



**THE UNIVERSITY OF BRISTOL STAGE TECHNICIANS'  
ASSOCIATION**

**ANNUAL GENERAL MEETING MINUTES**

17/04/2016 The Winston Theatre 16:00



**PRESENT**

James Hart	President
Emma Morse	Vice-President
Hayden Field	Secretary
Zoe Ashford	Treasurer
Tom Orme	Training Manager
Greg Quick	Workshop and Equipment Manager
Ben Smith	Publicity Officer / AGM Bandmaster
Morgan Atkins	Webmaster
Akmal Khalil	Biscuit Rep
Amy Joint	New Members' Rep
Maddy Gilboy	Financial Secretary
Richard Meadows	Nap Time Rep
Georgie Trott	
Grace Levy	
Harri John	
Jennifer Davies	
Joe Lewis	
Kate Goldup	
Matt Shelbourn	
Nick Caddy	
Ruth Steinman	
Tom Farmer	

**APOLOGIES**

Jess Tolliday	Social Secretary
Bella Henry	Foreign Correspondent
Charlie Anderson	NPO
Sam Walder	Postgraduate Rep

## AGENDA

1. Notification of Matters Arising
2. Presentation of Annual Report
3. Presentation of Accounts
4. Officer Highlights
5. Discussion of and voting on proposed Motions
6. Election of the STA Committee 2016-17
7. Award Ceremony
8. Any Other Business

## NOTES

- The Sound Department, a band consisting of Ben Smith (keyboards and lead vocals), James Hart (bass), Tom Orme (more keys, backing vocals, dancer), and Matt Shelbourn (drums), will provide live musical accompaniment to the AGM.
- The Presentation for the AGM is 16:7 resolution so that The Sound Department can be positioned on the thrust without the projection clipping.
- There is lots of alcohol in the fridge / freezer in the proj - attendees may help themselves.
- A live Twitter feed of the hashtag [#staagm2016](#) was created and projected below the main presentation.
- Minuted violations of the Queen's English are verbatim representations of events, and partially censored for the easily offended.
- Individual persons periodically left and returned throughout the meeting. Quoracy was maintained throughout.
- Nick Caddy shall act as followspot op.

## INTRODUCTION

- James says hello and thanks all for coming
- It'll be like the EGM, but more exciting
  - There will be a new committee elected

## MATTERS ARISING

### Minutes of Previous Meeting

- The previous meeting was quorate. As such, the minutes do not require ratification.

### Handover Documents

- Outgoing committee members must update the handover policy document with short points regarding their role description and the handover process.
- Does not matter if you are handing over to yourself, it still needs writing.
- **ACTION All Outgoing Committee:** Update handover policy document for your respective role. This includes if you are handing over to yourself.

## PRESENTATION OF ANNUAL REPORT (PRESIDENT)

- Not written anything in preparation, so quality will be questionable
  - James instead purchased 6 bottles of cava
- Hi
- This has been a good year for membership
  - Some of them are interesting and fun to be with
    - None of them are at the AGM :(
      - <3
  - Thanks to all old members who were nice to the new members
- Did pretty well with shows
  - A lot has shown we have a good reason to be in the spaces (Winston and Pegg)
    - Drama department can find another theatre
- Winston
  - STA has done a good job at maintaining the space
    - It is ours
  - Have improved every aspect of the theatre
    - By breaking it then fixing again
- Well done everyone
  - It was great

## PRESENTATION OF ACCOUNTS (TREASURER)

- Also not written before the start of the AGM
  - Want another 15 minutes
  - Was presented in a partially completed state
- Didn't stand in the facelight
  - Was threatened with the Facelight Hat
- Last years finances carried over because we hadn't been paid for everything
  - £125 outgoing
  - £2609.90 incoming

- This year
  - £6330.05 outgoing
    - Show expenditure
      - Just below £3500
    - Equipment spending
      - £433
    - Spent on workshop
      - £648
    - Crew motivation cost
      - Not yet calculated
        - Probably more than we should have done
  - £3424.38 incoming
    - Show income
      - £2184
    - Grant income
      - £745.30
    - Other income
      - £87
  - Also have some anticipated outgoings and incoming
    - Owed £3585.60
      - And another £80 for Dramsoc extra charges
    - Have a ~~twelve grand one thousand twelve hundred pounds~~ £1200 loan from the Union
      - Have been overpaid for hires
        - £801
      - Double payment for The Effect
        - Still not been picked up on
        - £470.96
      - Intend to give back eventually for the sake of honesty
  - Current state
    - Ledger balance
      - £70
    - In the bank
      - £408.17
    - Uncashed cheques
      - £360.52
- We have money, lots of money
  - Ben played the countdown music in the background
  - Predicted for end of the year of £2517.29
    - Doesn't include cheques that are yet to be written
      - Around £500
    - Will not end on £3000 buffer
      - Has been disregarded this year due to popular vote
  - Started with £445.46 in the bank
    - At the start of the financial year, August
      - We were owed a lot of money
  - End of summer 2016
    - Would like £500 in the bank at the end of the summer

- Show accounts
  - Have worked well
  - Not paying ENLX directly has been a very good thing

**Procedural Motion 1**

- Action
  - Have a second Presentation of Accounts after motions to cover how much was spent on crew motivation

Votes on Procedural Motion 1		
Yes	No	Abstain
17	1	1

*Procedural Motion 1 passed*

## OFFICER SPEECHES

Each Officer shall provide speeches detailing their grandest accomplishments, with special care to take an excruciatingly unnecessary amount of time over the minutiae of details.

Presentations were done while wearing the Mic of Democracy (until the battery ran out).  
The Sound Department provided musical transitions.

