



Board Update October 2020

Welcome to what we intend will be the first of our Board regular updates to the active and working volunteers and staff.

This update will bring you up to speed regarding the recent changes within the Theatre management, our latest plans during this uncertain time and also some important changes we need to make operationally.

Theatre Management

We are delighted that our new Directors are in place and would like you to join us in officially welcoming Sarah Reilly as Operations Director and Joseph Meighan as Artistic Director as they work together and with everyone to ensure our doors remain open. We received over forty applications for the Artistic Director position; we telephone interviewed a shortlist of twelve and saw four for a final panel interview and presentation.

Joe and Sarah are already making great strides in exploring and expanding ways in which we can ensure our income continues while investigating the safe return of our in-house productions. Joe and Sarah have already disseminated some plans for events running up to Panto, as well as some news about Panto itself!

As a reminder of how Joe and Sarah will be working with you and how things are to fit together, the new management structure is attached to this update. This shows how the departments and teams are now aligned and whom to approach for what. We appreciate the introduction of a new management team and new ways of working will take some time to get used to, we are transitioning into this structure, and Joe and Sarah are happy to discuss any concerns you may have - along with your ideas for our future.

Board Structure

We are actively searching for our two new Board Members and now need another as Joe is no longer on the Board. We are now searching for: -

- Financial Director / Chief Financial Officer level Board Member
- Marketing / Business Development level Board Member
- Production / Technical Director level Board Member

Thank you to those who have put names forward; we will be contacting those shortly as well as advertising if necessary. If you feel you have the necessary skill, qualification, or experience, or know someone who does, please let us know. For your information, the Board structure is attached also.

Financial Position

We are in the process of closing off the financial year ending June 2020. Excluding the major expenditure of the Car Park renovation in Summer 2019, we will be showing a breakeven position which will equate to a positive trading cash flow of c.£20k when depreciation is taken into account. We are in the fortunate position of having net assets of the theatre of c. £750k and cash reserves of over £400k

The first quarter of the 20/21 financial year will be reported after close-off has happened. It will reflect the financial effect of the changes we have made recently and our commitment to keeping the staff in place while the furlough arrangements were in place.

The second quarter of this financial year, where we are now, is a proving period as we try to get back to business. We had applied for a grant from the Arts Council to support our staff costs through this period but were rejected due to lack of cultural diversity and not being financially insecure (i.e. too strong a Net Asset and Cash position).

Therefore we are on our own and will need the support of all our members and the wider community if we are to operate successfully through the next six-to nine months without depleting our cash reserves. Our decision is to assess each quarter financially on a rolling basis with the aim of trading as close to breakeven as possible, introducing programs that will stay with us in perpetuity and provide greater financial security when we are able to get back to presenting our core product.

ACTION PLEASE

The financial figures indicate that we need to reduce expense as much as possible. We are therefore taking steps as follows: -

1. Credit cards will be cancelled with immediate effect. If you need to purchase an item for your department, please liaise with Joe or Sarah as appropriate.
2. Petty cash will be ceased, any items required can be requested centrally through Sarah in order that we can bulk buy as necessary. If you have outstanding receipts, please pass them to Sarah by the end of the month.
3. Purchase ordering – any items to be ordered that you would usually order and then have an invoice sent to the Theatre, please liaise with Sarah or Joe IN ADVANCE.

You will appreciate that we are not staging our own productions at the moment, so outlay should be zero and our income is currently severely limited.

Artistic Programme

Our doors are not closed. We may not be putting on our own in-house Garrick productions just yet, however our doors are open and the Theatre is getting busier every day. **Our first live performances on-stage since mid-March** will be a visit from the English Touring Opera, over the weekend of 20th to 22nd November. Below are the highlights of what's on and what's coming to our Theatre:

Picturehouse continues	Films are selected and ready to book until December
Radio Alty	Airing live from our Theatre
GAPA Dramathon	26 th October to 30 th October
GAPA returns	7 th November
English Touring Opera	20 th to 22 nd November
Alty Fringe	from 23 rd November for two weeks
Play Readings	Wednesday evenings

AND FINALLY – Oh yes it is! Panto is happening – details are being worked out!

Volunteers

Now, more than ever, we need your help. We need volunteers for Front of House for our Picturehouse and all of our Theatre events, please do get in touch if you can help. Did you know we have over 150 members classed as ‘active’? If each one committed to volunteer at one Picturehouse screening or one Panto performance, that would help enormously.

Perhaps you have friends or family who could help, someone whose usual hobby or activity is not happening at the moment. No experience is required, because the Garrick will provide full training in the role and full health and safety training.

Communication

We as a Board need to communicate more, and need to ensure that our messages and information get through to you, where perhaps in the past they haven’t. This update is the beginning and we intend to release one as often as possible.

The Board meets approximately every two weeks, with countless phone calls and emails in between. Our new Board meeting structure will involve Sarah and Joe attending the first part of every meeting to inform, update, and feedback on the Theatre’s position including anything that needs to be brought to us from you, our staff and volunteers. The Board will have a private meeting at the end to discuss confidential items. Minutes will be circulated as soon as possible after the meetings.

We need you to communicate also, to ensure challenges are dealt with, risks averted, ideas acted upon, and opportunities not missed. We would therefore actively encourage you to engage with Joe and Sarah and communicate as fully as possible; in turn they are responsible for communicating with us. Joe, Sarah, and you – the active volunteers, staff, and workers - must work together to ensure the future of our Theatre and the speedy return of our own productions.

The Board has made it clear that we have an open-door policy also and if you need to highlight something directly to us then please do so. The contact details for the Theatre Management team and the Board are set out below.

And Finally

Thank you. From us as a Board for all the hours, the commitment, the sweat, the tears, the sleepless nights you have all contributed and continue to contribute to the Garrick, thank you.

Name	Position	Email	Mobile
Joe Meighan	Artistic Director	j.meighan@altrinchamgarrick.co.uk	07900 504 731
Sarah Reilly	Operations Director	s.reilly@altrinchamgarrick.co.uk	07841 378 856
Hugh Everett	Trustee and Chair of the Board	hugh.f.everett@gmail.com	07711 059 360
David Beddy	Trustee and Board Member	david.beddy@btinternet.com	07801 795 721
April Walker	Trustee and Board Member	awalkergarrick@gmail.com	07736 053 200
Charlie Tomlinson	Trustee and Board Member	charlie.tomlinson@hotmail.co.uk	07740 566 857
David Citrine	Trustee and Board Member	currently on sabbatical	
Board general	Contact address for Trustees	trustees@altrinchamgarrick.co.uk	

THANK YOU