

Trustees of the Sinodun Players

Minutes of the 89th meeting of the Trustees held on Tuesday 11 September 2018 at the Corn Exchange, Wallingford at 7.30pm.

Agenda

- 1 Apologies for absence
- 2 Decisions/Discussions since last meeting not covered elsewhere
- 3 Minutes of 88th meeting on 25 July 2018
- 4 Matters arising from 87th meeting not covered elsewhere
- 5 Items to and from the Board
- 6 Items to and from SP Committee
- 7 Financial Matters
- 8 Fundraising
- 9 Little Theatre Guild
- 10 AGM
- 12 Any other business
- 13 Date of next meeting

Present: N Morley (Chair), J Wright, J Utley, K Spence (minutes), R Dewell, A Stammers (SP Committee), K Yapp (Board).

1 Apologies for absence

D Lisburne, J Jeskins,

2 Decisions/Discussions since last meeting not covered elsewhere

The Trustees had unanimously agreed by email discussion to award plaques to key members of the roof project for putting on a seat of their choice. The plaques read "name, with grateful thanks". Gary at Feet First was offered a plaque (he did not charge for the making of the plaques), but he declined.

3 Minutes of 88th meeting on 25 July 2018

These were approved and were signed by the Chairman, ready to be uploaded to the website.

4 Matters arising from 88th meeting not covered elsewhere

None.

5 Items to and from the Board

The Board of CEW Ltd held its AGM on 10 September. It is not an official requirement, but is viewed as an extended Open Forum.

O Hemming is standing down as Chairman. K Yapp will only be finance director, not maintenance and back of house. We will need a workshop manager who mainly needs to liaise with the Sinodun Players. A maintenance coordinator would also be useful.

The financial statement was complicated. The CX made a trading loss of approximately £600,000. Trustees bought £400,000 more shares (as per minutes 29 May 2018). The Board finances are in good shape, but there are likely to be big projects that will need financing in the future e.g. stage replacement.

O Hemming updated all on the roof project, which is still “work in progress”.

Thereafter the meeting discussed succession planning and the future structure of the Board. Three people are being interviewed for Board directors.

There was discussion whether directors should have a particular area of responsibility. Following reorganisation of the board structure some years ago, all areas had to have a reporting structure. These discussions are ongoing.

H&S is big focus with the Board. J Herring is working hard to make CX compliant.

The electric winches for the lighting bars have been installed; these are a good safety aspect.

The directors have been working extremely hard – R Dewell observed this at the meeting on 10 September. Also, volunteers are very hard to find and support levels have been disappointing. Trying to find ways of encouraging people was discussed.

Anna is carrying out first aid training for volunteers; this is still work in progress.

6 Items to and from Sinodun Players Committee

Diana Christie has been confirmed as the Encore leader and this seems to be going well. The new term starts on 12 September. They are introducing a new class for Years 1 to 2. Although take up is currently low D Christie will build on it. In future, Sinodun Player membership fees and Encore fees will be separate. An email to parents has already brought in new SP members.

An updated SP website will be designed free of charge. It is planned that multiple authorised users can update it e.g. newsletter editor can post. It is being done by Mike Ward from Abingdon.

The membership form is being redesigned and it is close to completion. It is being brought into line with GDPR. Limited personal information will be available online.

£11,800 will be transferred to the Trustees from the SPs.

The lighting and stage design course was held and attracted people from outside. It was well received.

Wardrobe. Jan Castle has agreed she will no longer have use of the top store. She will dispose of the military uniforms which are generally too small for many of our actors.

Annual reports for committee and treasurer will be published in the CX Times. Plays at the AGM will be announced. Some special awards will also be made.

The President's Tea Party has been postponed; it was due to happen on 16 September. A possible 40th anniversary of the CX celebration might take place later in the year.

J Utley sent out an email about the rules for ratification by Trustees:

Membership Entitlements

All Full and Associate Members have advance booking rights for the Sinodun Players pantomime.

Full Members

- may take part in all aspects of staging the Sinodun Players' productions
- adult full members may stand for election as a Trustee of the Society
- adult full members may stand for election to the Committee of the Society
- adult full members may vote at General Meetings of the Society

Associate Members

- may take part in theatrical productions backstage and in technical roles
- have the right to attend and speak at General Meetings of the Society

Family members will remove the clause "up to age 16" and change to "in full time education" and will include up to 3 children.

The Drama Committee will be changed to SP committee.

Trustees unanimously approved these recommendations of the SP Committee.

7 Financial Matters

Bank account totals were provided. Reserves are building back up.

Accounts. J Wright had long discussions with the accountants whether to build up the assets of the society. A mechanism was agreed for transfer of money to the CX which we will do via the rent. The rate of rent payable to the CX will be variable.

CEW Limited owe money on the preference shares. However, we do not want money from CEW Limited. J Wright recommends that we waive figure. Trustees unanimously agreed to waive the figure this year.

This year's accounts reflect the Sinodun Players' drama as delivering our charitable objects and the money should not be regarded as fund raising. Production costs are our charitable activity.

8 Fundraising

Monthly fundraising meetings are held under the chairmanship of D Lisburne.

B Kershaw is helping the administration for approaching smaller funds. R Dewell to restart applications to larger funds in October. J Evans has put together a well-developed business plan.

D Lisburne does not wish to continue as chairman of the fundraising committee and is looking to delegate to someone else. A volunteer is sought. The Chairman should be a trustee.

SO Lottery. Still only 9 people have signed up for it. It has raised about £160 so far.

9 Little Theatre Guild

20 people booked on for the regional AGM. The dinner on Friday 19 October will be at the Dolphin for a more modest cost than the George was proposing. The group will be meeting at the Corn Exchange on 20 and 21 October and attending the play on 20 October.

10 AGM

Trustees report has been written and accounts prepared. There was an error in the date of Liz van der Vord's resignation in the minutes of the Trustees. J Wright to ask accountants to amend.

J Wright and D Lisburne are up for election and both have agreed to stand again.

There are changes in the SP Committee.

12 Any other business

Formal thanks to K Spence as she is standing down after 7 years.

Board meeting on 8 October (tba) J Wright to attend.

13 Date of next meeting

AGM on 25 September. Next Trustee meeting on 23 or 30/31 October – tba.

Meeting finished 20.58 pm