### President

- Report
  - Done a fair few committee meetings, with little to say then
    - What does everybody expect to happen now?
  - Well done everyone
    - All tried very hard
    - Some have done well
- Questions
  - What has been achieved in the year of president?
    - Nothing
  - How have union relationships worked?
    - Hayden has been on the Societies Exec and managed to piss off the entire Union
      - Even Eva
    - Branding meetings have gone well
      - We have a logo for the Winston
        - There is no lens flair
    - Gig clashes now almost work
  - How do you compare yourself to the last 2 presidents?
    - Both Charlie and Henry are taller
    - Charlie prefers ale, which James is not a fan of
  - What would you do better if you did it all again?
    - Some more degree work

### Vice-President

- Report
  - Don't have much to say
  - Heard a lot of nice things about the STA from other PA societies
  - Fire alarms are not great
- Questions
  - What have you achieved this year?
    - Crewed all of the shows
    - Nobody died
    - Not failed to put up a show
    - Only sent a couple of people to hospital this year
      - Hannah
      - Lots of actors
  - Did you have fun?
    - Yes
  - What would you do differently?
    - More crewing meetings where people arrived

## Secretary

- Report
  - Had to wait for the facelight to be refocused
    - Now can't see the keyboard to minute
      - Will touch type instead
  - Sent some newsletters
    - Would ideally have sent more
  - Minuted some meetings
  - Pissed off the entire Union
    - Not as Secretary, but societies exec chair
      - There was a conflict of responsibilities
- Questions
  - Would the role have benefited by allowing the Union to know the conflict of responsibilities?
    - Maybe
    - It was more amusing letting them work it out themselves
      - It took many months
  - What was your favourite thing you've ever had to minute?
    - Amy's quotes
  - Is it really difficult to think and type?
    - Yes
  - Should we ask lots of questions?
    - No
- Comments
  - Greg has enjoyed the minutes this year

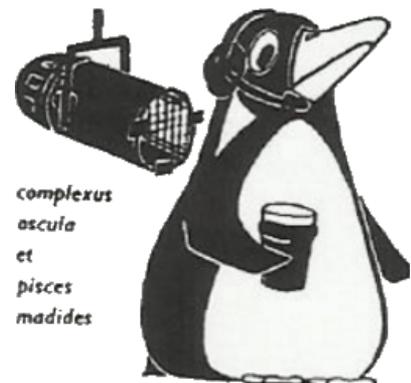
## Treasurer

- Report
  - Making other people pay for things is good
    - Such as the Union paying ENLX directly
      - Works when the Union actually pays the invoices
        - The Training Manager should train the finance department at being not awful
        - **ACTION Training Manager:** Train the finance department so they are not awful
  - We have some money
  - Handover happened
    - From Zoe to Zoe soon after the AGM
    - And signatories
      - In November or so
        - The bank didn't like the format of the AGM minutes
  - Current ledger balance of £70
- Questions
  - What could you have done better?
    - A member of the audience interrupted, so there was not an opportunity to answer this question
  - How would signatory handover have been faster?

- There is a new template
  - Hand AGM minutes to Treasurer in non-PDF version
  - **ACTION Secretary:** Hand AGM minutes to Treasurer in non-PDF format and update role descriptions to ensure this also happens in the future
- Comments
  - Interruption from audience
    - Send some f\*\*\*ing invoices
    - Rebuttal
      - Did degree instead

### Training Manager

- Followspot needed moving up
  - Tom is tall
- Report
  - Some notes were made for this report
  - Things that have been done this year
    - Training week
      - First one back in the Winston
        - Went well
        - Thanks to all who helped
      - Looking forward to helping new Training Manager build upon this
    - Safe Systems of Work
      - Some were done
      - Heading towards compliance
        - Can justify the cool and dangerous not at all dangerous things we do
    - Front of House
      - Has seen a much needed update
        - Logo was the penguin before
    - Training Scheme
      - Well done to all who got qualified
        - Especially new members
          - But also old members
      - Not flawless
        - SM qualification in particular needs looking at
      - Will need to update system to work for all
- Questions
  - How much have new SSOWs and RAs improved death rate?
    - Not at all
  - How many times have the University tried to shut us down this year?
    - 0
    - Though Danny has nagged a bit
  - How many new qualifications are there?
    - 1
      - Lead Plumber
  - What have you achieved spiritually?
    - Not a lot



## Workshop and Equipment Manager

- Report
  - Prepared nothing
    - Will be ad-libbed
  - Failed most important part of role
    - Tape ran out
  - Done lots of boring H&S things this year
    - This is sad
  - Workshop has not fallen apart
    - SUCCESS!!
  - Dry hires
    - Made lots and lots of money on dry hires
      - Morgan's customers came back
        - Greg charged them 4x as much
          - They kept paying
            - This is good
  - Paper
    - Will hopefully have a bit of paper to wave at Union when they do things wrong
- Questions
  - Favourite workshop tool?
    - New bandsaw
      - And angle grinder
    - Not the table saw
      - Like it, but hate that it needs to be stored
    - Chester
      - The metal bandsaw
  - Do you feel like you should have resigned upon running out of tape?
    - Didn't receive a vote of no confidence, so instead purchased some tape
      - Though felt very distressed
  - How can we make more money next year?
    - Double the cost of dry hires again
  - Do you feel guilty for making a £8 profit from ENLX subhires?
    - No

## Publicity Officer

- Report
  - Also not prepared anything
  - Had a good year in terms of how we are perceived by other societies
    - Particularly PA
    - Been a lot of interaction on Facebook
      - Such as Dogfight curtain call in the bar
  - Had a number of standing ovations
  - Did 2 shirt orders
- Questions
  - What is the most liked tweet?
    - Not very much has been done on there, instead focusing on Facebook

- How is our relationship with Pokemon Society?
  - Yeah
- Do some piano
  - OK
- Some piano was then done

## Webmaster

- Report
  - Has prepared and has slides
    - Though is mic'ing his nose
  - Bought some things
    - Servers, switches, wifi
      - Union payed for this
  - Numbers
    - Have changed 404 and 500 into 200
  - Have updated UBUTheatre
    - The process has looked like:
      - New Features -> 500 -> 200
  - Support tickets
    - Have had 273 stupid users this past year
      - Actually support tickets
        - Some stupid users submitted multiple support tickets
    - Morgan handled the greatest number
      - Then Jess
      - Then Greg
      - Then some other people who managed under 10 each
  - Git report
    - +28905
    - -12576
    - The added code is far better than the removed code
      - Honest
      - Much thanks to all those who helped out
  - Money from UBUTheatre
    - Turnover £42,606.93
      - More than ever before
    - Residual £3217.93
    - Outgoings £1863.77
    - "Surplus" £1354.16
- Questions
  - How many times did the email system break?
    - Too many
      - Have a quota that keeps being hit
    - Utilising Mailchimp for members' emails
      - Have to send them all out
        - Should give access to Secretary next year
        - **ACTION Webmaster:** Give Secretary access to Mailchimp to send newsletters
      - Is pretty

