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**AGM Minutes**  
**Project Arts Centre Dublin**  
**28<sup>th</sup> July 2011**

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**In Attendance:** Nick Anton, Liam FitzGerald, Mark Galione, Eamon Fox, Matt Verso, Oisín Herraghty, Pat Burke, Barry Donaldson, Vinny Osborne, Derek Williams, Damian Dollard, Hugh Roche Kelly, Richard Lambert, Brian O'Reilly, Jessica Musche, Michael Lonergan, Dan Bergin, Zia Holly, Lisa Mahony, Dee McClean, Jason Coogans, Marie Tierney, Des Kenny, Colm Hackett, Joseph Collins, Tom Kennedy, Mel McGann, Eoin Fegan, Cormac O'Callanain, David McKeown, Matt Lloyd (Non Member - GDS / PLASA).

**Apologies:** Barry Conway, Danny Persse, Mick Doyle, Paul Macken, Conleth White,

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**Agenda:**

- 1) Welcome address and opening of the meeting by the Chair
  - 2) Reading of the minutes of the 2010 AGM
  - 3) Voting as accurate the minutes of the 2010 AGM
  - 4) Matters arising from the minutes of the 2010 AGM
  - 5) Treasurer's Report
  - 6) Voting as accepting the financial report
  - 7) Report on training
  - 8) Election of officers
  - 9) Setting of subs for the next year
  - 10) AOB
  - 11) Closing of the meeting by the Chair
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1. Welcome address and opening of the meeting by the Chair.

Nick Anton welcomed all the members and opened the meeting. He noted, following substantial efforts from the association, the improvements made by Garter Lane and hoped that further improvements would be forthcoming. The Mullingar Arts Centre was also discussed and it

was reported unofficially that although little progress had been made in changing the current state of affairs, that there may be larger agendas regarding reforming the entire building. The board will keep this venue under review and invite news from the membership on these and any venues of concern.

Nick discussed some new directions which the association may be exploring further with “green theatre” initiatives; and noted the two presentations to take place following the AGM, regarding LED auditorium house lights and Energy Audits.

It was pointed out that the presence of these presentations could develop in the coming years around the AGM. In the future trade stands may be able to be offered in conjunction with the AGM to foster business and access to services for the members and the theatres and producing companies the members work with.

## 2. Reading of the minutes of the 2010 AGM & 3. The Voting as accurate of the minutes.

The minutes of the 2010 AGM were read to the floor by Liam FitzGerald, seconded by Des Kenny; and the membership passed them as accurate without objection.

## 4. Matters arising from the minutes of the AGM 2010.

With regard to the progress of the CoPs, it was previously suggested at a board meeting to hold a brain storming session to further progress the CoPs. Marie Tierney put this idea to the floor and asked for a show of interest. The level of interest was high, so an open call was made for a meeting to further the CoPs at 12.00 on the 20<sup>th</sup> of August. A venue will be hired for the purpose of this meeting. This will be further advertised to the membership.

Further links have been forged with the ABTT, and pending final discussions on the membership fees, joint membership will be able to be offered soon. The proposed fee structure would hopefully enable a member to join both associations for only slightly more than the cost of joining the ABTT (being the more expensive of the two).

Liam FitzGerald reported that there will shortly be new information on the telescope issue in the UK. This will involve new instructions for use from the manufacturer.

## 5. Treasurer’s Report. & 6. Voting on accepting the financial report of the Treasurer.

Mark Galione read the treasurer’s report [See Appendix A]. Mark noted that the association is in good stead. The association’s value to the industry has thus far been recognised by the Arts Council and we continue to receive funding. The Association will be able to continue to operate at a loss, by subsidising the training for the coming years.

The membership accepted the financial report of the treasurer with no objections.

## 7. Report on training courses.

The training courses intended at the time of the arts council application were listed and distributed to the membership [See Appendix B].

Three of the Stage Pass courses have been completed, another date is confirmed and four courses are being planned in various locations around the country before the end of the year. It was noted that since the reduction of the course to one day of teaching and the rest of the time being made of course work to be completed by the candidates after the course, there has been a reduction in the pass rate – simply because some participants are not completing the course work or returning

it at all. Efforts are being made to chase up those participants who have not returned the course work, as they have not completed the course, they do not hold a Stage Pass.

