

Trustees of the Sinodun Players

Minutes of the 78th meeting of the Trustees held on Tuesday 31 January 2017 at the Corn Exchange, Wallingford at 7.30pm.

Present: N Morley, J Wright, D Lisburne, J Jeskins, L Van der Vord, K Spence (minutes), G Wright (DC), O Hemming (Board).

		Action
1.	Apologies for absence	
	J Utley	
2	Decisions/Discussions since last meeting not covered elsewhere	
	It was agreed by email discussion that the Trustees sanctioned increasing release of reserves, now £120,000, to the roof fund and to use the Nationwide account as the fundraising account.	
3.	Minutes of 77th meeting on 13 December 2016	
	These were approved and were signed by the Chairman, ready to be uploaded to the website.	
4.	Matters arising from 77th meeting not covered elsewhere	
	<p>The cheque for £53,000 has now been received from the limited company. An additional donation of £30,000 from company funds was also received. Both cheques have been paid into the fundraising account.</p> <p>Clarification on Item 8 and communication. This did not refer just to the Board (where communication is good), but communication with all parties. However, since that meeting, communication has now improved significantly and is no longer a concern.</p>	
5.	Items to and from the Board	
	<p>Memorandum of Understanding. The template is still with K Price has not yet been reviewed by Trustees.</p> <p>A second cinema screen and projector should now have arrived and it is planned to use it for taking films out into the community and for use in the Club Room. It has been agreed, following meetings between the Board and DC that it could be used in the Club Room on certain agreed Friday, Saturday and Sunday nights so long as no show is in production. This is a trial. It would also mean clearing the Club Room (which has become somewhat untidy).</p> <p>A properly documented procedure is required on use of the room.</p> <p>In addition, the infrastructure also needs setting up. It is hoped to have the first films starting in February/early March. Staffing requirements will be one additional usher and projectionist over normal cinema and, when the CX is dark for a show set-up, a house manager would also be needed.</p>	Board/DC

	<p>J Warburton is in discussion over other venues where it could be used, including St Mary's church, the Town Hall and the George, especially during the roof shut down period.</p> <p>The contract between the Board and Crescendo is just about to be set up. It will include a clause concerning the copyright and performance rights to be the responsibility of Crescendo.</p> <p>Nick Morley is to be the producer for the CX for the show.</p> <p>House Manager rota/scheduling. As a trial, house managers will be given the rights to manage their own rotas. If that works, then it will be opened up to other rotas. The Board acknowledged that the 3 rings program is not working quite a well as they hoped. The Board might look to buy out and then customise it for our own use.</p> <p>Following the power cut in Wallingford during the pantomime run, N Morley asked the Board to look into procedures in the event of a power cut and the safe operation of the theatre. Of particular concern is the time needed for the emergency lighting to fully recharge (possibly up to 24 hours).</p>	Board
6.	Items to and from DC	
	<p>There was no meeting in January because of the pantomime. Much of the discussion at the previous meeting concerned the projector and screen.</p> <p>The DC still has no minutes secretary but the search is still ongoing.</p>	DC
7.	Financial matters	
	<p>Nothing much to report. Money is coming in for fund raising for the roof in both small amounts and some significant donations. Donors who have given more than £50 are being thanked by letter.</p> <p>J Wright noted that Nat West does not have the facility in its on-line banking to have dual authority requirements; one person is able to have full control. All agreed that this was not acceptable. G Wright agreed to find out more information on other bank accounts. D Lisburne to find out how a local club she knows manages their on-line banking.</p>	GW DL
8.	Roof Project	
	<p>Roof Project including</p> <ul style="list-style-type: none"> • the OCVA course attended by D Lisburne • naming opportunities (previously circulated document from D Lisburne) • the fund-raising committee • future fund-raising events • promotional products • feedback on the launch <p>The OCVA course D Lisburne attended was interesting, useful and reassuring. There were 12 attendees. One of the handouts included the address of an institute of fundraising: D Lisburne is to go to the website. Particular points included:</p> <ul style="list-style-type: none"> • Trustees need to be sure a fundraising committee keeps up the ethos of the society. 	DL

	<ul style="list-style-type: none"> • There needs to be legal transparency – we believe we do this. • Care must be taken with data – can you use a membership list to ask members for money, for example? • The course suggested making a fund-raising strategy. <p>Naming opportunities. This was discussed at the fundraising meeting earlier on 31 January. The Trustees were asked not to discuss until after the meeting planned for 16 February with O Shiell. (This might need moving from 16 to 21 February).</p> <p>Fund raising committee. There are some issues which N Morley and O Hemming will discuss further.</p> <p>Future fund raising events. D Lisburne reported a number of possibly ideas that have been proposed. It was noted that, although these fundraising events will generally raise only relatively small amounts of money, they are worthwhile for ensuring involvement in the project.</p> <p>The bucket collection during panto raised £1693 and it is suggested that collections are made after films.</p> <p>Promotional products. These could possibly be used as a reward but are probably not worth doing as a fundraiser.</p> <p>The Launch was very successful. J Warburton spoke well and there has been good press coverage. It led to several generous donations.</p> <p>Report from the Board. The roof project is now into pre-construction phase. There was a meeting with Francis Construction on Friday 27 January. Monthly meetings will be held with the roof project team (7.30am Fridays) with additional interim meetings.</p> <p>The Board now has to make decisions in design terms. For example, seats might need to be removed/replaced, consideration is needed on the stage flooring and the lighting rig front of house. G Wright, N Morley and O Hemming to meet to discuss next steps/decisions. Wider consultation might be needed e.g. paint colours, what to do with the tabs (which will probably not last much longer).</p> <p>The Board has authorised Francis Construction to spend up to £30,000 - £9,00 for their costs and anything that they are working on. It is a fixed price contract.</p> <p>The Just Giving site has some minor errors but it will be amended.</p>	NM OH
9.	Articles of Association	
	<p>To agree the following resolution: The directors of Corn Exchange Wallingford Ltd propose by special resolution that the existing memorandum and articles of association of the company be in their entirety removed and replaced by the new articles of association previously circulated.</p> <p>Proposed N Morley, seconded J Jeskins, all in favour.</p>	
10.	Any other business	
	OCVA forum 15 March. It was agreed that a trustee should attend if possible.	

	<p>Little Theatre Guild (LTG) feedback. G Wright and N Morley went to the southern region AGM. We need to be more involved in LTG as they exist to support people who run little theatres, not amateur dramatic societies. They have a number of very useful resources, links to H&S documentation on their website for example. There are also knowledgeable people available.</p> <p>Agenda items at their next regional meetings include challenges in managing a theatre, funding possibilities, charity commission requirements for Trustees, safeguarding of children and adults. There are meetings on 12 March in Winchester or 14 May in Bristol. It is strongly recommended that a Board member/trustee attend one of these meetings.</p> <p>G Wright and J Wright would like to attend the LTG national conference on 7 to 9 April 2017. Trustees agreed to fund attendance.</p> <p>It was suggested that we offer to host the southern regional conference in October 2018. All agreed with this suggestion.</p> <p>J Wright will attend the next Board meeting.</p>	
11	Date of next meeting	
	21 March 2017	

Meeting closed at 9.45pm