- How many people are yet to update forwarders?
  - Going through and sorting it out at the moment
- Why is Tom not on the Operations Calendar?
  - He is
- How much money did we lose by not charging people for tickets?
  - About £200
  - Simon broke it
    - 1 line fix

### **Social Secretary**

- Do not have a social sec here
  - James will instead provide the report
- Report
  - Had a 500% increase in attendance to PA Gets Pissed
  - There is social budget left
  - Have had more socials than we normally have
    - If we ignore organised pub trips
  - Need to have a BBQ
    - Tom has volunteered his garden
    - **ACTION Social Secretary:** Organise a BBQ
- Questions
  - Did anyone enjoy the socials this year?
    - Yes

### **AGM Bandmaster** (delivered in song)

- Will only do this once
- There were technical difficulties
  - And then we had to wait for the smokers to return before beginning
- Report
  - An instrumental medley was played
  - Another instrumental medley was played
  - And then one with vocals
    - Though the first part of the vocals could not be heard well because the mic was in the incorrect position
- Music was from shows that have been performed over the course of the year

### **NMR**

- Report
  - "Oh s\*\*\*, that's me"
  - Hello
  - James is drinking so this will be kept short
  - We have new members
    - They say it is fun
    - Some of them are first years
- Questions
  - How do you feel that you have represented new members at committee?
    - Nobody has said anything to the NMR
    - Have been talking to them, but they are not responding

- Are you saying the new members are awful?
  - No
- What will you do to better engage new members until the EGM?
  - Get rid of James as President
  - Maybe have a thing to just discuss with New Members, rather than also committee
- As a new member yourself, how have you felt?
  - Most of the time fine
  - Not killed anyone yet :(
- Why did you dress up so nicely for this?
  - Don't know
  - Everything else was in the wash?

## NPOs

- James attempted to phone Charlie and Sam
  - Sam, Postgraduate Rep, sends his apologies via voicemail
    - Apologetic that he has almost killed someone each time he has turned up
      - Sledgehammer from 8ft
        - The floorcloth is OK
      - Girder clamp from 16ft
        - The floorcloth is still OK
  - Sam later provided a report in person
    - Have run a campaign to increase the number of Postgraduates as members
      - This has not gone very well
      - Concluded that we should not have Postgraduates as STA members
  - Charlie, NPO, did not answer so James provided a report on his behalf
    - Not come very close to killing anybody
      - Very disappointed in him
    - Everybody thinks Simon is the better alumni of the society
      - 3 cheers for Simon
      - 1 cheer against Charlie
      - Only one cheer was done in total, and only James participated in the cheer
- Maddy, Financial Secretary
  - F\*\*\* all has been done
- Richard, Nap Time Rep
  - A lot has been done
  - Encouraged more napping
  - Determined that the pleated border is not very comfortable for napping
  - Crash mat in the Sweeney truck was napped on by many people
- Questions
  - Are you going narrow boating?
    - Yes
    - No
      - Likes money more than the STA
  - Who is the best NPO?
    - Charlie

## MOTIONS

There will be some motions, the first 4 submitted by James before the AGM. The last 2 were submitted during the course of the AGM and accepted with the passing of a Procedural Motion.

### Motion 1

- Background
  - In the 2015/2016 EGM, it was voted to make a new auxiliary officer, the AGM Bandmaster.
  - We were drunk.
  - This role has since been under huge criticism from the membership, committee, Bristol SU, and the Pope.
  - The AGM Bandmaster has been directly responsible for 3.1415 deaths since the role was introduced, and riots against him have resulted in over 312 casualties.
- Purpose
  - To remove this role, so as to reduce ludicrous clutter from the STA constitution.
  - To allow this role to be fulfilled through the use of NPOs, should it be deemed necessary to have an AGM band in the future.
  - To reduce AGM Bandmaster related deaths by at least 90%.
- Action
  - To remove this role from the list of Auxiliary Officers.
- Argument For
  - Makes more sense to write in that we should have a band in the constitution
- Argument Against
  - Were we quorate at last year's AGM?
    - No
    - Could not enable the changes we could make
  - Are we quorate at this AGM?
    - Yes
    - The AGM Bandmaster is therefore critical to ensure quoracy at the AGM
      - It's the only reason we are still an active society
  - The band was very good
  - NPOs cannot be made to actually do anything
    - Can only accept responsibility, not be given it
- Amendment 1
  - It should be written in the constitution that there shall be an AGM Band, and the band shall have a Master. This is instead of the committee having an AGM Bandmaster.
    - Question
      - Do we have any other auxiliary officers?
        - Yes
          - NMR
          - Kinda NPOs

## Procedural Motion 2

- Action
  - Allow voting by hands for all motions and amendments.

Votes on Procedural Motion 2		
Yes	No	Abstain
Many	Not many	Negligible

Votes on Amendment 1		
Yes	No	Abstain
17	0	2

Votes on Motion 1		
Yes	No	Abstain
15	3	1

*Motion 1 with Amendment 1 passes*

## Motion 2

- Background
  - In the 2015/2016 period, the Workshop and Equipment Manager took on a huge amount of responsibility.
  - Whilst not all of this was a necessary part of the role, no task that was undertaken was, in itself, unnecessary.
  - There is likely to be a similar workload for this role for the 2016/17 year.
- Purpose
  - To reduce the workload on this role by splitting that work between more people for the 2016/2017 period.
- Action
  - To elect two people to be Co-Workshop and Equipment Managers, so as to allow the work of this role to be split, for the coming academic year only.
- Argument For
  - This is actually a serious motion
- Argument Against
  -
- Queries
  - How would the split of responsibilities work?
    - Greg shall answer this question
    - There has been a lot of things regarding H&S and other such faff this year
      - Will hopefully be finished in 2016/17, so won't be needed long-term

