

Iminster Entertainments Society Ltd

Minutes of Trustees Committee Meeting: Monday, 11th April, 2022

	<i>Action</i>
<p>1. <u>Attendance 7.30pm</u></p> <p>Present: Charlie Carrington, Jaqueline Wanstall, Brian Perkins, Dave Goodall, Lucy Driver, Nicola Griggs, Valda Dagnell.</p> <p>Apologies: Chris Williamson, Guiseppina De Vallero.</p>	
<p>2. <u>Minutes of meeting of Monday, 14th March, 2022</u> The Minutes were agreed, signed and uploaded to Website prior to the meeting.</p> <p>Matters arising:</p> <p>a) CC chased builders yet again, still very busy, CC still chasing. CC</p> <p>b) JW chased, PHS turned up twice, JW chasing again to negotiate a new contract with them.</p> <p>c) JW reported that CW has signed up Membership Mojo but has not yet migrated information over but will have more info for next meeting. CW</p> <p>d) The electrician put Defibrillator onto outside wall, CC to chase re two items unfinished. They looked at the consumer unit and will quote to replace the whole unit with RCDs. CC also asked for quote for electrical certificate for the building - discussed a five year rolling certificate may be the best way of dealing with this. CC</p> <p>e) DG said Swanmead's Arts Award are on 19th & 20th May for 2hrs and 4hrs respectively. They want Q&A about theatre, tours for three separate class groups of 10 children each.</p> <p>f) Publicity/IMEX Advert (CC) - see Publicity, 7.</p>	
<p>3. <u>Treasurer's Report (CW):</u> JW advised CW has not yet sent reports out, waiting for Play On and Oliver to be incorporated. CW is looking into applying for tax credits to claw back some monies from productions? Ice cream prices - dealing with this later. CC reported the gas for heating has gone up 50% and possibly electricity too.</p>	CW
<p>4. <u>Programme Committee(LD):</u> Minutes went out last minute. Still waiting on Brian Halley to confirm a December production. Verne has agreed to do Games Afoot in October 2023. Holiday Snap (DG) and 39 Steps (Irene) set for September and October respectively. VD asked about Jane Eyre - LD to ask MY if he would like to resurrect this as was cancelled by Covid.</p>	LD

<p>5. FOH & Volunteer Matters (G): G sent points over which JW read out:</p> <ol style="list-style-type: none"> 1. CC will reissue Code of Conduct after adding a paragraph on inappropriate comments, after unofficial complaint made to ice cream purchaser. 2. Biscuit trial: - G has asked for feedback from volunteers but will attempt to buy wrapped ones for May productions. The price to go up accordingly. CC to find prices from Bookers. 3. G has tried to contact the Rotary Club Lady re the stall for Jubilee without success. 4. The Duty Manager cover is an ongoing problem, possibly lack of confidence of volunteers. Trustees discussed the issue, suggesting specific training, sharing responsibilities with the Box Office role. JW to convey ideas to G. 5. Fire training and group training for Duty Manager and Box Office discussed. 	<p>CC</p> <p>G</p> <p>CC</p>
<p>6. Fundraising: YT kids raised over £200 on cake sale and Quizz night (which was oversubscribed) earnings to come through Seaty. Will look at holding it in the auditorium next time. CW sent a message via JW that we have over £50k in Old Bakery funds. DG is getting quotes for the floor, staircase, electrics and moving the water into the toilets. JW needs notice to transfer monies to pay bills. Mary Davys raised £120 by making and selling her marmalade - JW to write thank you note and LD to drop it to her. Claire and daughters made and sold 200 bunny boxes with Easter Eggs, sold out and £1 per box donated to IES.</p>	<p>DG</p> <p>JW/LD</p>
<p>7. Publicity: CC mentioned we have a Publicity Group and CW is our main contact. Trustees need to ensure their publications are correct before going out. They should also coordinate the Newsletter. CC suggested a little one should go out next week for May events: HMS Heron and Comedy Nights. Mike had sent one on 8th which included call for Sally's reading. Trustees discussed Gmail problems and membership receiving & reading them. CC suggested 3 monthly detailed newsletter and smaller monthly ones. They agreed to trial a bi-monthly one - next one on 1st May, then 1st August as nothing happening in July. NG suggested putting a private page on Website with the Calendar so members and committees can see deadlines.</p>	
<p>8. Youth Theatre: End of term. On last day families attended, cakes were sold, raising over £200. Explained types of help needed to parents so some are willing to chaperone. Kathryn Grice will chase and organise. Next term they will work towards playlets. Summer school is booked in and also another Discovery Art Awards for youngest children. CC congratulated LD on the success of Play On.</p>	

<p>9. <u>Hire Rates:</u> CC discussed increasing the hire rates for Thursday and Saturday Film Clubs, the latter experiencing fewer attendees. JW, CC, CW holding a Watsapp meeting to review our rising costs and approaching clubs about possible 12.5% rise. CC will feedback thoughts to us. VD suggested that these clubs hire the same day as hire is cheaper and saving on heating costs. Discussion on Insulation quality and sound insulation - possible grants for these, but will possibly set as next big project after OB.</p>	<p>CC</p>
<p>10. <u>Bar Update and ice Cream prices (JW):</u> A confidential health issue has arisen but Sam and Tuff are still leaving. Trustees need to take over the bar as this will impact us - it went awry this weekend with CW being unwell. Possibly two tablets required as having only one was holding up the service. Suggested pre-ordering of drinks to ease congestion at interval. CW, CC and JW to review situation, ordering of consumables etc at a meeting and report back. It was agreed to raise the ice cream price to £2.50 in line with other theatres, which will help with costs.</p>	<p>CW/ CC/JW</p>
<p>11. <u>100 Club Draw:</u> NG held April draw, Josette Slater and Linda Pigott-Vijay both being second time winners.</p>	
<p>12. <u>AOB:</u></p> <ul style="list-style-type: none"> a) BP reported feedback on Oliver was very popular and should we held for more of same. The Tacchi Morris had an upgrade grant for their lights to LEDs from their Council - should we approach Ilminster council for grant to do same? b) T-shirts for Frome visit with correct logo requested - LD to order and sell for £10 each, giving a little profit. Suggested as a uniform for FOH volunteers, G to Email out looking for feedback on this. c) Demonstration Day: BP suggested a separate day for lighting demo. LD suggested a course for adults to generate more interest in stagecraft and possible September time? d) programs are running at a loss - discussion on improving quality, sponsorship and advertising. JW to send DG running costs of photocopier, scrips and A4 posters. e) Oliver did well and made a profit. f) DG to send available January dates to YAPS for their Pantomime. g) LD asked if there was any news on extender needed for Film Club, whose next meeting is 14th May. CC to get a quote from his son for 20m cable or dongle in the warehouse and bar. h) Punch pad suggested for the back door, DG to look into costs of this and Yale lock on Fire Door. Separate/new codes would be needed for each meeting? 	<p>LD G JW DG CC DG</p>
<p>Next Meeting: Monday, 16th May, 2022 - change agreed by Trustees</p>	
<p>The Meeting closed at: 9.08pm</p>	