

## General Council Minutes

17th April 2023 .

Present: Simon Gleisner (SG) Chair; Guy Jones (GJ); Gareth Milton (GM)  
Barry Heselden(BH); Lisa Thomas (LT) ; Lorna Felix (LF) Minutes.

	Item	Action
1.	Apologies: Cal Beckett (CB); Jo Boniface (JB); Chris Stooke(CS).	
2.	Minutes of Open GC 13th March 2023 : Approved	
3.	Matters Arising/Actions outstanding:  Website maintenance - see agenda item.	
4.	<p>Complaints: Review of process:</p> <p>Further to recent experience, suggestions for improving the complaint process include:</p> <ul style="list-style-type: none"> <li>● Chair retains ‘ownership’ of the overall process and outcome.</li> <li>● GC Chair will appoint an investigating team of three from GC members, which may/maynot include themselves.</li> <li>● Information shared with the rest of GC where a complaint is upheld will include the name of the subject of the complaint, the category of the complaint and the outcome.</li> <li>● A list of potential complaint categories is to be drawn up.</li> <li>● Any appeal will go to another subgroup, potentially including the Chairs of BPT or Members Club.</li> <li>● An Appeal hearing looks at the evidence in the complaint report and interview notes to make their decision.</li> <li>● It was noted that it’s helpful to have someone objective to support the investigation team. Ie Safeguarding Lead or another GC member.</li> </ul> <p>Directors Pack:</p> <ul style="list-style-type: none"> <li>● Becomes a physical folder (to facilitate updating)</li> <li>● A copy is lent to each Director before auditions.</li> <li>● A copy is also kept in every rehearsal room.</li> <li>● Content needs to be updated to include behaviour expectations.</li> </ul> <p>Directors Briefing:</p> <ul style="list-style-type: none"> <li>● Increase to three per year, one prior to each season.</li> </ul> <p>TC Reps:</p> <ul style="list-style-type: none"> <li>● To attend a rehearsal in the first week to introduce themselves to the cast and ensure everyone has their contact details.</li> </ul> <p>New Members:</p> <ul style="list-style-type: none"> <li>● A welcome booklet that includes helpful information, such as how to use their free tickets, 200 club; acronyms, as well as who to contact including when things go wrong.</li> </ul>	<p>SG/LF</p> <p>T Com</p> <p>T Com</p> <p>T Com</p> <p>SG/JB</p>

	<ul style="list-style-type: none"> <li>• Potential for a new member's social event.</li> <li>• Upgrade Mail Chimp account to enable easier member messaging.</li> </ul> <p>Poster: Agreed we need to develop a poster that says what to do if you're worried. Poster to go into every rehearsal room, in the corridor outside the bar and/or in toilets.</p> <p>Website adjustment : to make contact details easier to find.</p> <p>A suggestion of introducing an 'Ask Angela' policy was mooted - but there would be need to agree about what was expected and to ensure training for volunteers before we can be confident the scheme would work.</p> <p>There was agreement that there was no need to update the SLT Code of Conduct.</p>	<p>GJ GJ</p> <p>SG</p> <p>GJ/GM</p>															
5	<p><b>Website Quotes</b> Quotes for £700 to fix the calendar and filter and £600 to install a google search engine that will supply a search for SLT wiki, archive and SLT website were approved. GM to go ahead.</p>	GM															
6.	<p><b>AGM planning</b> Notice was served on time for AGM on Sunday 11th June 2023, at 18.00. Many thanks to GJ, GM and SG.</p> <p>Reports from subgroups including Membership, House, Theatre Committee, Wardrobe, GTM, Publicity and Youth Theatre to go to Simon by the end of April for inclusion in the annual report.</p> <p>AGM to be spotlit on SLT front page - under information about current show.</p> <p>Agreed to schedule reminders for nomination and resolutions. AGM timetable as below</p> <table border="1"> <thead> <tr> <th>Action</th> <th>Reminder Date</th> <th>Closing /Due Date</th> </tr> </thead> <tbody> <tr> <td>Reports from subgroups to Simon</td> <td>Now!</td> <td>30th April</td> </tr> <tr> <td>Nominations</td> <td>9th May</td> <td>23rd May</td> </tr> <tr> <td>Resolutions</td> <td>9th May</td> <td>23rd May</td> </tr> <tr> <td>Names of Nominees to be posted on AGM page of Website</td> <td>-</td> <td>27th May</td> </tr> </tbody> </table>	Action	Reminder Date	Closing /Due Date	Reports from subgroups to Simon	Now!	30th April	Nominations	9th May	23rd May	Resolutions	9th May	23rd May	Names of Nominees to be posted on AGM page of Website	-	27th May	<p>All</p> <p>SG/GM/ GJ</p> <p>GJ/GM</p>
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	Resolutions published on website	-	27th May	
	By request. A list of nominees/resolutions to be posted to anyone who does not have access to the internet plus a proxy form if required.	-	1st June	
	Closing date and time for receipt of proxy forms.	-	9th June 17.00	
	AGM		11th June 18.00	
7.	<b>Publicity Screen</b> There's no update. To replace the screen will cost in the region of £10k. It was suggested that we could print A0 Posters to fill the space in the meantime.			
8.	<b>BPT update</b> : no report available.			
9.	<b>Bar Comm update</b> 1st April Quiz night went well. Some new bar volunteers are helping out, but there are still vacancies for this coming Wednesday.			
10.	<b>General Updates not already covered</b>  <b>Membership:</b> GJ reported that there continues to be a trickle of 1 or 2 new members each month, largely because of auditions. AGM notice went out to approx 360 members.  6-8 people attended the most recent open evening and all seemed very keen to get involved.  <b>House:</b> The need for First Aid refresher training was raised at last night's house meeting. Also a suggestion that during a down weekend in August we hold a house meeting to cover things such as what to do when things go wrong.  <b>Finance</b> : Michael Newman has been appointed book keeper.  Membership fees : 50% discount for concessions is a lot compared with other organisations, also age concession kicks in at 60 rather than state pension age. These are things we may need to consider changing in our quest to increase SLT income.			

	<p>N.B. After the meeting GM confirmed that changing the Senior concession age from the current age of 60+ requires a change to the bylaws. However GC can set the rates for each type of membership.</p> <p>Youth Theatre Fees: CS and LF are to meet this week to establish overall costs and expenses of delivering YT in preparation for discussion with YT Manager re fee rises from September 23. A decision is to be made before AGM.</p> <p><b>Theatre Committee:</b> Summer Shorts received 39 submissions for ten spots. The panel is preparing a short list. Likely to have readings in the bar to help choose the final list.</p> <p>SLT is still waiting on rights for one show planned this year. The Director concerned is reading other plays in case a substitute is required.</p> <p><b>Tech/Wardrobe:</b> BH reported that he is short of experienced people to help at next get in. Some of the work required by the wardrobe has now been done.</p> <p><b>Publicity:</b> SG reported that the publicity team is getting bigger, and hoping someone will step forward to take over managing it at the next AGM. Gala Night : Wed 2nd August. Marissa will lead on planning helped by Teresa and Lottie (time allowing). GC members to attend.</p>	
11.	<b>AOB</b> - None	
12.	Next Meeting : Meeting Monday 15th May 2023	