



# Minutes of the Annual General Meeting (AGM) of Kelvin Players Theatre Company 26<sup>h</sup> September 2021

## **Attendees:**

Anna Barry  
Dean Bentley-Hawkins  
Marion Brazier  
Emily Butler  
Alice Chadwick  
Adam Church  
Josh Cooper  
Dominick Fanning  
Jenny Foster  
Chrissy Fryers  
Carol Fuller  
Paul Garner  
Peter Garrett  
Tessa Garrett  
Sam Grayston  
Bronwen Grover  
Kris Hallett  
Andrea Harrington  
Alex Heath  
Alistair Hedderman

Jenny Hills  
Michael Jessup  
Richard Jones  
Phil Joyner  
Fran Lewis  
Angela Markham  
Mary McCallum  
Teri Mohiuddin  
Fiona Morrison  
Brendan O'Connor  
Peter Phillpot  
Rick Procter-Lane  
Mat Rees  
Nicola Schoonderwoerd  
Simon Shorrock  
Peter Spence  
Sue Stobbs  
Ralf Togneri  
Robin Turner  
Jonny Wilkinson

## **Apologies**

Neil Bonnett  
Julie Clerc  
Jacqs Graham  
Steve Graham  
Bob Havard  
Adam Healey  
Richard Hill  
Raychel Hills  
Rhona Jamieson  
Denise Jones  
Alex Needham  
Patricia Needham  
Naomi Shepherd  
Jon Thorne  
Christine West  
Martin Whatley

## **Opening:**

The Annual General Meeting of the Kelvin Players Theatre Company was called to order at 7:45 pm on 26<sup>th</sup> September 2021 in Kelvin Players Studios by Sue Stobbs in the chair.

### **1. Chairman's Opening Remarks**

Sue Stobbs (Chair) welcomed all in attendance.

### **2. Attendance and Apologies**

A list\* having been circulated for signatures by those members present, apologies were called for and recorded as above.

### **3. Minutes of AGM Held on 29<sup>th</sup> September 2019**

The minutes of the 2019 AGM\* were adopted as a true and accurate record of events at the club meeting held over Zoom on 8<sup>th</sup> October 2020.

### **4. Actions & Matters Arising from Minutes**

There were no matters arising.

### **5. Chairman's Report**

See Annual Report and Financial Statement 2020/2021\* for details of the Chairman's Report.

## 6. Presentation of 2020/21 Annual Report and Financial Statement

The Annual Report & Financial Statement\* was circulated. Treasurer, Peter Phillpot went through the report page-by-page. Other than the Chairman's report, the only changes were on pages 7, 8 and 9.

Jonny Wilkinson asked for clarification on when the next set of subscriptions will be collected. Peter Phillpot and Sue Stobbs confirmed that anybody who was a member at the commencement of the shut down of the club in March 2020 will next be required to pay a subscription fee on or before the 2022 AGM for the 2022-2023 year.

Teri Mohiuddin asked how often the premises are cleaned, given that the building work for the bar will be creating more dust than usual. Dean Bentley-Hawkins confirmed that the cleaner had recently completed a thorough clean, and is continuing to clean regularly.

Angela Markham asked if it was correct that funds carried forward were over £1,000,000. Peter confirmed that this was the case because of the value of the building.

Bronwen Grover asked if there were plans to replace the floor in the hall. Sue confirmed that the committee are aware that this is needed, and it will be considered for the summer of next year.

Teri asked if there could be a system for recording the issues that are raised, such as the request for new flooring, so that necessary jobs can be noted and prioritised. Sue said that the committee are aware of the jobs that have been requested, and will endeavour to complete them where possible.

The Financial Statement will be available on the Charity Commission website.

**Motion:** to approve the 2020/21 Annual Report and Financial Statement.

Proposed: Jonny Wilkinson. Seconded: Alastair Hedderman. Result: Motion carried unanimously.

## 7. Approval of Auditors

Approval was sought to retain Dunkley's Chartered Accountants as the club auditor.

**Motion:** To approve Michael Dunkley of Dunkley & Co. Limited, Chartered Accountants of Bradley Stoke, Bristol as the Kelvin Players' Club Auditor for 2021/22.

Proposed: Teri Mohiuddin. Seconded: Robin Turner. Result: Motion carried unanimously.

