

Iminster Entertainments Society Ltd

Minutes of Trustees Committee Meeting Monday 10 June 2019

	<i>Action</i>
<p>1. Attendance 7.30pm</p> <p>Present: Lyn Lockyer, Chris Williamson, Kate Murdoch, Dave Goodall, Brian Perkins, Malcolm Young, Heidi Morgan, Ruth Proctor, Kirsty Hughes & George Montague</p> <p>Apologies: Jacq Wanstall & Irene Glynn</p>	
<p>2. Minutes of meeting 13 May 2019 and Matters arising</p> <p>Minutes agreed.</p> <ul style="list-style-type: none"> • IMEX went well with interest at the open morning in theatre and Greenfylde stall. Some new volunteers gave their contact details. Thanks to all those who helped and to Gaye Philips for weeding around the theatre beforehand. 	
<p>3. Youth Theatre</p> <p>Apologies from Lucy Driver, unable to attend, she has sent a report on YT and some proposals for future developments. MY declared an interest, LL took over as chair. The report led to discussion on the structure and organisation of YT. All agreed on the importance to IES of the YT and all agreed that fees should increase in September. It was proposed to research similar successful Youth Groups to compare how they are set up and run. LL to coordinate.</p> <p>Also Charity Commission rules to be checked for any possible restrictions.</p> <p>A decision on LD's YT proposals to be made at the next meeting with this research to inform the trustees.</p>	LL
<p>4. Treasurer's Report</p> <p>May statement, year to date statement, balance sheet and show summary circulated with Treasurers report.</p> <p>Contract with PHS set up for Sanitary bins and already in place.</p>	
<p>5. Secretary's Report (inc. Membership)</p> <p>Trustees in agreement that no change to membership fees to be made this year. Renewals due in August at £15 Adult, £25 Joint, £30 Family, £7.50 Youth, £25 Patron, £40 Joint Patron.</p>	
<p>6. Old Bakery Development</p> <p>It has been proposed that some work should be carried out this year to show progress and encourage further fundraising. As the funds are available and it was quoted for separately, the work on the roof to be instigated.</p> <p>Appeal letters are being distributed and are receiving a good response.</p> <p>Murder Mystery fundraiser night by Bryan Hallett confirmed for Friday 27 September for 80 at £7.50</p> <p>Costume Cavalcade to be held on Friday 04 October, similar to Wedding Dress Show using costumes from IES Wardrobe.</p> <p>Reply received from Planning department regarding time usage and music restrictions on Old Bakery. Appeal to be made once all work on grants finished.</p>	MY

<p>7. <u>Front of House</u></p> <p>New freezer for ice creams purchased and in place.</p> <p>Trustees happy for different coffee suppliers to be investigated and used.</p> <p>Bar – card payment enquiries are increasing, contactless card payments will need to be taken soon.</p>	
<p>8. <u>Publicity Report</u></p> <p>KH reported that publicity for 'Present Laughter' is on course, banners up, advert in Ilminster Press and editorial in Chard & Ilminster.</p> <p>Editorial about the Old Bakery going in to next edition of Ilminster Press.</p> <p>Options of using IMEX Warehouse flag position at other times during the year with our own flags to be investigated.</p>	GM
<p>9. <u>Programme Committee Report</u></p> <p>Latest minutes circulated.</p> <p>D&M Productions confirmed as producing Alan Bennett's 'Talking Heads' to fill empty September slot.</p> <p>PC have proposed approx 10% increase in theatre hire charges, details circulated, all agreed. Further details on PRS charge for music to be investigated and added.</p> <p>Discussion over whether IES ticket prices should be increased, all agreed no change at present.</p> <p>Second Directors Meeting to be held on social evening Thursday 19 September from 7pm to ask for more proposals for 2020 productions.</p> <p>Decision made by 'Present Laughter' cast and crew not to be entered into Phoebe Rees due to late date of full casting.</p>	MY/DG
<p>10. <u>Wardrobe</u></p> <p>Some military costumes have been sold for approx £200 but wardrobe is still very full, any donations to be postponed until relocation in to Old Bakery.</p> <p>Appeal for extra costume volunteers in next newsletter, in particular wardrobe coordinators for each IES production, RP unable to fulfil this role for every show.</p>	CW
<p>11. <u>AOB</u></p> <p>CW: Seven trustee vacancies to be open for election at October AGM. MY, JW, KM, GM & DG to continue, CW, RP, LL, HM & KH remain eligible for a further three years.</p> <p>DG: Work on theatre guttering needs to be scheduled to prevent further leaks. GM to contact Dean Loveless, local contractor with children in YT, for quote.</p>	GM
<p>12. <u>Next meeting</u></p> <p>Monday 08 July 2019 at 7.30pm</p>	