



## Minutes of Committee Meeting

Monday 4<sup>th</sup> December 2007, 8.00 pm  
30 West End, Brampton

**Present:** Michael Black, Mark Lamberth, Caroline Harbord, John Morgan, Ann Monk, Ronald Stevenson, Carol Wadey, Richard Meredith.

**Also attending:** Mark Hebert.

1. **Apologies:** Kat Sexton, Peter Welsh
2. **Minutes of last meeting:** Agreed
3. **Matters arising:** (*items not elsewhere on agenda*) None
4. **Financial Report:** RS presented accounts for the last three productions as follows;

**4.1 Joking Apart.** Profit made was £288.

**4.2 A Murder is Announced.** Provisional accounts are showing a loss of £1.58 but there are still some outstanding items and the total is forecast to be a small profit figure.

**4.3 Jane Eyre.** Accounts are still not finalised as we don't have an income figure from the Card Gallery and some costs are outstanding but it is forecast to be c. £400 profit. The profit due to the Mayor's Charities as a result of cash sales (door, bar, teas and programmes) on the Thursday night was £199.31 which we rounded up to £200. This means that the Mayor's Charities raised a total of c. £1,000 from the evening.

**4.4 Current Financial Situation:** The bank account balance looks very healthy at £3,390. This is forecast to settle at c. £1,861 once all cheques for costs have gone through.

**4.5 Invoices outstanding:** All have been paid. RS will send off the cheque to NODA. **Action: RS**

5. **Autumn Production:** Excellent feedback was received from the audience of *Jane Eyre* and we received very positive reviews from NODA and the Huntingdon Town Crier newspaper. It was agreed that the publicity for the show was particularly good and made a big difference to ticket sales. Looking for ways we could have improved the production, suggestions were:
  - a) to divide the dressing room into male and female changing areas to give actors more privacy
  - b) to buy dividers for the clothes rail so that actors can keep their own costumes in one place.
6. **Spring Production:** Auditions will take place on 19<sup>th</sup> December and several people have bought scripts already. At the auditions we will try to recruit a producer and other non-acting roles. RM has been investigating possible rehearsal venues and will continue to follow up a few more. It was decided that rehearsals will start on 8<sup>th</sup> January and will take place on Tuesdays and Wednesdays at 7.30. Wednesday rehearsals will be held at Brampton Church Hall. For the Tuesdays, first choice is St Mary's Church Hall, second is the WI and third is St Barnabas. **Action: RM and MB to book rehearsal space for Tuesdays and Wednesdays respectively.**
7. **Summer Production:** Valerie Gerard has agreed to direct *Hay Fever* in the summer. JM reported that we already have a firm booking from Hinchingsbrook Rotary Club, who are hiring the Commemoration Hall for the 13<sup>th</sup> July. Also, Warboys WI are keen to book us again and he is waiting to hear back from Ramsey Arts Festival.

### 8. Other Activities:

- 8.1 **The Play Reading.** *Bedroom Farce* by Alan Ayckbourn has been cast and the reading will take place on 5<sup>th</sup> December at the Church Hall. **AM** is bringing food. **JM** is bringing tea and coffee left over from the last production.
- 8.2 **The Christmas Meal.** This will be at the Black Bull on 11<sup>th</sup> December. All 24 tickets have been sold.
- 8.3 **The Mayor's Edwardian themed evening.** This is happening on 15<sup>th</sup> December and **AM** and **MB** are performing a five-minute sketch on behalf of the club. **Action: AM and MB.**
- 8.4 **Prompting Workshop.** Michael Burrell will be available in March to hold a prompting workshop. **MB** will liaise with Michael Burrell on dates. **Action: MB.**
- 8.5 **Voice Coaching Workshop.** Vicky Welsh has agreed to run this in January. **CH** to liaise re. dates. **Action: CH**
- 8.6 **Midnight Mink.** It was suggested that we arrange a club trip to Broughton's production of *Midnight Mink* on Friday 15<sup>th</sup> February. Carry forward to next meeting. **Action: CH**
- 8.7 **AGM.** The AGM will be held on Monday 4<sup>th</sup> February. **MB** to book Brampton Church Hall. **Action: MB.**
9. **Club assets:** We now have a list of what is in **CW's** garage, technical assets, props and assets stored by **MB**. **AM** is to approach Trish again for a list of assets held. **CW** is keen to move items from her garage back to the Commemoration Hall. This is dependent on a meeting between Lydia and the three Drama Clubs to arrange a date. **JM** will try to expedite this. The committee discussed buying a second-hand lighting board and it was agreed that this was not a priority at present. **Action: AM, JM.**
10. **Newsletter:** Next issue is due for Christmas. Articles to be submitted:
- MB:** play reading
  - CH:** Christmas meal
  - ML:** Jane Eyre
  - PW:** voice coaching workshop
  - CH:** Summer production
  - Mark Hebert:** Spring production
- Also to include excerpts from reviews of Jane Eyre, the Mayor's thank you letter and letter received from Horsham Drama Club.
- Action: ML, MB, PW and CH.**
11. **Website:** The site was very successful at selling tickets for Jane Eyre (up to 38% of enquiries came through the site). It is generating an ever-increasing number of hits.
12. **Correspondence:** We received a letter of thanks from the Mayor for the performance of *Jane Eyre* we gave to the Mayor's Charities. They raised c. £800 from advance ticket sales and the raffle. **CW** received a letter of thanks from Horsham Drama Club for our loan of costumes and props for their production of *Move Over Mrs Markham*.
13. **AOB:** None
14. **Date and place of next meeting.** Monday 7<sup>th</sup> January at Caroline's at 8pm.

CH  
5<sup>th</sup> December 2007