## 8. Rehearsed Reading Report – none filed (Verbal)

Rick Procter-Lane, rehearsed reading coordinator, gave a report on the rehearsed readings that have happened since Autumn 2019. Rick thanked the directors and casts for being so patient during the national lockdown and shut down of the club. We are now in a position to start performing rehearsed readings again.

There have been a few rehearsed reading nights since lockdown has eased this year, but attendances so far have been low. Rick thanked those who have supported the rehearsed readings, but asked for more attendees at the next rehearsed reading nights in October and November.

## 9. Awards

The following awards for the endeavours in the last 2 years were made:

The Member of the Year Award

**Winner – Rick Procter-Lane** for his tireless work as hall treasurer, APC member, bar manager and rehearsed reading coordinator, as well as his success in securing grants for the club during the Covid-19 pandemic.

The Tim Stephens Award for Best Rehearsed Reading presented by Rick Procter-Lane

Rick gave a special mention to Adam Church for *The Trial*.

**Winner – Fran Lewis** for *Revolt. She Said. Revolt Again*.

The Dugald McCallum Award for Unsung Hero presented by Mary McCallum in memory of Dugald

**Winner – Dean Bentley-Hawkins** for his constant and reliable work as premises manager.

The June Wilson Cup for Best Cameo Performance presented by Sue Stobbs

**Winner – Charlotte Whitten** for her role as Sister Teresa+ in *Cyrano de Bergerac*.

The Vice-President's Cup for Best Supporting Performance

**Winner – Alex Heath** for his role as Comte de Guiche in *Cyrano de Bergerac*.

The Harrison Award for Technical Achievement

**Winner – Bronwen Grover** for set design in *The Children*.

The Milton Johns Award for Best Acting Performance by a male actor

**Winner – Adam Healey** for his role as Cyrano in *Cyrano de Bergerac*.

The Higson Award for Best Acting Performance by a female actor

**Winner – Gill Cowen** for her role as Hazel in *The Children*.

The Kelvin Award for Best Director

**Winner – Mat Rees** for *The Children*.

**10. Artistic Director's Report and Proposed New Season 2022 – filed as below\***

Fran Lewis thanked the current members of the APC for their work over the last two years.

Fran, as Artistic Director and Chair of the Artistic Programming Committee announced the proposed 2022 Season as follows:

- 22-26 February – **The Goat (or Who is Sylvia?)** by Edward Albee directed by Adam Church
- 13-16 & 20-23 April - **The Comedy of Errors** by William Shakespeare directed by Jacqs Graham
- 28 June-2 July – **Jane Eyre** by Charlotte Brontë (Adapted by Polly Teale) directed by Simon Shorrock, at the Tobacco Factory Theatres
- 25-29 October – **James III: The True Mirror** by Rona Munro directed by Mary McCallum
- 6-10 December – **Earthquakes in London** by Mike Bartlett directed by Mat Rees

*Radiant Vermin* will also be performed as a black box on 19<sup>th</sup>-21<sup>st</sup> May, postponed from July 2021.

In lieu of a December show this year, there will also be a club social on Saturday 18<sup>th</sup> December, where directors will present their ideas for their plays for the coming season to the club.

**Motion:** to approve the proposed 2022 Season.

Proposed: Fran Lewis. Seconded: Peter Spence. Result: Motion carried unanimously.

## **11. Proposal to Restructure the Management of the Club**

Fran Lewis detailed the proposed management restructure\* on behalf of Jacqs Graham.

**Motion:** to approve the proposed management restructure.

Proposed: Jacqs Graham. Seconded: Anna Barry. Result: Motion carried unanimously.

Peter Spence asked for clarification on rule 6b. Clarification was given.

Richard Jones pointed out that any changes to the rules will have to go through the Charity Commission.

Teri Mohiuddin asked how the sub-committees would work. A discussion was had in which it was stated that sub-committees would be formed as and when they are necessary. For example, recently there have been sub-committees formed to improve the EDI policy, and to change the management structure of the club. By changing the management structure and giving individual departments more autonomy, some strain will be taken off the main committee to free them up to handle the functioning of the club. Mat Rees clarified that removing rule 6b will not prevent sub-committees from being formed when necessary.

Mary McCallum asked who will make up the members of each sub-committee. Sue said that the members in both elected and non-elected posts will make up the sub-committees.

It was confirmed that sub-committee meetings will be minuted and they will each report back to the main committee. Peter Phillpot stated that it is a requirement of the Charity Commission that key decisions are recorded in writing.

