

General Council Minutes

13th March 2023 .

Present: Simon Gleisner (SG) Chair; Guy Jones (GJ); Cal Beckett (CB); Barry Heselden(BH); Chris Stooke(CS); Lorna Felix (LF) Minutes.

Guest speaker **Teresa Donoghue**

	Item	Action
1.	Apologies: Lisa Thomas (LT), Jo Boniface (JB);Gareth Milton (GM)	
2.	Minutes of Open GC 13th February 2023 : Approved	
3.	<p>Matters Arising/Actions outstanding:</p> <ul style="list-style-type: none"> a. Website maintenance costs to be included in the budget - initial quote is for £750. Pending GM's return from holiday. b. Members survey: It was agreed that a question re ethnicity be added to the members survey and Love Admin 2 - with a note as to why we're asking this. c. Gala Night : SG has spoken to someone to take this on. d. A bookkeeper has been appointed, they hope to get them started soon. 	CS/GM
4.	<p>Youth Theatre : Teresa Donoghue YT Manager spoke to the meeting</p> <p>Finance cost of classes: the current fee of £6 per hour (half price concessions) is to be reviewed. GC agreed September 2023 is a natural time for a fee rise.</p> <p>Class sizes:</p> <ul style="list-style-type: none"> ● Juniors - 17 out of 20 places. ● Intermediate - 39 out of 44 with a waiting list of ● Youth - 44 out of 44 ● Young Adults - 21 out of 22 <p>Staffing - We have a regular team of teachers and assistants and one cover assistant. I am still trying to recruit additional staff.</p> <p>Performance:</p> <p>The annual Youth performance took place in February,with more than 60 youngsters involved in acting, sound and lighting. Performances were all sold out with Front of House volunteers trying to squeeze in as many people as possible. Box office takings were £3,875.48. And only spent £133.78 in materials.</p>	LF/CS

	<p>Plans for the Future:</p> <ul style="list-style-type: none"> • Holiday course - play in a Week - Story Poems. for 10 to 15 year olds. Cost £145.00 • Chaos in the Cemetery - on March 24th and 25th. 60 tickets available to each night via Ticketsource. tickets cost £7/£5. All ticket sales go to SLT. T • Continue to recruit cover staff. <p>Reminder for Directors : to make sure the theatre space is sufficiently cleared on friday night to allow at least 22 youngsters to move around freely. If you have any worries about this, please do contact me in good time.</p> <p>GC conveyed their thanks to the amazing YT teaching team.</p>	SG
5	<p>SLT Financial Action Plan updates</p> <p>CS has spoken with a new SLT member who'll be advising on finances/budget. His focus is to be on the four key areas, starting with room hire, then following with membership, ticket sales and Youth Theatre.</p> <p>TUPE of YT Manager is going ahead as planned.</p>	
6.	<p>Succession Planning</p> <p>SLT is a members club run by members. Sadly this year all committees, including the previously hotly contested Theatre Committee have carried vacancies. This has resulted in elected members taking on more responsibilities than expected. SG shared his concern that if more members don't come forward for nomination at the next AGM the situation will be unsustainable for another year.</p> <p>He urged everyone on GC (and particularly anyone considering standing down) to actively encourage other members to stand for nomination and invited suggestions of how to encourage others to take an active role.</p> <p>Role descriptions - need to be changed to reflect just key activities. Advertising via usual publicity sources.</p> <p>GC members planning to stand down are actively preparing to make handovers smooth.</p> <p>BH is planning a volunteer evening for backstage and wardrobe.</p>	LF/All
7.	<p>AGM Planning</p> <p>AGM is Sunday 11th June 2023, at 18.00.</p>	

	<p>Guy will post notice of the AGM by 11th April 2023 and create a google nomination form. It was agreed we won't request a video or written statement.</p> <p>SG requested usual suspects of need to prepare reports for year end 2022 for the AGM. ie, Theatre Committee, Membership, House, Wardrobe, etc....</p>	All
8.	<p>BPT update CS reported that Lambeth have deferred interest costs, utility costs are beginning to stabilise, BPT are reviewing room hire costs, Chair Charlotte Benstead is looking at other grant sources.</p>	
9.	<p>Bar Comm update There was a flood last week, no one really knows what happened, something about a blockage in a soil pipe, but hopefully it's sorted now and things are drying out.</p> <p>1st April Quiz night - planned to attract members and raise money</p>	
10.	<p>General Updates not already covered</p> <p>Finance : CS confirmed the annual report is progressing, he'll get the figures sent off to our auditors shortly.</p> <p>Theatre Committee: CB reported that Member Mix had raised £1311 across all the events, with the Ceilidh as the most popular event. Bar takings hit midway between a show and non- show week. Pleased to have tried it, but it was a lot of work to fill an otherwise vacant slot in the show diary. Hopefully we won't need to do this again. Spin off events are that Tom Mattias is planning to do more Improv events, and JB is looking for an alternative date for Rocky Horror eve.</p> <p>The 2023 season is progressing. Still awaiting the opportunity to apply for rights on one show.</p> <p>CB has applied to Ticket Source Community Fund Award. If successful the money will go to subsidise places for families dependent on the food bank to come to the theatre. We need to encourage people to vote for us.</p> <p>Tech/Wardrobe: BH reported they need to buy new SLT drills at £80 each. They are getting more volunteers turning up to help.</p> <p>Publicity: SG reported we are planning to do The Feast, and Open House but not Lambeth Country show. There is a new member of the publicity team. The summer brochure will shortly be finished.</p>	SG/Pub licity

	<p>A director has enquired about taking their SLT show to the Camden Festival- the view is that this is fine , so long as the financial side at least breaks even.</p> <p>A reminder that no posts directly onto Facebook, rather forward items to the publicity team.</p> <p>Membership: GJ reported that there's a constant trickle of 1 or 2 new members each month, largely because of auditions. GM attended a publicity day and was able to speak to people using a new membership scheme. GJ is to explore further merchandise.</p> <p>House: CB is covering in GM's absence. She reported there'd been a lot of walk up ticket purchases for last week's show. 4 audience club members attended.</p>	
11.	AOB - None	
	Next Meeting : Meeting Monday 17th April 2023	