

**General Council Minutes Meeting**  
8th January 2024

This meeting followed a joint SLT GC and BPT meeting.

**Present:** Simon Gleisner (SG) Chair; Chris Stooke(CS); Guy Jones (GJ)  
Gareth Milton (GM): Eddie Coleman(EC); Han Evans (HE)

|    | Item   | Action |
|----|--|--------|
| 1. | <b>Apologies:</b> Jo Boniface(JB); Hywel Roberts (HR); Barry Heselden(BH); Lorna Felix (LF) (Minutes from video recording) .   |        |
| 2. | <b>Minutes of GC Meeting 11th December 2023:</b> Approved  |        |
| 3. | <p><b>Matters Arising/Actions outstanding:</b></p> <p><b>Show expense form :</b> GM has made the revisions. A member of TC now needs to sign off show expenses; any GC member can sign off other expenditure.</p> <p><b>Fire Safety/Fire Doors :</b> A plan of action following receipt of the fire safety report was agreed during the joint GC/BPT meeting.</p>  |        |
| 4. | <p><b>Risk Register ( Standing Item)</b></p> <p>GM has circulated a template for the SLT Risk register. The aim is to have a consolidated view of the risks facing SLT, so we can focus our resources on addressing the areas of highest priority either in likelihood of happening or negative impact on reputation or finances if they do. At the last meeting, GC members were asked to bring two risks pertinent to their area(s) of responsibility for discussion. The meeting focussed on embryonic suggestions of risk and the scoring 5: High; 1: Low.</p> <p>GM will add the risks discussed to the risk register.</p> <p>BPT members have been asked to do the same.</p> |        |
| 5. | <p><b>Managing Audience Behaviour</b></p> <p>HE provided some background detail to why JB had raised this. But it was felt appropriate to adjourn discussion until JB can be present.</p>  |        |
| 6. | <p><b>Bar Committee</b></p> <p>No update. The bar is being used for Lionel Monk's funeral on 19th January.</p>   |        |

|    |  |                                    |
|----|--|------------------------------------|
| 7. | <p><b>General update questions:</b></p> <p>Further clarification given re poster availability, future printing, managing the cash from programme sales. Sole Luna deal is ready to be advertised now.</p> <p>It was noted that ticket sales for Arturo Ui are going well. With only 22 left across the run!</p>  |                                    |
| 8. | <p><b>AOB:</b></p> <p><b>a. Large Productions and Dressing Room Space : c/f</b></p> <p><b>b. Need for consistency in approach to advertising and holding auditions:</b> Raised because a recent deviation from usual practices has resulted in a significant rise in emails questioning the SLT audition process. The issues include the addition of an initial video audition for non members which runs contrary to the information anyone attending Open Evenings was given. Sometimes Directors don't personally acknowledge receipt of an audition application; and some fail to confirm audition arrangements.</p> <p>TC said that some shows had upwards of 80 - 100 applications for audition and it can be tricky managing such numbers. Also more time may need to be allocated to auditions. The Directors Handbook does contain guidance. It was thought that if we lent each Director a hard copy of the handbook they may be more likely to use it.</p> <p><b>Action: To print twelve copies of the Directors Handbook.</b></p> <p><b>c. Cycle Racks:</b> Anne Crane and Nick Davidson are doing a great job trying to encourage Lambeth to install cycle racks outside SLT.</p> | <p><b>C/F</b></p> <p><b>TC</b></p> |
| 9. | <p><b>Next Meeting : Open Meeting 12th Feb 2024</b></p>  |                                    |

**South London Theatre General Council Meeting**  
**General Reports**  
**8th Jan 2024**

**1. Finance**

- a. Accounts for the full year 2023 underway. Year end cash balance is just under £80,000 which slightly more than forecast (£75,000)
- b. Ticket sales excl VAT are approximately £67,000 for the year, 26% higher than 2022
- c. Membership, excl VAT is approximately £14,600, 18% higher than 2022.
- d. Training classes and other areas more close to previous year, training classes yet to be fully reconciled
- e. Governance project ongoing
- f. Various areas of risk to both SLT and BPT including fire safety report, approach to Lambeth regarding funding and yard options/needs to be discussed at joint part of the meeting

**2. Theatre Committee**

- a. Contributions for the new members booklet are coming in - waiting on a few sentences from each area.
- b. Busy reading plays for the final submissions of 2024
- c. John and James ran operator training which went down really well and produced 7 new people who want to operate

**3. House**

- a. **Resources** : Still a few gaps for the January show, there are lots of gaps for the youth show in February, particularly the Saturday which has the matinee.
- b. **Box Office** :As a reminder, full details of the Box Office takings are available on this spreadsheet:  
[https://docs.google.com/spreadsheets/d/1esM5XTdb7avHkCYrJQWKDws-qOV\\_\\_f4R6qyqTRW-ZJ8/edit#gid=293943378](https://docs.google.com/spreadsheets/d/1esM5XTdb7avHkCYrJQWKDws-qOV__f4R6qyqTRW-ZJ8/edit#gid=293943378)
- c. **Family Tickets** : Family tickets will be used for the first time at the Youth Show in February.
- d. **New pricing** : Q&A has now been published.
- e. **Key Risks / Issues (will transfer to risk log next time).**
  - i. ***Those people on the first aid list are feeling out of touch with the training. Update:***