## **12. EDI Policy Update – no report filed (Verbal)**

Mat Rees gave an update on the current state of the EDI Policy. The old policy from about three years ago is being made more active, with the onus being taken off the individual to report any problems. Equality, diversity and inclusion should be a key aspect of the club, which is what the IAG is striving for. Mat thanked Teri for all her work on the policy thus far. Before it is implemented, Mat said his intention was to take the policy outside the club to get others' thoughts and opinions on the matter. The new policy will talk about our commitment to what we do as a club, how we will bring the policy to life, and how the features of the policy will constantly and consistently be looked out for in the management of the club.

### **13.1 Election of Management Committee and Appointment of Other Officers of the Club**

Sue Stobbs stood down as Chair. Vice President, Mary McCallum took the chair during this short period of interregnum until a new Chair is elected.

Mary thanked Sue for her time as Chair over the last two years.

**VOTE:** That Mat Rees be elected as Chair for 2021/22.

Proposed: Robin Turner. Seconded: Angela Markham.

Result: Mat Rees elected as Chair.

Mat echoed Mary's remarks and thanked Sue for her work as Chair since taking on the role in 2019.

The following Officers were returned unopposed:

- Anna Barry as Chief Marketing Officer
- Peter Phillpot as Treasurer
- Neil Bonnett as Company Stage Manager
- Dean Bentley-Hawkins as Premises Manager

Fran Lewis was standing down as Artistic Director.

**VOTE:** That Nicola Schoonderwoerd be elected as Artistic Director for 2021/22.

Proposed: Jacqs Graham. Seconded: Teri Mohiuddin.

Result: Nicola Schoonderwoerd elected as Artistic Director.

Anna Freire Camacho was standing down as Secretary.

**VOTE:** That Sharon Dudbridge be elected as Secretary for 2021/22.

Proposed: Mat Rees. Seconded: Dominick Fanning.

Result: Sharon Dudbridge elected as Secretary.

With the adoption of the management restructure, the new role of the Business Development Director is to be filled.

**VOTE:** That Robin Turner be elected as Business Development Director for 2021/22.

Proposed: Mat Rees. Seconded: Angela Markham.

Result: Robin Turner elected as Business Development Director.

### **13.2 Other Club Officers**

All other club officers currently in post were confirmed for the 2021/22 season (see Committee Members, Officers and Club Roles document for full list)\*.

A number of changes to these posts include:

- Tim Whitten stood down as Membership Development Officer, which will no longer be an elected role. The role of Members' Representative, currently held by Josh Cooper was also being dissolved. The new role of Membership Training Development Officer was taken on by Josh Cooper.
- Alice Chadwick became Friends Coordinator
- Jenny Hills became Inclusivity Rep
- Mike Jessup became Deputy Premises Officer

Teri asked if there will be an annual budget for marketing. Mat confirmed that this was planned for the coming year.

Mat Rees thanked all officers standing down and those who are standing in roles for the coming year.

#### **14. AOB**

- Rick Procter-Lane thanked Adam Church for his work organising and creating the Kelvin podcast during lockdown.
- Mat Rees encouraged the club to keep being creative and coming up with ideas for other ways to perform alongside the main shows throughout the year.
- Adam Church offered to help someone take over and run the podcasts if anybody was interested.
- Mary McCallum mentioned that tickets are selling for *Hamlet*, but not as fast as she would like. There is now less than a month to go before it is performed. Kris Hallett expressed his excitement about the production. Booking can be done via the Kelvin website or directly through TicketSource.
- Anna Barry thanked all those behind the scenes who have helped with social media accounts, the Digest, the Jester, designing programmes etc. over the last two years.
- Jonny Wilkinson asked whether there was any interest in doing a radio play. Peter Spence offered to help. About 18 months ago, Mat Rees contacted BCFM regarding radio plays, and they were interested, so this would be a possibility if there was enough interest in the club.
- Mat called for all members to take part in the running of the club in all its many ways over the coming year.
- Peter Garrett asked who runs Front of House. It was stated that Jacqs Graham and Angela Markham share this job.

#### **There being no other business, the meeting closed at 21:22.**

The next Annual General Meeting will be held at 7:45pm on 25<sup>th</sup> September 2022 at the Kelvin Players Studios.

Minutes respectfully submitted by Anna Freire Camacho, Secretary.

Signed

Mat Rees

**Chair**

\*The document/report was available in advance and is not therefore attached as an appendix to these minutes, other than the copy for signature by Chair. These are numbered in order of attachment.