

## Trustees of the Sinodun Players

Minutes of the 82nd meeting of the Trustees held on Tuesday 12 September 2017 at the Corn Exchange, Wallingford at 7.30pm.

Present: N Morley, J Wright, J Jeskins, D Lisburne, R Dewell, K Spence (minutes), G Wright (DC and Board).

		Action
<b>1.</b>	<b>Apologies for absence</b>	
	J Utley	
<b>2.</b>	<b>Decisions/Discussions since last meeting not covered elsewhere</b>	
	None.	
<b>3.</b>	<b>Minutes of 81st meeting on 20 July 2017</b>	
	These were approved and were signed by the Chairman, ready to be uploaded to the website.	
<b>4.</b>	<b>Matters arising from 81st meeting not covered elsewhere</b>	
	J Utley attended August's DC meeting (N Morley was not available).	
<b>5.</b>	<b>Items to and from the Board</b>	
	<p>The Board is preparing an induction booklet particularly aimed at volunteers, which is to include H&amp;S guidelines.</p> <p>Bar prices were increased for Bunkfest and although there has been a reduction, they are still higher than previously.</p> <p>From January 2018, we will not be able to charge for online booking. Ticket prices will increase to £8 adult and £5 under 16 as soon as cinema opens (currently £7.50 for adults).</p> <p>There was discussion about the grand re-opening. The date is still yet to be decided, depending on progress of the works which are currently slightly behind schedule. It is looking likely it will be 15 December. The DC is organising some entertainment but the Board suggests that the organisation of other aspects of the evening should be the fundraising committee.</p> <p>The Board is looking to gain access to the control room from October so that we can prepare again for cinema.</p>	DL
<b>6.</b>	<b>Items to and from DC</b>	
	N Morley suggested a gala night for the opening performance of our 70th anniversary. We would invite people to attend as for the Prince's ball (panto is Cinderella), set in the 1950's and the ball is fancy dress. The event will start at 6.45pm for canapes and sparkling wine/soft drinks. There will be an opportunity for a few brief words to the assembled guests in the Curtis Room/Foyer, but the director has specifically requested no speeches on stage to detract from the performance. The event is not a fundraiser but	

	<p>tickets will be a bit more expensive to cover costs - £15 and £10 including programme (normal price will be £12 and £8). J Utley has kindly offered to cater for the gala. There will be no different priced nights but on the Tuesday and Wednesday there will be a free programme.</p> <p>Treasurer. Caroline Wilkes will be an additional signatory. A Stammers is home and frail following her recent unexpected hospitalisation. The DC is currently working around not having their Treasurer.</p> <p>G Wright had a meeting with M Wheatley and M Lidbetter following receipt of the pantomime budget which showed a much reduced profit. They indicated that this budget was intended to be a “worst case scenario”. G Wright has requested that they look again carefully at the costs. It was noted that some increased costs were necessary, due to not having full access to the workshop and ongoing constraints due to the roof works.</p> <p>Concern has been raised that there are only four child roles in this production. It will be made a condition of future productions that children must be included – both for the future of the society in involving youth members but also to ensure good audiences. Marketing of the show is recognised as being important.</p> <p>Next year's artistic programme has been set and will be announced at the AGM.</p> <p>Christmas party. We will have one on 19 December with card opening, and it will be opportunity for a volunteers thank you. As cinema will be operating it will not be possible to use the stage.</p> <p>Jay Berry is now managing the administration for Encore. Ellen Phelips is standing down from the DC youth position. Sue Brown has put herself forward for this post and will liaise with J Berry. There are two people standing down – E Phelips and S Enticknap. S Enticknap will continue with the website and drama festival. E Phelips will become the DC minutes secretary.</p> <p>The Board has assured the DC that works will have finished in time for pantomime and we do not need an alternative venue.</p> <p>Vice presidents. At the DC meeting, the suggestion for the Vice Presidents was discussed, and two people suggested as being worthy recipients have been approached and have agreed to accept, if approved at AGM</p> <p>Trustees suggested that, instead of flowers or similar, 2 complimentary tickets for each SP show in the 2018 anniversary year would be given. D Lisburne offered to prepare this.</p> <p>It was noted that the Vice President should be able to act as an “ambassador” for the Sinodun Players. There was discussion how others, who have also made considerable contributions, could be acknowledged but for whom nomination as a Vice President would not be appropriate and this will be considered; nomination for a NODA award was suggested.</p> <p>In addition to the Vice Presidents as “ambassadors”, it was suggested that some “names” be approached who could be added to the letterhead e.g. well-known actors. D Lisburne has some ideas and will progress.</p>	<p>DL</p> <p>DL</p>
<b>7.</b>	<b>Financial matters</b>	

