

Chaired by Chris Loft and Chris Hynd. Minutes by Tori Hayhow.

Agreed by all present to run both MLT organisations AGMs under a single meeting.

1. Apologies for absence

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|-----------------|-----------------------|-----------------------|
| 1. Ian White | 4. Clive Mailing | 7. Janet Watson (JaW) |
| 2. Paul Tomkies | 5. Del de Lorme (DdL) | 8. Dan Willis |
| 3. Sue Harry | 6. Ben Coleman | |

2. Attendees

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|-------------------------|----------------------|---------------------------|
| 1. Maggie Coleman (MC) | 12. Joanna Barra | 24. Melody de Lorme (Mdl) |
| 2. Joe Marr Phillips | 13. David Wilson | 25. Paul C-Benson |
| 3. Mic Aldington | 14. Cazz Wrate (CW) | 26. Roy Drinkwater |
| 4. Chris Hynd (CH) | 15. Carol Clark (CC) | 27. Alex Lawes |
| 5. Chris Loft (CL) | 16. Peter Clark (PC) | 28. Tori Hayhow (TH) |
| 6. Elaine Thomas (ET) | 17. Marji Waterhouse | 29. Kerrie Thompson (KT) |
| 7. Nan Morran (NM) | 18. Lesley Godwin | 30. John Winson |
| 8. Michael Bath (MB) | 19. Andrew Coulson | 31. Kate Brookes |
| 9. Steph Anderson | 20. Dawn Jones (DJ) | 32. Derek Thompson |
| 10. Luke Taylor (LT) | 21. Allister Kay | |
| 11. Mike Dickinson (MD) | 22. Mark Kitchener | |
| | 23. Jane C-Benson | |

3. Minutes of 61st AGM

Asked if accepted or for any comments. No comments. Proposed as accepted by DJ, Seconded MD. No objections.

4. Matters arising not covered elsewhere

None.

5. Annual Reports

No questions raised on any reports. Agreed they can be accepted. Proposed by TH, MD seconded.

5.1. House Manager's Report

Not send out with the documents. Report was provided by DdL to CL earlier in the day. Report read out to attendees by CL.

MdL reminded members that DdL is not retired and not able to paint and build sets on his own, although he remains willing to support directors and stage managers where able.

5.2. Membership Secretary's Report

CW raised typo of "live members" rather than "life members". To be corrected.

6. Financial reports

CH invited any questions.

LT began by stating we owe a debt of gratitude to CH for her hard work in respect of managing obligations with the Charity Commission (in lieu of a Secretary) and for reducing and consolidating reports into a digestible format. All applauded. LT added that the breakdown of expenses for each run is very useful.

LT raised the cost of scripts (stated he has raised this point in previous years). Suggested we encourage people to purchase their own scripts during productions. CH said this is up for general discussion. MD suggested this can be taken forward for consideration by Management Committee (Man-Com) and Production Committee (Prod-Com).

LT said there was a note of criticism in the financial reports over the Duncan Rand One Act Festival not generating profit. LT said that the Bar and Front of House Sales are not reflected in this profit breakdown and that this is an area of profit which would have been generated. LT said it would be interesting to see where the costs were, and where savings can be made. CL said she misread box office report when compiling these figures and that we actually made over £1600.00 when errors were corrected. Primary cost in One Act Festival is the Adjudicator Fee. The other key cost is trophies. This stems from the decision to supply trophies and not request return. Trophies cost (purchase and engravings): £344.67. KT said we used to give out the big ones (original trophies) but there were problems in securing the return of these. CH said ticket costs (£7.50) could be reviewed and raised to £10 given audiences will see three plays per night.

LT said the reports were incredible, asked for the Drama Festival to be added to them next year.

LT said CL introduced us to somebody who was interested in hiring the theatre for various events. We used to do this and generated fair profit on Bar. Suggested that we review this. CL said we can review in New Year. MD said we have discussed in Man-Com and agreed it is easier when it is a member who arranges this but more complicated if the host is not a member.

7. Motions for debate

No motioned received. None Raised.

8. Election to Board of Management

None of the roles required votes as there was not more than a single candidate per post. As such, all appointed by default.

8.1. Chairman

CL elected. Nominated: MC. Seconded: PC.

8.2. Secretary

Blank. We welcome volunteers!

8.3. Treasurer

CH elected. Nominated: MC. Seconded: PC.

8.4. House Manager

DdL elected. Nominated: MC. Seconded: MdL.

8.5. Stage Director

MA elected. Nominated: CL. Seconded: MC.

8.6. Membership Secretary

CW elected. Nominated: NM. Seconded by PC.

8.7. Publicity Officer

MD elected. Nominated: MC. Seconded: MB.

8.8. Members' Representative

TH elected. Nominated CH. Seconded CL.

8.9. Fund Raising Officer.

Blank. Welcome volunteers!

8.10. Non-elected roles

Currently still all sharing Bar Manager Role/duties which is working at present.

JaW continuing Box Office.

DJ agreed to officially take on Front of House Manager role after unofficially undertaking this role for some time.

MC continues to do the rotas for Bar and FoH. CL expressed gratitude, all applauded.

CC thanked for being Wardrobe Manager since 2003 and for all her hard work over the years. CC spoke of her assistance during these years and expressed her gratitude. Role now undertaken by ET, gratitude expressed.

9. Election to Production Committee (three to be elected) and ratified by Management Committee

TH, CL and MdL standing down. Those present of the four nominees were invited to speak to members about why they wish to be on Production Committee. Nominees:

1. Ian White
2. Barry Kearns
3. Stephanie Anderson
4. Michael Bath

MdL asked why it is fixed to six members and if there could be more given the enthusiasm and experience of all nominees and the difficulty experienced in getting all members of Prod-Com to attend each meeting due to other commitments. Reason for six members was not known; this was deemed historical precedent, not necessarily mandated. This can be reviewed by Man-Com for future consideration.

Members voted.

After 3 recounts, Production Committee Members are:

1. Barry Kearns
2. Stephanie Anderson
3. Michael Bath

Only 1 vote in this selection, all thanked for their interest.

10. Any Other Business

10.1. Communications

LT raised concerns over lack of communication from Man-Com to the members. Asked if Man-Com can ask somebody to ensure the Newsletter is written and published. Added that Cast List is normally published also on the board to ensure better communication.

LT suggested better communication of who runs the theatre and how to contact them. TH stated that this can be easily added to the Man-Com meeting minutes (and has been once) which should be printed and posted on noticeboard, once ratified. MD added he can publish this on the Website but had not done so yet as he was not sure about GDPR implications. Advised that the signed Membership Forms cover up in respect of GDPR. MD agreed to publish this on the website.

10.2. Meeting closure

Meeting closed at 21:06. All applauded and rushed to the bar.