- Those persons can split the role among themselves
  - Have we considered having a separate person to manage dry hires?
    - Yes, though not needed
  - What happens if fewer than 2 persons get elected?
    - Nominations will be re-opened and the problem will be rectified
  - How will this impact meeting quoracy?
    - The constitution shall not change by doing this. As such, the quoracy of meetings shall not change, with those elected being counted as a single Core Officer.
- Amendment 2
  - Instead of having a Co-Workshop & Equipment Manager, have a Auxiliary Officer role that does this.
    - Argument For Amendment
      - Prevents having 2 people having the same role
    - Argument Against Amendment
      - This will involve changing the constitution
    - Clarification
      - Could it be a NPO?
        - Don't want to give NPOs a role
        - Don't want to actually change the constitution

Votes on Amendment 2		
Yes	No	Abstain
0	17	2

Votes on Motion 2		
Yes	No	Abstain
16	1	2

*Motion 2 has passed*

### **Motion 3**

- Background
  - In the 2013/2014 AGM, the society voted to mandate that the Vice President be responsible for some things, most notably pastoral care.
  - This was voted on without any expiry date, as with all of the STA's motions.
  - There may be a day when the STA is large enough that this role should be separated from the VP.
- Purpose
  - To ensure that the STA are not forced to maintain motions passed at General Meetings indefinitely.
- Action

- To amend the constitution to apply an expiry to all motions passed at General Meetings, of 3 years from the date of that meeting.
- This would not affect our ability to make motions that defy previously passed motions.
- This expiry would apply to all currently implemented mandates.
  
- Argument For
  -
- Argument Against
  - Bristol SU policies may be submitted for voting on again after 3 years
- Queries
  - How does this differ from existing policy?
    - It means we do not have to vote to change things
  - Will everything not fall apart after 3 years?
    - There is a section in the General Procedures document that is annoying
  - Does the cruft not add character to the documentation?
    - Yes
      - The society's funny documentation is part of its soul
- Clarification
  - The documents are long because lots of people put things forward that they want to see changed
    - Wouldn't have put the ideas forward if they were not relevant
  - Changes to constitution
    - Would not apply to changes to the constitution
      - Andrew's middle name is Paul
  - James does not care about this motion in the slightest
- Amendment 3
  - All motions that enforce a mandate upon the STA passed do not expire from the General Meeting at which it was decided, instead coming up for review after 3 years. This shall be added to General Procedures as part of the role of the Secretary.
    - Argument For Amendment
      -
    - Argument Against Amendment
      -
    - Clarification
      - Could it be done at a committee meeting?
        - If done at a General Meeting, should be changed at a Committee Meeting

Votes on Amendment 3		
Yes	No	Abstain
13	0	6

Votes on Motion 3		
Yes	No	Abstain
13	5	1

*Motion 3 with Amendment 3 passes*

#### **Motion 4**

- Background
  - The STA has a constitution.
  - It benefits the STA to make this constitution concise.
  - The constitution currently contains many pieces of information that are about operational procedures, which could be moved to the General Procedures document.
  - The constitution currently contains many pieces of information that are already enforced by other documentation held by Bristol SU.
  - James discussed these changes with Tom Phipps, who said “That’s sick brah!” in response.
- Purpose
  - To simplify the constitution, by removing needless operational mandate.
  - To update the constitution to be in line with Bristol SU guidelines.
  - To change the constitution to better reflect actual practice.
- Action
  - To make a number of small changes to the constitution, which is available to review in the policy folder of the drive. Notable changes include:
    - Change 2.2 to read “To develop our members, by providing training and experience in aspects of technical theatre and live events”.
    - Add 2.5, reading “To ensure that all members feel that their activity within the STA is enjoyable and rewarding”.
    - Add 2.6, reading “To ensure that all members feel that their involvement with the STA does not cause negative impact upon their welfare or education”.
    - Add 5.3, reading “The President, Treasurer, and Secretary shall be full members of Bristol SU, the organisation formerly known as UBU”.
    - Change 7.1, to read “An AGM will be held in the last week of the Spring Term, or the first two weeks of the Summer Term”.
    - Change “General Procedures” to “General Procedures and Policy”.
    - Make NPO elections not specific to the EGM, but also the AGM.
- Questions
  - How will we enforce the changes to 2.x?
    - Not the purpose of the constitutional document
    - This is not active policy, but reactive policy
      - Give people ground to come back with complaints when the STA f\*\*\*s up
- Clarification
  - 2.6 is currently within the role description of the Stage Manager in the Guide for Qualifiers

- It is being brought into the constitution
  - Another key thing being added is formalising the EGM that happens around Christmas
  - Individual points shall be queried individually
    - The changes will be voted on as a whole
  - Not removing anything by adding 5.3
  - All persons offered to read the document
- Amendment 4
  - 5.3 shall not be added to the constitution.
    - Argument For Amendment
      - It's covered in the bylaws, so it seems unnecessary to have it in our constitution
    - Argument Against Amendment
      - The bylaws can be changed behind our backs at times that do not match up STA General Meetings

Votes on Amendment 4		
Yes	No	Abstain
9	7	3

Votes on Motion 4		
Yes	No	Abstain
19	0	0

*Motion 4 with Amendment 4 passes*

### **Motion 5**

- Background
  - Greg forgot to reorder some tape.
  - The tape ran out during Sweeney Todd.
- Purpose
  - To demonstrate that major failures are not to be accepted.
- Action
  - Have a vote of no confidence in Greg Quick as Workshop & Equipment Manager.
- Amendment 5
  - We shall elect a new Workshop and Equipment Manager in the interim until the next election at a General Meeting. Greg shall maintain his position until this election is complete.
    - Argument For Amendment
      - We wish to prevent having a period without a full committee.

Votes on Amendment 5		
Yes	No	Abstain
14	0	7

Votes on Motion 5		
Yes	No	Abstain
18	1	0

*Motion 5 with Amendment 5 passes*

**Procedural Motion 3**

- Action
  - Accept late nominations for an interim Workshop and Equipment Manager that will hold the post until the next elections at a General Meeting.

Votes on Procedural Motion 3		
Yes	No	Abstain
19	0	0

**Procedural Motion 4**

- Action
  - Vote for an interim Workshop and Equipment Manager by hands, allowing multiple votes per person.