	<p>Fundraising. J Wright sent round a version of his spreadsheet with identifying information removed.</p> <p>The advanced 10 year membership has raised about £10,000.</p> <p>Resolution; Trustees agree to release the £10,000 raised through 10 year membership to the roof fund. All agreed.</p> <p>All monies have now been transferred from the Trustee savings account, which was being used for the roof fund. The savings account can now come back to Trustees and our savings can be put into it to earn interest.</p>	
<b>8.</b>	<b>Roof Project</b>	
	<p>SODC grant. John Evans and N Morley have been dealing with Tessa Hennessy. She has sent comments back to the SODC solicitor on the draft grant agreement. The money from SODC is specifically for the Francis construction part of the project. Francis Construction is aiming for 17 November 2017 building handback.</p> <p>Tessa Hennessy has claimed for 10 hours work on our behalf. She has now worked 5 hours more and hopes to get the additional work done in 5 more hours. An extra 5 hours was proposed as a contingency. Trustees agreed to this additional spend.</p> <p>Tessa Hennessy is including in our agreement that SODC will not go personally after any trustee and it was thought this would be acceptable to SODC.</p> <p>The Board (J Grimshaw) is checking out trustee insurance in their current insurance but have noted NODA's insurance.</p> <p>The Fundraising committee also met earlier on 12 September. Fiona Smith will project manage the fundraising committee and D Lisburne will chair. R Dewell, J Utlely and Ellen Phelps have offered to join. They had a good “big picture” meeting. J Evans will manage more big grants with a separate team which will report into the committee.</p> <p>The Case for Support booklet is ongoing and being further developed.</p> <p>Selling of refurbished seats. D Lisburne is to draw on the expertise at the Oxford Playhouse and offer a fixed period for each seat sale.</p> <p>Financial processes and agreeing costs was discussed, both for DC and Board and particularly for the roof project. N Morley is to meet with O Hemming in the next week and arrange a Finance Committee before the next Board meeting.</p> <p>John Pinniger has arranged that the website will be updated to show progress on the roof project.</p>	<p>DL</p> <p>NM</p>
<b>9.</b>	<b>AGM Arrangements</b>	
	<p>K Spence to discuss with Marlene Chalkley at the Methodist Church arrangements for access on 29 September. We should be in the building at about 7.15pm for a 7.30pm start.</p> <p>Nominations to be in Friday 22 September. K Spence will check for nominations. We need 22 members to attend to be quorate.</p>	KS
<b>10.</b>	<b>Any other business</b>	

	<p>LTG. We have offered to host the southern region AGM in 2018 (our anniversary year). The AGM is normally held in September or October. N Morley, J Wright and G Wright will attend this year's AGM in Romsey. Delegates arrive on the Friday evening, there are Saturday workshops, on the Saturday evening they watch the theatre's show before returning on Sunday morning to the theatre for presentations.</p> <p>There will be a postmaster email shortly asking for loans of over £5000 for 3-5 years at 3%. This might be an issue for Trustees who may not profit from their position. This needs double checking further.</p>	
<b>11.</b>	<b>Date of next meeting</b>	
	24 October 2017.	

Meeting closed at 9.55pm