**STABLES THEATRE & ARTS CENTRE**

**Minutes of the Emergency meeting of the COUNCIL OF MANAGEMENT**

**held on Saturday 21st March 2020 at 10.00am**

**(either present or by video link)**

**PRESENT:** Neil Sellman (Chairman), Harriet Davey (Hon. Secretary),

Henri Hayler (Hon. Treasurer), Cliff Brooker, Sue Dengate, Victoria Fay,

Gill Jenks,David Harding**,** Tim Pearce, Mike Willard

**1. Annual General Meeting 30th March 2020:**

It was agreed to hold the Annual General Meeting on 30th March attended by a Quorum (by video link) consisting of Neil Sellman, Harriet Davey, Henri Hayler, Victoria Fay and David Harding. The accounts have been passed and copies will be sent to Companies House and the Charities Commission in due course.

 **ACTIONS**:

 **a)** Inform the membership of the new arrangements for the Annual General Meeting **(NS/HD).**

 **c)** Find out if the elections can be delayed **(HD).**

**d)** Get in touch with nominees for election to the Council of Management **(HD).**

 **e)** Prepare list of all non-email members **(HH).**

**f)** The accounts and Minutes of 2019 Annual General Meeting to appear on the website.

**2. Closure of the Theatre during period of social isolation:**

It was agreed that the Theatre will be closed for 12 weeks, hopefully with the first production (Blue Stockings) opening mid-September. The Theatre will open at the end of July for rehearsals etc. and during the first full week of August with outside Companies.

**ACTIONS:**

**a)** The Box Office to be manned periodically by one or two volunteers to deal with telephone messages.

**b)** A signing-in book to be provided for anyone entering the building.

**c)** The card machines will need to be re-registered after one month.

**3. Re-scheduling of shows:**

 **ACTIONS:**

**a)** The Youth Theatre project to be cancelled this year.

**b)** All Directors of Stables productions and outside productions to be contacted and the situation explained. We will be in touch later with further news possibly in July/August **(NS).**

**c)** Notices re. the current situation to be posted online **(NS).**

**d)** Directors to be asked to consult with their casts re. future availability **(NS).**

**4. Ticket Exchange/refunds etc.**

Productions will be re-scheduled up to 18 months in advance.

**ACTIONS:**

**a)** A group of four will go through bookings and contact customers by phone.

**b)** Tickets to be exchanged/transferred to another show/replaced with a gift voucher/the customer to be given the change to donate to the Theatre.

**b)** Booking plans to go online etc. when a show is in rehearsal.

**5. Maintenance of Theatre During Closure and Insurance:**

 The new CCTV system is up and running.

 Provision of new locks is in hand.

 **ACTIONS:**

**a)** Fire doors and locks to be checked regularly

 **b)** Cancel the cleaner and window cleaner (to be contacted in due course) **(MW)**.

 **c)** Arrange for refuse bins to be emptied on demand **(MW)**.

 **d)** The Theatre will be deep cleaned before re-opening.

 **e)** The sound and light boxes to be re-configured.

**f)**  Replacement of the front automatic doors to be put on hold.

**6. Any Other Business:**

**a) Council Members’ Contact:** Members of the Council to contact the Secretary with any queries/issues; these will be forwarded to the Chairman.

**b)** Future Council meetings to be held by video link on dates already arranged.

**c) Live Streaming –** To be investigated **(VF).**

**d) Advertising –** Posters, banners etc. to be taken down.

**e) Art Gallery –** The present exhibition to be take down; artists will be able to pick up their exhibits early. The next hanging will be postponed.

There being no other business the meeting closed at 11.10 am

The next meeting of the Council of Management will be on 28th April 2020.

**Chairman: Date:**