Votes on Procedural Motion 4		
Yes	No	Abstain
17	1	1

## 1. Election of Interim Workshop and Equipment Manager

Dramatic music was played by The Sound Department during the voting process.

Person	Votes
Emma Morse	6
Morgan Atkins	2
Amy Joint	6
<i>Joe Lewis</i>	<i>18</i>
Tom Farmer	3
Matt Shelbourn	4
Ruth Steinman	4

*Joe Lewis has been elected as interim Workshop and Equipment Manager*

### **Motion 6**

- Background
  - The process of discussion at meetings is painful.
- Purpose
  - Make meetings more fun.
- Action
  - Should have a Meeting Master who is in charge of meetings.
  - Should also have List Persons to manage lists.
  - Should have 5 types of point
    - Raised hands
    - PoO
      - Point of Order
      - Most important point
    - PoC
      - Point of Clarification
      - Middle importance
    - Pol
      - Point of Information
      - Will inform the discussion
    - Amendment
      - Least important thing
- Argument For
  -
- Argument Against
  - Thought it was a great idea, then got really confusing
- Queries
  - How does this differ from what we do at the moment, with the President chairing?

- A hierarchy of points being made helps with organising which point to raise next
  - Isn't that undemocratic if the Meeting Master can throw points out?
    - Yes
      - Can skip points in the current system if there are time constraints
    - Can the Meeting Master be overridden?
      - No
        - Maybe
  - How much of this idea has been obtained from the JSoc summer camp?
    - All of it
  - How has it been seen working in the past?
    - Often a different person taking on the roles each time
    - Though could continue to be the President
  - Are we not making this even more complicated?
    - Maybe
  - Isn't it quite fun having nonsense debates?
    - Kinda
    - Though not at a normal committee
      - Which can become a bit of a mess
  - Would it need to be explained each time a new person arrives?
    - Yes
      - It takes about 5 minutes
    - A document can also be written
- Clarification
  - Meeting Master can throw out points
  - There are probably better ways of implementing it
    - President chairing works OK
    - There are definitely different types of point
  - Works well in debating groups
  - Committee meetings rarely have the type of discussion to require this
  - Submitter of motion has only been to a single committee meeting
- Amendment 6
  - This is a potential way to manage meetings and we should go away and think about it, working on a way to implement it better.
    - Argument Against Amendment
      - We would forget about doing it
    - Clarification
      - Would have to specify a person to be in charge of working on it
      - For example, could have cards to raise to demonstrate the types of discussion
        - The Secretary would be in charge of this

Votes on Amendment 6		
Yes	No	Abstain
3	15	1

- Amendment 7
  - Only do this at General Meetings.

Votes on Amendment 7		
Yes	No	Abstain
19	0	0

- Amendment 8
  - The Secretary shall print off and laminate some cards based on the criteria submitted under the Action point of the motion. These shall be used during General Meetings to aid the chair in deciding the order of points to accept.
    - Question
      - Would the current Secretary have been OK doing this?
        - Doesn't know how to laminate things
          - This is a problem for the Training Manager

Votes on Amendment 8		
Yes	No	Abstain
19	0	0

Votes on Motion 6		
Yes	No	Abstain
16	5	0

*Motion 6 with Amendments 7 and 8 have passed*

### **REFRESHMENT BREAK**

A 15 minute break is taken to obtain refreshments. The Balloon Bar serves assorted beverages, but not meals because it's a Sunday after 3pm (and who would possibly want to eat then?).

The Sound Department provides a musical interlude of songs including Defying Gravity.

### **PRESENTATION OF ACCOUNTS PART 2 (TREASURER)**

- The year's spending on Crew Motivation:
  - £143.55

## ELECTION OF COMMITTEE

- There are pieces of paper with 9 lines on
  - There are 9 positions to vote on
  - Each person shall take a piece of paper
- Each candidate has a letter, as shown on the relevant slide of the presentation
  - Write a list of letters until you wish to vote for RON, then do that
    - Or stop the list if you have No Further Preferences
  - Once you have voted, rip the strip off and hand for counting
    - Counting shall be done as per the constitution
- There will be speeches
  - They will not be limited in time
- There will be questions
  - There may be as many as desired

### 1. President

- Ben
  - Speech
    - Joined late during first year
    - Got involved a lot this year
    - Would like to think the society can be progressed
    - Is a music student
    - Will collaborate with both other societies and the Union a lot
    - There are more policies on the website - [voteben.co.uk](http://voteben.co.uk)
      - Should not be treated as an actual manifesto
  - Questions
    - Aren't you going into final year?
      - Yes
      - Managed this year
        - Will be easier next year
          - Aim to get involved with fewer shows
    - Are you a traitor / spy?
      - No
  - Clarification
    - Ben is a Boy Scout
      - He has Scout's Honour
- Tom
  - Speech
    - Has not prepared
    - Does a lot of volunteer work
      - Especially with James and Anna the orphans from Africa
    - Won a decisive victory at the Battle of Montenegro
    - Will build a wall out of 12ft flats across the link space
      - Will stop non-STA are getting in
    - Will give up on New Members
    - Crew motivation should not happen
      - There are too many benefit scroungers
      - Money will instead be put towards guns to arm the STA

- Will cut red tape
  - Workshop and Equipment Manager will cut red tape before use to reduce bureaucracy
- Blondes only
  - Hair dye is an acceptable manner of becoming blonde
  - This wasn't Nazi enough before
- Does not support Amy despite what the website says
  - votetom.org.uk
- Questions
  - How will we stop people coming up Staircase E?
    - We will legislate
  - View on abortion?
    - Build a wall
  - How will you stop your assassination?
    - Build a wall
  - Is your campaign built on scaremongering and hatred?
    - Yes
  - Did you experience trauma in childhood?
    - Yes, many
- Clarifications
  - Cannot fit a 12ft flat in the link space
    - We will work around this

Person	Votes
<i>Ben Smith</i>	20
Tom Orme	2
RON	0
Abstain	0

*Ben Smith has been elected as President*

## 2. Vice President

- Ruth
  - Speech
    - Will sit down for speech
      - To be more approachable
    - Spoke first
      - Is brave
    - Will make a fantastic VP
      - Have for many years been involved in JSoc
        - Experienced in navigating lots of bureaucratic Jews
    - Able to scare people
      - Did it to an entire cast
        - By using a disappointed mother voice

