunteer training weeks to be planned (for Feb) SG • Open House application (prepped – submission not til Feb) BF • Principles for relaxed performances and guidance for FoH, backstage and actors where unplanned attendees (for Feb) TC Articles newsletter: <ul style="list-style-type: none"> • Being a Director at SLT LT • Step Into Acting (for those new to the craft) LT Completed: <ul style="list-style-type: none"> • Policy summary documents for FoH and Bar volunteers produced and circulated for volunteers to read and sign. FD • portable heater by Box office desk provided Bex 	

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Communication to and from BPT

Gerri McAndrew is the new Safeguarding lead for the building and is working with Bex to develop an updated Safeguarding strategy.

Charlotte Benstead has been appointed as Chair of BPT.
Congratulations to Charlotte.

Business Plan update from BPT (circulated with agenda)

We have

- completed the away day and have agreed to review the Memorandum of Understanding
- discussed our joint mission/vision that will need to go out to wider membership for consultation - Simon
- agreed a priority will be to firm and strengthen youth
- trailed the ice cream sales
- concluded receiving legal advice to inform the review of our licence to sell alcohol through the Members Club - now all that's needed is for us to make the application - Adam
- MOU for Bar Comm and BPT discussions started - Adam/Fiona

Also complete

- marketing advice for wardrobe completed - Jason to follow up
- marketing review - Document circulated to Guy/Simon/Charlotte. Decisions need to be made as to what happens with recommendations
- secured some fundraising time from an external consultant to complete an application - Charlotte & Gerri meeting with her over next two weeks
- Commissioned H&S consultants for risk assessment & training - Completed visit, report pending. Bex leading
- Booked and paid for first aid training. Call out for people to attend - Bex leading
- Evaluation for resilience
- Final report for HLF submitted and accepted - Charlotte/Geoff

Other stuff pending

- VAT advice has been sought. - Chris and Geoff following up
- environmental policy - Jason
- Governance review EGM 3rd Feb, notices gone out - Simon/Fiona
- Room hire review. What exactly is the day time requirement and staffing needs/costs – Bex

We have now received the official sign off from the HLF and received final monies as follows:

- £2,000 for youth seed fund for increased services
- £2,000 towards Fest, but this needs approval and confirmation of what the status of the project is
- £1,000 for some storage so we can get Prompt room ready for hires.

Building update

Filters have arrived and installed in the air duct system. Heating should be improved

	<p>Bex is commencing tenders for moving the AHU system from the theatre to the Foyer. Awaiting some additional feedback from Adam as to Bar requirements.</p> <p>No messages back to BPT</p>	
5.	<p>Communication to and from BarCom</p> <p>None</p>	
6.	<p>Fest Norwood</p> <p>There is some work that is being undertaken to look at the Terms of Reference/governance of Fest with BF and BPT. There will be further conversations outside of this meeting before it is formally discussed at GC.</p> <p>BF reported that the Fest team had met and a skeletal programme put together and circulated a first budget. BF reported that the Mayor of Lambeth was keen to engage and promote Fest.</p> <p>Continued work towards Fest 2020 confirmed as supported by GC.</p>	SG/BF
7	<p>EGM/succession planning</p> <p>Reminder that commences at 8pm on 3 Feb. BF to do a further reminder in the newsletter.</p> <p>Discussed progress on succession planning.</p>	
8	<p>Stage Managers' Handbook</p> <p>Nearly finished.</p> <p>General Technical Manager's Handbook half completed.</p> <p>Started Operators Handbook</p>	CD to continue
9	<p>Ice-cream Report</p> <p>Generally good sales throughout Sweeney Todd and a Christmas Carol; less for Jumpers for Goalposts (but good bar takings). Some variations in sales dependent on who selling and make-up of audience. Bar takings not noticeably affected. Commented that both bar and ice-cream sales impacted where audience not requested to leave the auditorium in the interval.</p> <p>Wastage minimal, as long sell-by date.</p> <p>No known spillage incidents in the Theatre.</p> <p>To canvas box office and bar comm reps for their experience of the trial and any issues not yet flagged</p>	SG
10	<p>Membership for show participants</p> <p>Re-iterated need for musicians to have membership if participating in a show and for this to be enforced.</p>	

	Discussed members and guests for Open Mic. Importance of signing in book for guests. GJ to pick up with Katrina.	GJ
11.	<p>Training Director's Salary DH absented himself from discussion and voting as conflict of interest.</p> <p>Salary not reviewed since 2017. Agreed to increase from 1 January 2020 to £5k per annum and further review when new Training Director role established/advertised.</p>	
12	<p>200 Club GJ proposed to manage 200 club through Love Admin and relieve John Lyne of his duties (Pam Lyne request). Agreed in principle.</p> <p>GJ to present a proposal with options for maintaining as is or expanding number of participants and cost of shares.</p>	GJ
	General Updates	
13.	<p>Finance No report</p> <p>Youth DH reported on progress for Youth Show. Agreed single use discount code with GM. Lovely poster by Bryon. LT still chasing rights for jaosn and the Argonauts.</p> <p>Theatre Committee Summer show confirmed: Alice in Wonderland</p> <p>In throes of season submission. LT requested a review of the benefits/pitfalls of 6 monthly season planning. Agreed. To include question in membership survey in Feb To provide review for March GC</p> <p>Discussed KDC hire and impact. KDC to provide FoH /box office staff,BPT to provide Duty Manager and tech support in hire. BarCom to discuss tomorrow. Agreed to include in SLT publicity.</p> <p>Discussion re proposal for staging one show out of the theatre this season and impact on revenue. Discussion at BarCom, may be referred back for a virtual GC.</p> <p>Membership 312 Full members; 74 friends.</p> <p>New members' night tomorrow.</p> <p>Publicity</p>	GJ TC

	<p>All posters designed til the end of the season, except JBIU.</p> <p>Audition numbers up. Website hits up.</p> <p>Getting quotes for neon signs. CS to confirm if money in SLT budget before any expenditure. BF to circulate designs.</p> <p>GSM No report</p> <p>Box Office No report</p>	<p>BF/CS</p> <p>BF</p>
11.	<p>AOB BF shared a positive email about the experience of a visitor to a recent show and a positive review on Google analytics.</p>	