- ii. Still on track for refresher training on 15/16th January.
- f. **Programmes** : We will be implementing tighter controls on cash sales for the programmes as we don't have any stock control currently. This will be talked through with Jeanette who does the accounting for them.
- g. **Evacuation procedures** : Need to be documented and changed following feedback from fire safety consultants, this will be implemented for the 2024 shows.
- h. **Digital copies of posters** : These are holding up the setup of TicketSource and this is a particular problem with the Youth show in February (to be fair this may be a consequence of the Christmas break). Can these be prepared prior to the casting announcements?
- i. **For information:** Sole Luna - Sole Luna have produced the pdf (next step is to produce a news item on it and add to the 2024 shows).

#### 4. Membership

- a. **New Membership System update**
- b. **Stats update**

##### a. **New membership system update**

Only entirely offline members with pre-authorized payment arrangements in place via London & Zurich, (A total of 7) plus the 200 Club community remain in LoveAdmin.

I have just completed the monthly financial reports for December 2023, for the first time including comprehensive Youth Theatre revenue data alongside the adult membership, as Teresa has switched entirely to MemberMojo and is no longer using LoveAdmin.

Reporting data is pulled from the PayPal and Stripe systems which acquire our payments rather than MemberMojo, which Chris Stooke has access to the financial reports on the shared drive, as does GC more generally:  
<https://docs.google.com/spreadsheets/d/10msbAr1cVkhaSt0Vz2ws-2Vzr3qrmKF3/edit?usp=sharing&oid=108306562274481822207&rtpof=true&sd=true>

##### b. **Membership Stats update**

As mentioned last month, membership numbers data and trending is now published to the [Members' Area](#) of the website, but for convenience:

As @ 31 December, we have the following number of subscriptions changes since last month indicated in brackets:

- Total Full Members: 388 (↑ 1)
- Paying standard £50 rate: 254 (No change)

- Paying concession £25 rate: 134 (↑ 1)
- Supporters: 56, (↑ 6)
- Total active subscriptions: 444 (↑ 7)

Subscription Revenue still seems to be carrying an upward overall trend:

## 5. Publicity

- Further printing issues before Christmas( the programme for Beauty and the Beast was late, only arriving on the second night). The printer was very apologetic and offered some free services to make up. However, I would recommend that we look for an alternative - although that probably will be more expensive. In the meantime we will continue to use him.
- Posters for Orca and Jekyll and Hyde are being printed w/c 8th Jan 24.
- A meeting is planned for w/c 8th Jan to hand publicity to Cal Beckett, who will pick up the management of publicity , but not sit on GC or become a director.

## 6. Marketing

- December highlights
  - Strong ticket sales and feedback for Beauty and the Beast
  - Good traffic numbers for the start of January after the inevitable Christmas dip
  - Good interest particularly in auditions pages and 2024 season page
  - I've resolved the issue with Google Ads and am building adverts again
- December challenges
  - Dip in traffic for website and newsletter over Christmas period
  - Lack of volunteer resource means I've not been able to commit as much time to long-term projects as I'd like as I've been doing a lot of the transactional work on the site and newsletters myself

## 7. Youth Theatre

- The new (Membermojo) system is working well. The parents are finding it much more user friendly.
- A massive thank you from Teresa to Guy for being so helpful with adapting the system to the needs of the Youth Group.

## 8. Wardrobe

- We recruited three new members during Nov/Dec
- Once settled by Feb, we are considering opening twice per week: one for hirers staffed by either Jenny or Jess and some of the team and then an alternative evening with the rest of the team. To use one day for hirers and one for collection management

- c. Eg would use the time to label and measure men's jackets, tackle some congested rails.
- d. Booked next six months of monthly Sewing Bees for Sunday mornings in Kit Room
- e. We understand that fire regs mean we are permitted to continue with foyer displays in front of the doors?
- f. Explore what would be the best mechanism to monitor BACs payments? We often issue invoices but don't know when these are paid or need chasing? Shall we contact Lisa on an ad-hoc basis? Can there be a monthly export to cross reference?

#### **9. General Tech Manager**

- a. Leon Chambers carried out a review of our sound requirements. He is now putting together a report but initial thoughts are that £5k would give us a new set of speakers and mixing desk. We will discuss costs when we have his proposal. Maybe we can do some fundraising.

#### **A.O.B.**

##### **1. Large productions- dressing room space : BH**

Barry is concerned that big productions are not being given sufficient dressing rooms and actor holding space during the week of their show and where necessary the week before. This is going to be an issue for Brecht, Youth Show and Midsummer. When scheduling we need to think about this and make arrangements, this may mean some shows in rehearsal have to find spaces out.