- Question
    - What is your name?
      - Ruth
        - It's on the screen!
    - How do you feel your qualities will make you suitable for VP?
      - Organisation is handy for crewing
      - Have been crewed
        - Have a personal connection to the role
    - Haven't other people also been crewed?
      - Yes
    - What makes you different and unique?
      - Not sure being unique is necessary
      - Need to organise crewing in a manner that allows all to collaborate
    - What makes Amy less suitable for the role?
      - Do not feel this question is appropriate
    - How would you address issues that came up this year, particularly with regards to supervisors?
      - Should get people to crew things
        - To get an idea of what people want
      - Can use food as a pull
        - Can cook
  - **ACTION Ruth:** Cook for the STA
- Amy
  - Speech
    - Turned up at the beginning of the year knowing nothing
      - Now know around 5 things
        - Of them, the STA are brilliant at supporting people and making sure you are safe, not killing people
          - Want to continue to support new members in this
    - Want to help with pastoral care
    - Sweeney cast say Amy is the most terrifyingly lovely person ever
  - Questions
    - What is the most important part of the VPs role?
      - Ensuring that there are enough people crewed
        - While making sure that everyone is happy
    - How will you keep people happy?
      - More role sharing when it comes to crewing
        - Either times people have to be around or parts of the role
          - More of splitting tasks than timeshares
      - Maybe change how supervision is done
    - Is there a difference between duties and responsibilities?
      - Yes

Person	Votes
<i>Amy Joint</i>	17
Ruth Steinman	4
RON	0
Abstain	1

*Amy Joint has been elected as Vice President*

### 3. Treasurer

- Zoe
  - Speech
    - Mother says she cannot be Treasurer again
    - Done it for 2 years and don't want to do it again
    - Will launder all the money
- Maddy
  - Speech
    - Didn't nominate herself
      - Does not know who did
    - Don't think a good job would be done
  - Question
    - Are you going into final year?
      - Yes
    - Has approval been obtained from the Societies Exec?
      - Yes
    - Does the Societies Exec has a requirement on quoracy?
      - No
    - What degree do you do?
      - Business Management
    - Are you willing to accept the role if voted in?
      - Yes

Person	Votes
Zoe Ashford	1
<i>Maddy Gilboy</i>	17
RON	3
Abstain	1

*Maddy Gilboy has been elected as Treasurer*

#### 4. Training Manager

- Tom
  - Speech
    - Has a document that took a while to load
    - Is actually a serious application
      - It hopefully isn't a surprise that the Presidential campaign was not serious
    - Have done the role for this year
    - Overview of aims for the next year
      - On-the-job training
        - Will do it better
        - Will have better support for those doing training
          - Particularly with documentation
      - Training week
        - Will be similar to this year
        - Is a good week to have
        - Stage
          - Will be focused around SSOW and paperwork
        - Other areas
          - Will be around detailed things like operating desks
      - Training Scheme
        - Needs improving
        - Will investigate how to do it best
          - Implementation in particular
            - And SM qualification which needs a fair bit of work
  - Questions
    - What is the optimal height of the wall for balancing fun, safety and other things?
      - It will be different for all persons
    - How will you deal with favoritism in nominations for qualification?
      - Will be the arbiter of truth and justice
      - Can look at things objectively
        - Do an Engineering degree
    - How do you stop the Training Manager qualifying themselves?
      - You don't
    - What can't you do?
      - Get President
    - How are you f\*\*\*ing us?
      - From behind
- Ruth
  - Speech
    - Am still running
    - Tom's better
      - By the time the role has been picked up, the year will be over
    - As a 2 year old, there's a lot to do

- *Note: This point may have been misheard, though clarification was not obtained by the Secretary*
  - Questions
    - Is that not a very defeatist attitude to have?
      - Yes

Person	Votes
Tom Orme	20
Ruth Steinman	1
RON	1
Abstain	0

*Tom Orme has been elected as Training Manager*

#### 5. Secretary

#### Procedural Motion 5

- Action
  - Accept all late nominations for Officer positions.

Votes on Procedural Motion 5		
Yes	No	Abstain
14	8	0

- Tom
  - Does not wish to run
- James
  - Speech
    - Would like to actually do what we said we would do
      - Work with the Webmaster to better organise the Drive
    - There are lots of paper planes in action
    - Are aware that can be very verbose at times
    - Would be boring to do nothing
      - So will do this
  - Question
    - Will you get too involved in meetings to successfully minute them?
      - Are scared of what Charlie did by taking a neutral point of view
        - Will not happen
    - Will meetings being minuted end up biased?
      - Minutes cannot represent bias
        - So long as all that is said is written down
          - Will not do this
    - Can you make your minutes as amusing as Hayden's?
      - Yes

- Will you add pictures to minutes?
      - No
        - *For this reason, a picture of the Penguin was added to these AGM minutes*
    - Why are your past minutes awful, such as having lots of maybes in a sentence?
      - Can be overly verbose
        - Will try and be less so
    - Will you get bored?
      - Will not do many shows
        - Will therefore be super excited to minute committee meetings
          - And maybe staying around after
    - What is the furthest you have flown a high altitude balloon?
      - Not very far
- Richard (late nomination)
  - Speech
    - Are incredibly lazy
      - Not at risk of being verbose
    - Unlikely to turn up to many committee meetings
  - Questions
    - How has living with James be?
      - He is never at home, so it has been fine
      - The dishwasher has been full for the past week
      - Policy for putting away dirty dishes has not been followed
    - What is the furthest you have flown a high altitude balloon?
      - Net 2000km
      - Gross 35000 km
        - It went all the way around the world

Person	Votes
<i>James Hart</i>	19
Tom Orme	N/A
Richard Meadows	2
RON	0
Abstain	1

*James Hart has been elected as Secretary*

## 6. Workshop and Equipment Manager

- Greg
  - Speech
    - We need to put a lot of emphasis on Dry Hires
      - Can bring in a lot of money this way
    - Don't think we should reinvest Dry Hire money on more Dry Hires