The Q-lab, Eos / Ion training and Working at Height courses have been run successfully. The MEWP course dates are to be confirmed in the next two weeks for the Autumn. One of the two manual handling instructors has completed their training, with the second due in the Autumn. Following on from that they will be in a position to provide industry specific manual handling training for the AIST to members as a greatly reduced rate; which, in time, will recoup the costs of training the instructors.

The “ropes and pulleys” course was originally planned to be run twice, this may be revised to once with a “knots and splicing” course replacing it.

Two new courses “production risk assessment” and “taking out a tour” are now complete and ready to run in the Autumn, dates will be released shortly. Pyrotechnics training will take place on the 12<sup>th</sup> of September.

There was also a discussion on the PLASA rigging program and on the PLASA Focus show with Matt Lloyd. The board committed to have further discussion with PLASA.

Damien Dollard reported that a trial run of a theatre tailored Occupational First Aid Level 5 FETAC course is being run next week, and that dates would be set for the Autumn open to the general membership.

Michael Lonergan noted that defibrillator training is available at reasonable rates from the Irish Heart Foundation. The board will get details and put them on the website.

#### 8. Election of Officers.

Vinny Osborne had decided to not stand for election to the committee this year, no nominations were received from the membership in advance or from the floor; thus given the co-option of Aisling Mooney onto the board this year, it was felt that it was not necessary to increase the size of the board further. It was proposed to the floor that the board were left in situ given the lack of nominations, there were no objections to this proposal, and so each board member was deemed to be elected.

Vinny was thanked for his contribution to the board and to the AIST.

#### 9. Setting of Subs for the next year.

Nick Anton proposed keeping the fees the same as last year; this was seconded by Des Kenny and passed with no objection from the floor. The subs have been set to €20 for full members, €10 for students and the unwaged and €100 for corporate membership.

#### 10. A.O.B.

Ashling Mooney represented the AIST at the Theatre Forum annual conference, and noted that there had been a discussion at the conference with regard to the recording and documenting of measures taken to prevent accidents and of reports of accidents. There were suggestions of photographic and video use in venues and at events to record and document the safety measures being undertaken. Also it was suggested to video, witness and victim accident reports if possible as a much better and quicker way of documenting accounts of incidents.

There was further discussion of a growing move towards video recording of all fit-ups and get-outs in the UK.

The membership were reminded that they should be receiving emails from [news@aist.ie](mailto:news@aist.ie) informing them of updates and upcoming training; also that they should be receiving a copy once a month of Entertainment Technology Press. The membership were asked to inform the board if they are not in receipt of these, so that we can update their contact details.

11. Closing of the meeting by the Chair.

Nick Anton thanked the membership for their attendance and closed the meeting at this point.

## Appendix A

### Treasurer's Report AIST AGM 2011 as of 26<sup>th</sup> August 2011

#### End of Year Balance as of 31<sup>st</sup> Dec 2010

Current account 1 (Main)	€9,196.93
Current account 2 (PayPal drawdowns)	€4,977.96
PayPal	€1,517.33
Petty Cash	€350.67
TOTAL FUNDS	<u>€16,042.89</u>
In the year 2010 operating surplus of	<u>€1829.16 (estimated)</u>

#### Grant Aid

In 2010 the grant we received from the Arts Council was €5,000 and in 2011 this was increased to €6,440. We submitted an application for €7,240 and were granted that but over a period of time longer than a year. We are the only Arts Council client to receive what we applied for and had an effective increase.

We have been warned of further cuts to come so we are not hopeful of receiving any grant aid over the next two years but as we did do well last year we are more hopeful. We have been informed that it's advisable to keep our hat in the ring for the future and to keep applying and as soon as you are dropped as a client it is a hard road back. The Arts Council are always very encouraging and supportive but in the current climate their hands are tied.

Last year we ran a surplus but this is due to planned activity running into this year

#### Projections

My projection is that we are going to run a shortfall of €2,500 this year. This is offset against last years surplus of €1829.

