

Iminster Entertainments Society Ltd

Minutes of Trustees Committee Meeting: Monday 14 September 2020

	<i>Action</i>
<p>1. <u>Attendance 7.30pm</u> Meeting taken place via Zoom video conferencing Present: Chris Williamson, Brian Perkins, Charlie Carrington, Kate Murdoch, Jacqueline Wanstall, Heidi Morgan & Nicola Griggs Lucy Driver for the Youth Theatre section. Apologies: George Montague, Gaye Philips, Dave Goodall, Rachel Hunt & Malcolm Young</p>	
<p>2. <u>Minutes of meeting 13 July 2020 and Matters arising</u> Minutes agreed.</p>	
<p>3. <u>Youth Theatre</u> Proposals to open Youth Theatre had been circulated from LD. To start back on Saturdays in small groups with 10 min intervals to keep groups separate. Some discussion on safeguards to keep everyone safe. Trustees need to confirm Covid secure protocols to publicise. All in agreement to go ahead. LD to contact parents and look to start on Oct 03. All recognised this is a fluid situation and need to be ready for any possible changes. Cleaner to be brought back to clean mid-week between YT sessions and for deep clean before October. CC and JW to co-ordinate.</p>	<p style="text-align: center;"><i>CC</i></p> <p style="text-align: center;"><i>LD</i></p> <p style="text-align: center;"><i>CC & JW</i></p>
<p>4. <u>Treasurer's Report</u> Reports circulated – very quiet with theatre shut. Last year's accounts have been to accountants, all signed off and independent review written, along with trustees report ready submission to Company's House and Charity commission. Treasury reports being written ready for AGM</p>	
<p>5. <u>Guttering & roof works</u> Wait to hear from MY for any developments.</p>	<i>MY</i>
<p>6. <u>The Bar</u> Peter Schofield has proposed continuing the electrical and lighting work on the bar but would like to have a small meeting to decide the type of lighting. Suggestion that may be on a Wednesday. Further work will need to be done on the 'building' elements still outstanding after this. Some bar stock has been bought back by the Tuffins as it was due to go out of date. Full stocktake of any stock due to go out of date in the next 3-6 months and offered to full membership at cost to retrieve costs.</p>	<p style="text-align: center;"><i>CW</i></p> <p style="text-align: center;"><i>JW</i></p>
<p>7. <u>AGM & Business Plan</u> Draft business plan sent out by CW any additions, edits etc. welcome. JW proposed AGM needs to be virtual due to increasing restrictions. All agreed. CW to arrange professional Zoom licence for month so no restrictions on number or time. Date chosen as October 15 (Thu), calling notice to go out by 24 Sep. CW to circulate</p>	<i>CW</i>

<p>draft notice in next couple of days. Nominations to be by email this year and note made that new trustees to be available on video conferencing.</p> <p>Agenda, reports and Zoom invites and instructions to be sent out a week before the meeting.</p> <p>MY, CW, BP, HM, GP & DG all continue, JW to stand for second term, NG & CC to stand for first term (co-opted at present), KM, GM & RH do not want to stand again.</p>	CW
<p>8. <u>100 Club</u></p> <p>NG led meeting with CW and JW agreeing details on proposed 100 club. 100 £5 stakes with two £50 prizes every two months. After a year we will have a big prize draw with £200 and £100 prizes.</p> <p>Draws to be held at IES productions (trustee meetings until we are back to normal). All to be done with standing orders and BACS transfers. New email set up for contacts.</p> <p>NG has sent in lottery licence to Somerset council, which will need renewing each year, and we will have to report details.</p> <p>Plan to get set up for start in November with first draw to take place in December.</p> <p>To be open to members and Warehouse supporters, go out via newsletter and email bulletin.</p>	
<p>9. <u>AOB</u></p> <p>CC: Coronavirus protocol circulated and will widen it for Youth Theatre. Hand sanitising unit to be set up at stage door and front doors. This allows Wednesday maintenance group to start again (with social distancing), first priority to clear the stage ready for YT.</p> <p>NG: Ruth Proctor standing down as wardrobe keyholder, still willing to assist. Thanks expressed by committee for her work. NG to take over from her.</p> <p>KM: To continue on with fundraising and grants work.</p> <p>CW: Little Theatre Guild entry updated for next yearbook.</p> <p>CW: Will call a programme committee meeting for after the AGM to discuss possible production ideas for next year, although recognising there are still many hurdles in getting audiences back in and allowing full rehearsals.</p>	CC CW
<p>10. <u>Next meeting</u></p> <p>AGM: 7.30pm Thursday 15 October via Zoom</p> <p>Committee meeting: 7.30pm Monday 19 October 2020 via Zoom.</p>	