

Iminster Entertainments Society Ltd

Minutes of Trustees Committee Meeting: Monday, 16th May, 2022

	<i>Action</i>
<p>1. <u>Attendance 7.30pm</u></p> <p>Present: Chris Williamson, Jaqueline Wanstall, Brian Perkins, Dave Goodall & Guiseppina De Vallero.</p> <p>Apologies: Charlie Carrington, Lucy Driver, Nicola Griggs & Valda Dagnell.</p>	
<p>2. <u>Minutes of meeting of Monday, 11th April, 2022</u></p> <p>The Minutes were agreed, signed, and uploaded to Website prior to the meeting.</p> <p>Matters arising:</p> <p>a) Roof repair update- CC is still chasing this and the electrician.</p> <p>b) Hire rate increase- this has now been reviewed and agreed. The Cinema Club are being charged weekday rates for the weekend; this allows them to have a discount.</p> <p>c) T-shirts for Frome and FOH Volunteers- no news, an update needed.</p> <p>d) Extender quote-DG has had 2 quotes, a cheap one at £29 and mid-range at £80. All agreed we should not go for the cheap option.</p> <p>e) Punch pad quote for back door- DG is installing a lock on the auditorium door, in preparation for the punch pad, so if the new system fails, we can still gain access. We will need 3 key holders for this key. A commercial grade lock is required which will be approx. £200. He will also install a punch pad on the bar door, after he has completed some maintenance work on the door. Approx. cost for both doors is £400.</p>	CC LD/G
<p>3. <u>Treasurer's Report (CW):</u></p> <p>a) Cleaning has jumped up this month due to a one-off waste disposal payment to clear the Old Bakery ready for work.</p> <p>b) Full figures for HMS Heron and the Comedy night are not all received yet. However, despite low audiences for they have both made a surplus over costs.</p> <p>c) The recent cost for the old bakery (floor and staircase 50% deposit) have been taken out of the Old Bakery fund in the Balance sheet. At present this will fall below £50k when the rest of this work is completed</p> <p>d) Membership Mojo- this is nearly set up. To do this, CW has created a Stripe Account, which should mean that moving forwards the Seaty % fee will decrease. DG to check this. It was agreed to set up a rolling membership, rather than renewal at the same time of the year.</p> <p>e) JW informed those present of her decision to step down as a Trustee at the next AGM. After 5 years of working at the theatre on the finance, she is now</p>	DG

<p>needed to be the Treasurer at her local village hall, and sadly doesn't have time for both.</p>	
<p><u>4. Programme Committee (LD):</u></p> <p>a) HMS Heron and the Comedy night both had low audience numbers but made a small profit.</p> <p>b) Lockdown in Little Brimley came 3rd at the Western semifinal in Frome.</p>	
<p><u>5. FOH & Volunteer Matters (G):</u></p> <p>a) G is still struggling to allocate Duty Managers, especially for daytime shows. She is still doing training, for all the roles, and it is going well.</p> <p>b) Bar- CW is currently organising people to run the bar for each event but needs somebody else to take this on. A second tablet and card reader will be purchased for the bar.</p> <p>c) Coffee Bar- all agreed this should be expanded to include soft drinks and confectionary, this will take the pressure off the bar on busy shows. The trial for selling biscuits with coffee went well.</p> <p>d) Ice creams- price increase to £2.50 does not seem to have impacted sales.</p>	
<p><u>6. Fundraising:</u></p> <p>Some nice amounts of money have been brought in recently by the YT. A big thank you to them.</p>	
<p><u>7. Publicity:</u></p> <p>a) Newsletter- a general format needs to be agreed.</p> <p>b) The new publicity team- CW is currently overseeing the new team, but due to commitments on the Treasury Team, needs another Trustee to take over this role.</p> <p>c) Posts regarding shows are going up on Facebook but doesn't seem to be happening on Twitter or Instagram. Posters also don't seem to be happening or being put up around the villages like before.</p> <p>D) County Gazette in Taunton do free listings, which we really should start using.</p> <p>e) G has offered to send out monthly reminders, via email, to the Publicity Team of what needs to go out and when for the shows.</p>	G

<p>8. <u>Youth Theatre:</u> Lucy is working on the end of term/ year performance. She has also set up another Arts Awards which is nearly full.</p>	
<p>9. <u>AOB:</u></p> <ul style="list-style-type: none"> a) With JW resigning and CW having to step down in September, we need somebody to take over being the Treasurer. CW is happy to still do the bookkeeping. b) We still have a low number of Trustees and need to recruit some more. G has agreed to come on board as a Trustee. c) It was raised if we were doing anything for the theatre's 75th anniversary, this is to be passed to the Programme Committee as the Trustees currently do not have the capacity to take this on. d) We will do a piece in the newsletter appealing for new Trustees, as we have some big roles to fill- Treasurer, Publicity & Bar 	
<p>Next Meeting: Monday 14th June 2022</p>	
<p>The Meeting closed at: 8.29pm</p>	