I estimate that at current levels of activity, with no grant aid, we are realistically running at a deficit of €6,500 a year. This means we would be able to run until mid 2013 as we are and then have to make sure that all activities are cost neutral if we do not receive a grant but I am encouraged by the last two years that we will always receive some grant. It is essential for us to keep a reasonable balance in our account (probably €2,000) to use as cash flow, as an overdraft would be unobtainable. We would not be able to cover any shortfalls in expected income. I think our continued grant support is due to the realistic attitude we have taken to what grant we were likely to receive and applied accordingly.

The figures below look very healthy but there are several courses yet to run this year and some invoices we are waiting to receive so the actual balance is about €2,500 less than is shown below.

This surplus that makes the figures look healthy was accrued in 2007 and 2008 when the grant was much higher.

### Expenditure

We took the decision to invest in a proper card maker for Membership Cards and Stagepasses. This is a large investment but over a long period of time the outlay will be partially recouped.

### Financial Situation as of 26<sup>th</sup> July 2011

Current account 1 (Main)	€10,046.73
Current account 2 (PayPal drawdowns)	€4,967.80
PayPal	€3,970.34
Petty Cash	-€404.98
TOTAL FUNDS	<u>€18,579.89</u>

The Figures on the next pages are this year's control accounts and show actual figures in the last column. The first column are our estimates at the beginning of the year and the middle column is the most important as it shows the current predictions of final budgets.



Mark Galione 26<sup>th</sup> July 2011

## Appendix B

Course suggested in Arts Council application	Participants
StagePass x 8	120
Qlab x 3	30
Ropes and Pulleys x2	12
MEWP x 2	12
Production Risk Assessment x 1	10
WAH-Rescue x 1	8
Manual Handling for theatre x 1	10
ETC Ion and Eos training x 1	10
Pyro Technics x 2	40
First Aid for Theatre x 1	10
Manual Handling instructors course	2

We also applied for a projector and screen for use at courses.

### Detail from 2011 application

One of our biggest projects in 2011 will be the running of a "pyro technics for theatre" course. Since the explosives laws were tightened up the use of pyro effects on stage has become very difficult and expensive to achieve. We have been in discussion with various companies and finally settled on Pyrotechnics Ireland to facilitate the course. Pyrotechnics Ireland have been in discussion with the dept. of Justice to re classify stage pyrotechnics away from the more "serious" explosives and as a result of their discussions have settled on a course specifically designed to allow technicians to handle certain effects. The course works out at !175 per person and we would aim in year one to run 2 courses for 20 participants per course. Ideally we would like to subsidise each participant to keep the costs to them at around !100 for members, we would therefor be asking for !3000 to achieve this target.

Another initiative for 2011 is to collate technical information from venues, specifically those that fail to provide up to date information on their websites. This would be achieved by technicians on tour writing up an info sheet provided by the AIST which will have a series of headings covering the main points that incoming technicians and companies need to know. We will also be in a position where required to have plans of venues drawn up by some of our members who are skilled in the use of CAD programmes, the latter would be paid for by venues who do not have the requisite skill base on staff to do these plans, this project therefor will require no additional funding.

Another initiative has been the procuring of a first aid course specifically dealing with potential injuries in theatre production, this course is a registered First Aid course provided by Heartbeat Safety. We hope to put on one this year for 10 people at a cost of !1500, which we will charge to members at !80-!100 per person.

We intend to continue to provide a wide range of courses covering diverse aspects of theatre production safety as well as upskilling technicians with courses in such as the Qlab operators course and courses provided by manufacturers such as Yamaha (sound) and ETC and Strand (lighting control) we envisage the latter to be either self funding or benefit in kind from the manufacturers.

Finally we have had a "Counterweight Flying" course and a "Manual Handling for Theatre" course written by Danny Perse of the Helix. Manual handling is an obligatory course for all employees that may encounter lifting in their day to day work, these courses need to be delivered by a registered Manual Handling instructor so in order to allow us to provide this training and keep the training specific to the entertainment industry we intend to send 2 people on an instructors course. This will cost !2000

The total requested from the Arts Council was €7240  
(€6440 training and €800 equipment)