- Made over £1000 of profit in the past year
        - Should reinvest this in the theatre
      - We are not a hire company
        - We are a group that manages theatre spaces and puts on theatrical productions
    - We should continue the process of replacing lighting fixtures
      - Did a lot before the refurb
      - Need to continue with this now that the refurb has happened
    - Is a general consensus among outgoing committee about spending plan
      - Such as DI Boxes needing to be replaced
        - Since they are breaking
    - Have spent a fair bit on Sound equipment this last year
      - Should continue this
        - Particularly over Dante question, XLR, mics, etc
    - Some Stage equipment needs replacing
      - Such as French braces
      - The equipment we use is minimal
        - Can often get shows or grants to pay for it
  - Questions
    - Why should we not buy things for Dry Hire in the coming year, having done so over the past year?
      - We have expanded the stock as much as we can reasonably do so
        - Now have a small number of entire kits to send out
      - Should instead buy more theatre equipment that can perhaps be sent out if need be
      - For example, buying a subwoofer could improve dry hires, however would be better reinvesting in the theatre
      - Dry Hires better by hiring out things that would otherwise be sat in the basement
- Zoe
  - Speech
    - Some of our lights, such as Harmonies, are falling apart
      - Would like to purchase some more fixtures, particularly Profiles
      - Would like to cannibalise parts from old fixtures
    - Would like to co the role
      - Which is conveniently what was voted for in Motion 2
      - And focus on equipment maintenance and finances
  - Questions
    - We spend far more on lighting than other departments, and less on stage, what is your opinion on this?
      - Sound and Stage are high on list of priorities
        - They are also less expensive
      - We need to address this
        - Sound wants a Dante card
        - Should look at purchasing some offset boom bases
      - Would like to focus on refurbishing equipment
      - Comes down to the finances of hiring equipment
      - Should do a lot of finance examination

- Ruth (late nomination)
  - Speech
    - Wasn't aware that the role was being run for until about 10 minutes before
      - Don't want any technical questions
    - Would be a fantastic opportunity to think about longevity of the STA
      - Would be second-tier Workshop and Equipment Manager, with someone else leading the partnership
    - Are a quick learner
      - Have 2 more years here, so will expand knowledge that will stay within the society
    - Is a role of 2, so will need to be a team that works together
      - Are a good team player
      - Not confrontational, but can get across points
  - Questions
    - What is your favourite colour of LX tape?
      - The one that's yellow and green stripy
    - What's your least favourite colour LX tape and why?
      - Red
        - It looks very angry
    - What is your opinion on Orange LX tape for coiling cables?
      - There are other colours
      - Yellow and green stripy should be used for more

Person	Votes 1	Votes 2
<i>Greg Quick</i>	13	
Zoe Ashford	5	10
<i>Ruth Steinman</i>	3	11
RON	0	0
Abstain	1	1

*Greg Quick and Ruth Steinman have been elected as Workshop and Equipment Managers*

#### 7. Publicity Officer

- Amy
  - Retracts her nomination
- Georgie
  - Speech
    - Will do a speech even though there is no competition
    - Publicity is about promoting what the STA do
    - The STA are an amazing group of people with unique skills
    - Want to show off the services that can be provided
      - Both services and training
    - Came to TRASH in first year
      - Then came back for The Effect

- Then this term and done some productions since then
  - Back to back
- Are a late beamer
- The STA deserves a lot of publicity
- Should promote Dry Hires and other events, not just The Winston
- Will make a trailer before Welcome Week
  - Assuming all the material has been provided

**Procedural Motion 6**

- Action
  - Vote by hands for the position of Publicity Officer.

Votes on Procedural Motion 7		
Yes	No	Abstain
22	0	0

Person	Votes
Amy Joint	N/A
<i>Georgie Trott</i>	22
RON	0
Abstain	0

*Georgie Trott has been elected as Publicity Officer*

8. Social Secretary

- James
  - Would like to withdraw nomination
- Emma
  - Speech
    - It is unnecessary
    - Increased STA attendance to PA Gets Pissed by 500%

**Procedural Motion 7**

- Action
  - Vote by hands for the position of Social Secretary.

Votes on Procedural Motion 7		
Yes	No	Abstain
22	0	0

Person	Votes
Emma Morse	21
James Hart	N/A
RON	0
Abstain	1

*Emma Morse has been elected as Social Secretary*

## 9. Webmaster

- Ak
  - Speech
    - Wishes to lie down to do the speech
    - Actually comes to committee meetings
    - Written 2 lines of code for UBUTheatre
    - Can do stuff
    - Will not *rm -rf* UBUTheatre
  - Questions
    - If you write to a file, how do you ensure it gets written to disk?
      - Press Save?
    - Do you intend to pursue development of UBUTheatre?
      - Will develop it a bit
    - How do you plan to get people involved in development?
      - Find out when people are available to develop, and do that
      - Use VOIP to chat with people who are remote
      - Ask people to do it
      - Will try and recruit new members
        - Including with tickets
    - Have you written any other PHP beyond UBUTheatre?
      - No
    - What is your opinion on PHP?
      - The language doesn't look too bad
    - Favourite text editor?
      - Atom
      - Vim is horrible
- Charlie
  - James shall speak on behalf of Charlie
  - Speech
    - Would like to move away from using Streamline for payments
      - Money shall instead go directly into people's bank accounts
    - Would like to remove references to the number 2 from all code
    - Emails do not help the society in any way
      - And they keep breaking
      - Will use only Winston Chat for all society communications

### Procedural Motion 8

- Action
  - Vote by hands for the position of Webmaster.

Votes on Procedural Motion 8		
Yes	No	Abstain
19	1	2

Person	Votes
<i>Akmal Khalil</i>	21
Charlie Anderson	1
RON	0
Abstain	0

*Akmal Khalil has been elected as Webmaster*

### 10. NPOs

#### Procedural Motion 9

- Action
  - Vote by hands to vote in all NPOs at once.

