

Trustees of the Sinodun Players

Minutes of the 84th meeting of the Trustees held on Wednesday 31 January 2018 at the Corn Exchange, Wallingford at 7.30pm.

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

		Action
1.	Apologies for absence	
	J Utley, R Dewell	
2	Decisions/Discussions since last meeting not covered elsewhere	
	None.	
3.	Minutes of 84th meeting on 12 December 2017	
	These were approved and were signed by the Chairman, ready to be uploaded to the website.	
4.	Matters arising from 84th meeting not covered elsewhere	
	The new lighting desk arrived and was used for pantomime. It was a good choice and good to use.	
5.	Items to and from the Board	
	<p>N Morley thanked the Board for delivering the theatre back to the Sinodun Players in time for pantomime.</p> <p>The next board meeting will be held in early February.</p> <p>The Corn Exchange reopening ceremony/budget. A budget of £3/head for food and £2 for alcohol was discussed and it is to be hoped there will be approximately a full house – it is an invitation only event though tickets will be given out, to ensure everyone has a seat. VIPs will have “targeted” seats. It was suggested that some Encore members might provide waiting staff. Ongoing.</p> <p>Roof update. In snagging phase and final installation of air vents, which should take about 2 weeks.</p> <p>There are some issues with the architect and snagging. There is also work that we need to carry out e.g. lighting of stairs and communications between FOH and downstairs.</p> <p>There have been Issues with radio mikes.</p> <p>It was suggested that consideration be given to a facility which minimises wires in the auditorium.</p> <p>The projector is now working; two boards had failed. One board will no longer be serviceable after June this year which would mean we would have to buy a new sound server at a cost of about £7,000. This issue will be discussed at the next finance meeting. The Board will ring fence some funds towards a replacement projector.</p>	

	<p>Precise costings are difficult to obtain. This is included in the Board's development plan.</p> <p>House lighting. It was noted that the system currently in place is acceptable and works quite well, though they are stage lights. Replacement/funding (in the region of £7,000) needs further discussion before March for Showtime. The Board to get quotes then a decision can be made.</p>	All committees
6.	Items to and from DC	
	<p>The DC has not met since the last Trustee meeting due to Christmas and pantomime.</p> <p>The show for the reopening on 2nd March is in hand and negotiations with Edward Hall are progressing well.</p> <p>During pantomime, there was an issue backstage with photography. The Stage Manager has been advised to write an email which the DC will follow up.</p> <p>G Wright will put something in CX Times that the 2nd March event is by invitation only for principal donors and others.</p> <p>Trustees agreed that the CX Times could be distributed to CX volunteers as well as members of the Sinodun Players since there is much overlap.</p>	DC
7.	Financial matters	
	<p>Money was transferred to the DC before New Year to cover costs for pantomime.</p> <p>Rent for two quarters to the end May will be paid by Trustees to CX Ltd to assist cash flow. It was agreed the Board could retain the box office takings from pantomime to assist with cash flow until the outstanding monies from SODC comes through.</p> <p>Seat sponsorship has been set up on the website. So far, 23 seats have been sold and just over £7000 raised. The money must be paid to the Sinodun Players to enable gift aid to be reclaimed, so it must be set up as if it were a show. It's on the box office.</p> <p>The Just Giving page is now closed as it was too costly for the money coming from it. We have opened a Virgin money giving page. J Evans is the administrator and is populating it.</p> <p>Change to bank account. It is proposed that we open a Co-op bank account and close the accounts at NatWest and Lloyds Bank. This will be the Trustees' fundraising account. It was suggested that the DC should consider opening a Co-op account. Although there is no branch in Wallingford, the Post Office can be used to pay in cash. The major advantage is that, for online banking. two people must be involved for payments.</p> <p>All agreed to Trustees bank accounts changing as proposed.</p>	
8.	Fundraising committee and activities including reopening	
	1. Reopening already discussed.	

	<p>2. Jeremy Irons has agreed to come on 12th March. Tickets will cost £25, and the front 2 rows £45, which will include drinks and chat with Jeremy Irons afterwards. He will not be charging. His wife, Sinead Cusak, has been tentatively booked for later in the year.</p> <p>3. Charlie Ross is available on 5 May for the auction. Cost will be £5/ticket and will be held in the auditorium.</p> <p>4. There is to be another fully sponsored band event on 28 April in St Mary's church.</p> <p>5. Paddy Chatterton – D Lisburne circulated meeting notes. It is suggested that this takes place in April, after Lettice and Lovage -17/24 April. D Lisburne to progress.</p>	DL
9.	Anniversary events	
	It was suggested that this should be discussed by the DC.	DC
10.	Little Theatre Guild	
	<p>The National conference this year is on 20-22 April in Newcastle. The LTG is particularly for small theatres, so G Wright thinks that someone from the Board should attend. N Morley will attend as Trustee and the Trustees will fund his attendance.</p> <p>A subcommittee is needed for the October hosting of the LTG Regional AGM/Conference (19th/20th October) which should be a combined committee with representation from the Board, DC and Trustees.</p>	
11.	Any other business	
	<p>GPDR. All groups need information/training on this. OCVA have dates for training. N Morley will send an email round to Trustees</p> <p>Deidre Jones of ODN died last week. It was suggested the DC should send a representative to the funeral/memorial.</p>	NM DC
12.	Date of next meeting	
	<p>The next Board meeting is on Monday 5th February and N Morley will attend. K Spence to attend the meeting of 5th March.</p> <p>The next meeting of the Trustees is Wednesday 4th April.</p>	

Meeting closed at 9.15pm.

N Morley
13/04/18

