

## Minutes of the Huntingdon Drama Club Committee Meeting Held 10.04.12

**Present:** John Morgan (Chair), Michael Black, Ronald Stephenson (Vice Chair), Dean Laccohee (Comms), Rebecca Hutchison (Comms), Scott Hutchison (Comms),(Minutes).

**Absent:** Phil Green (Secretary), Kevin Webb (Treasurer)

1. **Apologies:** Nil
2. **Minutes of Last Meeting:** Agreed.
3. **Matters Arising:**

- a. **Accounts Check** – RS has been unable to find someone to check the accounts as yet. MB suggested Darryl Crittenden as a possible route.

**Action:** RS to approach Darryl Crittenden to see if he is willing to check the club's accounts. All cttee members to try to find someone who can complete this task, estimated to be about 4hrs work.

- b. **Mummers Play** – The club has cancelled its appearance.

- c. **Paypal for subs** – JM proposed giving all the literature he had in relation to this matter to KW. JM said that the cost for using the service to collect the annual £12 subscription would be £0.41.

**Action:** JM will ask KW to pursue this matter.

DL suggested an incentive scheme be introduced for all members who paid their subscription. He suggested that each paying member be given two free tickets in any club year to any of the club's productions in that year. A discussion took place around the relative costs versus the potential revenue generated from additional paid memberships. **Decision:** It was decided that this scheme would be introduced for the remainder of the current club year 2012/13 to gauge uptake, and that this would managed by the Treasurer with help from the Communications sub-committee

4. **Financial Report** – KW being absent, this matter was not discussed.
5. **Communications Group** – JM proposed a vote of thanks for the 'amazing work' done by the Comms sub-committee in the period since the last committee meeting, specifically around the preparation for the Spring production. DL spoke of a proposed meeting with all the Comms sub-committee (arranged for 03.05.12) in which a plan would be created for future production years that would clearly set-out milestone dates for the production and circulation of newsletters, front-of-house and set-building requests, etc  
In regard to the proposed newsletters, JM said that he had looked at MailChimp and liked what he saw. He also said that he prefers that f-o-h emails continue to be sent to him.
6. **Spring Production** – MB said that the NODA review was not in yet but that anecdotal appreciation of the play had been very positive. He said that he had had an email from the playwright, Richard James, congratulating all involved in the production for bringing the play to fruition with such success. MB went on to say that a total of 260 tickets had been sold,

with a record being set for the number of online bookings (191). The cost of drinks afterwards had been £20, but only £8.97 had been returned to the 'honesty box'. A discussion took place around future post-play parties and the provision and selling of drinks. **Decision** – In future the bar would be staffed on a voluntary basis and would sell alcohol. A rota would be produced prior to the performance and this new scheme would be publicised in a future newsletter.

7. **Summer Production** – JM said he had been really pleased with the response to the call for auditions for the Summer play. He had had 13 people audition and hoped to publish a final cast list once all part offers had been accepted.
8. **Other Activities** – RS (and on behalf of PG) said that he and PG had not progressed arrangements for another meal night, and that the original proposed April meal would now not be met. **Action** - He said that he would try to arrange an alternative date later in the year.
9. **Queens's Diamond Jubilee** - JM said an email had been received by him in relation to whether the club wanted to participate in a beacon-lighting ceremony to mark the Queen's Diamond Jubilee, and a celebration on the town park from 1900hrs on 04.06.12. JM suggested that we should decline but offer to assist in the Commemoration Hall to showcase the facilities. **Action/Decision:** Agreed. JM to reply to that email and offer assistance in Commemoration Hall.
10. **Emails and Website** – JM said he had spoken to Jane Green about updating the website. He said he had suggested a revamp going live sometime after the Summer production. DL suggested that the refresh started with a new front page. **Action:** SH to contact JG and formally request her to begin work. JM suggested a budget of £50 to secure a new URL for the current site to be 'parked' at to allow its migration to said URL when new site is ready to go live at the established HDC URL. Approval of Action and budget: **Proposed:** RS, **Seconded:** DL.  
  
JM spoke of his desire that the club Twitter account be used for a 'viral' campaign to promote the Summer production, and asked that he be given a familiarisation with Twitter. **Action:** SH to familiarise JM with Twitter
11. **AOB** – JM said that the Olympic torch was due to travel through Huntingdon on 08.07.12 at 08.19hrs. He suggested to the Committee that HDC did not have any formal participation in any events around this. **Decision:** Agreed
12. **Date of Next Meeting** – 17.05.12 at John and Michael's