Votes on Procedural Motion 9		
Yes	No	Abstain
20	0	2

Person	Position
<i>Nick Caddy</i>	<i>Biscuit Rep</i>
<i>Kate Goldup</i>	<i>Dance Master</i>
<i>Grace Levy</i>	<i>Blood Master</i>

Votes for election of NPOs		
Yes	No	Abstain
21	0	1

*Grace Levy, Kate Goldup and Nick Caddy have been elected as NPOs*

## AWARD CEREMONY

### Quote of the Year Award

The Quote of the Year Award is given to those who have made the best soundbites over the course of the year.

The contending quotes:

- A. "You came out of the trunk because of cramp? I've got a bit of a reality check for you. We can't get you out of the trunk until the interval. That's about 3 songs." ~ Georgie Trott, DSM
- B. "How far is 180 degrees?" ~ Unidentified Vernon cast member
- C. "I feel like a fucking midwife doing this bit" ~ James Hart while cleaning a Patt 743
- D. "If anyone finds a Blackberry with Putin as the wallpaper, please let me know" ~ Another Vernon actor
- E. "So what type of dancing do you do?" ~ A man in the pub
- F. "Depends how high fidelity you want your pornography to be" ~ Unknown
- G. "I'm fairly sure we once came up with the concept of a sit com set in a theatre, though I have since decided that what actually happens in the Winston is far more entertaining than anything contrived." ~ Ben Smith

Quote	Vote 1	Vote 2	Vote 3	Vote 4
A	3	5	6	8
B	7	7	9	11
C	1			
D	0			
E	3	3		
F	1			
G	4	4	4	

*An unidentified Vernon cast member has been awarded the Quote of the Year Award for querying how big 180 degrees is*

**ACTION Ben:** Create a physical Quote of the Year Award for the next AGM

### Tit of the Year Award

The Tit of the Year Award is given to those who have made questionable design choices during shows or for other blunders during the past year.

Due to the large number of submissions, only the best contenders are up for vote.

The contending events:

- A. Ben Smith - His rack
- B. Sam Walder - Careless swinging
- C. Matt Shelbourn - Glitter
- D. Ben Smith - Projecting dark spots

- E. Charlie Anderson - Torrenting 'films'
- F. Charlie Anderson - Breaking the table
- G. James Hart - Doing it too loudly
- H. The University - 'Fixing' the doors
- I. Greg Quick - Overpaying for services rendered
- J. Matt Shelbourn - Testing the Fire Retardant Carpet
- K. Ben Smith - Self-obsession

Event	Vote 1	Vote 2	Vote 3	Vote 4
A	2	2		
B	1			
C	4	4	7	9
D	2	2		
E	0			
F	2	2		
G	4	5	5	
H	2	2		
I	0			
J	4	4	6	8
K	2	2		

*Matt Shelbourn has been awarded the Tit of the Year Award for Glitter*

### **Lifetime Membership**

Lifetime Membership to the STA is given to those who have either been with the STA for many years or those who have made a significant mark on the society during their time as a member.

### **Procedural Motion 10**

- Action
  - Vote by hands to vote for the awarding of Lifetime Membership to all nominees at once.

Votes on Procedural Motion 10		
Yes	No	Abstain
22	0	0

<b>Nominee</b>
Morgan Atkins
Hayden Field
Jennifer Davies

Votes for awarding of Lifetime Membership		
Yes	No	Abstain
22	0	2

*Morgan Atkins, Hayden Field and Jennifer Davies have been awarded Lifetime Membership*

**ACTION Ben:** Award newly appointed Lifetime Members ties at the BBQ

**ANY OTHER BUSINESS**

- We should tidy up the theatre
  - Ben has booked The Winston for the entire of Monday 18th April

**AFTER PARTY**

There shall be an after party. Takeaway shall be obtained and consumed.

**Food**

The food shall be decided in a democratic process of raised hands.

Food	Votes
Fish and Chips	0
<i>Chinese</i>	7
Indian	5
Pizza	0
RON	0

*Chinese shall be the food to be obtained and eaten*

**ACCIDENT REPORTS**

James got a splinter. No, I don't know how either.

***END OF AGM TIME 20:57***

## SUMMARY OF MEETING

- The following motions were passed
  - Motion 1 with Amendment 1
  - Motion 2
  - Motion 3 with Amendment 3
  - Motion 4 with Amendment 4
  - Motion 5 with Amendment 5
    - Joe Lewis was elected as interim Workshop and Equipment Manager
  - Motion 6 with Amendments 7 and 8
- The following persons were elected onto the committee
  - Ben Smith, President
  - Amy Joint, Vice President
  - James Hart, Secretary
  - Maddy Gilboy, Treasurer
  - Tom Orme, Training Manager
  - Greg Quick / Ruth Steinman, Co-Workshop and Equipment Managers
  - Georgie Trott, Publicity Officer
  - Emma Morse, Social Secretary
  - Akmal Khalil, Webmaster
  - Nick Caddy, NPO - Biscuit Rep
  - Kate Goldup, NPO - Dance Rep
  - Grace Levy, NPO - Blood Master
- The following awards were awarded
  - An unidentified Vernon cast member, Quote of the Year Award, for querying how big 180 degrees is
  - Matt Shelbourn, Tit of the Year Award, for Glitter
  - Morgan Atkins, Hayden Field and Jennifer Davies - Lifetime Membership
- The following actions have been assigned
  - **Training Manager:** Train the finance department so they are not awful
  - **Secretary:** Hand AGM minutes to Treasurer in non-PDF format and update role descriptions to ensure this also happens in the future
  - **Webmaster:** Give Secretary access to Mailchimp to send newsletters
  - **Social Secretary:** Organise a BBQ
  - **Ruth:** Cook for the STA
  - **Ben:** Create a physical Quote of the Year Award for the next AGM
  - **Ben:** Award newly appointed Lifetime Members ties at the BBQ
- The following people will be removed from the bank account as signatories
  - Zoe Ashford, Treasurer 2015-16
  - Hayden Field, Secretary 2015-16
- The following people will be added to the bank account as signatories
  - Ben Smith, President 2016-17
  - Maddy Gilboy, Treasurer 2016-17
- The following people will remain on the bank account as signatories
  - James Hart, President 2015-16 / Secretary 2016-17

Let the above be an accurate representation of the Annual General Meeting for 2016 and that I, Hayden Field, have aided in the recording of events to the best of my knowledge.