

## Iminster Entertainments Society Ltd

### Minutes of Trustees Committee Meeting Monday 11<sup>th</sup> March 2019

	<i>Action</i>
<p style="text-align: center;"><b><u>Attendance 7.30pm</u></b></p> <p><b>Present:</b> Chris Williamson, Kate Murdoch, George Montague, Malcolm Young, Jacq Wanstall, Kirsty Hughes, Lyn Lockyer, Ruth Proctor, Dave Goodall &amp; Brian Perkins</p> <p><b>Apologies:</b> Heidi Morgan &amp; Irene Glynn</p>	
<p><b>1. <u>Minutes of meeting 11<sup>th</sup> February 2019 and Matters arising</u></b></p> <p>Minutes agreed.</p> <p>All matters arising to come up in agenda points.</p>	
<p><b>2. <u>Old Bakery Development</u></b></p> <p>MY circulated a summary of the four tenders received (4 declined): Ash Brothers, W.Coombes &amp; Sons, Melhuish &amp; Saunders, Stonemead, and initial thoughts of architect Ian Pamplin.</p> <p>A spread of prices was received and a spread of detail also from the four. After discussion, it was decided that the detail needed to be looked through and clarification sought to ensure the correct tender is chosen.</p> <p>MY to go back to IP to ask for clarification and seek meeting. Ray Lockyer to look through details available to highlight any differences and questions.</p> <p>Once the tender has been chosen, this will give the required detail for new grants to be applied for to help with fundraising.</p> <p>A project manager will be needed for the work, if no suitable volunteer can be found among IES then employment of a professional needs to be considered.</p>	<i>MY</i>
<p><b>3. <u>Front of House &amp; Volunteer Rewards</u></b></p> <p>HM has taken on job of FOH Manager, organising volunteer rotas. HM sent note highlighting the need for more Duty Managers to be trained up as this is the only real shortage. Also looking to find a 'coffee' manager to keep machine clean and stocked up as well as tea etc.</p> <p>HM sent in ideas on updating the reward ticket system for front of house volunteers, giving out vouchers for complimentary tickets once enough duties have been carried out.</p> <p>Discussion widened into whether volunteers in other areas of the theatre should have similar systems and whether the reward system is widely used or actually encourages new volunteers. DG to check how many complimentary tickets were given out like this last year.</p> <p>HM to be asked her opinion on whether it is worthwhile continuing the system.</p>	<i>DG</i> <i>HM</i>
<p><b>4. <u>Management Structure</u></b></p> <p>All in favour of implementing the structure. CW suggested doing so over the next six months, in which any tweaks and changes can be made so that the system is fully implemented after next AGM.</p> <p>MY concerned that some important roles, such as H&amp;S officer, are unfulfilled at present.</p>	

<p><b>5. <u>Treasurer's Report</u></b></p> <p>JW circulated February statement, year to date statement, balance sheet and show summary with Treasurers report. New theatre hire invoicing system with deposits working well, annual accounts are to be filed shortly with Companies House and Charity Commission.</p> <p>Old CCLA account has now been closed with funds transferred into new Charity Bank savings account. Discussion over how much to leave in current account, decided £25k should cover, moving all other funds into savings account to accrue interest.</p>	
<p><b>6. <u>Secretary's Report (inc. Membership)</u></b></p> <p>Nothing to report.</p>	
<p><b>7. <u>Publicity Report</u></b></p> <p>Now HM has taken on FoH, needs to step back completely from publicity. KH to join publicity team and publicity team to meet to make sure all areas covered. HM to be asked for all newspaper details to ensure good coverage in Ilminster Press paper is continued.</p> <p>Banners have been ordered early for Dangerous Corner due to recent delays.</p>	<i>GM</i>
<p><b>8. <u>Programme Committee Report</u></b></p> <p>Latest minutes circulated.</p> <p>Dangerous Corner all going well, She Stoops to Conquer holding auditions this week.</p> <p>Two entries in to SFD Somerset County Drama festival held at Warehouse in March.</p> <p>Waiting on Literacy Festival to confirm the last of their theatre hire for this year.</p>	
<p><b>9. <u>Youth Theatre Report</u></b></p> <p>All progressing well for future shows and in general.</p>	
<p><b>10. <u>AOB</u></b></p> <p>CW: The internet connection has been unreliable at times for the box office, also looking ahead to possible card payments we need to improve internet connection. DG volunteered to look options available, checking with JW what we have at present.</p> <p>RP: New wardrobe volunteers joining up.</p> <p>LL: Concerned that we still haven't made any official appeal to the evening usage restrictions attached to the Old Bakery planning permission. KM to follow up with letter to council.</p>	<i>DG</i>     <i>KM</i>
<p><b>11. <u>Next meeting</u></b></p> <p>Monday 8<sup>th</sup> April 2019 at 7.30pm</p>	