



Minutes of Committee Meeting

Monday, 10 July 2006, 8.00 pm
51 West End, Brampton

PRESENT; Michael Black, Mark Lamberth, Rachael Orchard, Kat Sexton, Ronald Stevenson, Carol Wadey, Peter Welsh.

1. **APOLOGIES;** Caroline Harbord, Ray Livermore, John Morgan.
2. **MINUTES OF MEETING BEFORE LAST;** (30 March 2006) **PW** stated that he was not present.
3. **MINUTES OF LAST MEETING;** (6 June 2006) **RS** noted that item 4 should have stated '£2600' and that item 5 should have noted 'Broughton Village Hall'.
4. **MATTERS ARISING;** (items not elsewhere on agenda) **MB** had been in contact with Hunts Mind concerning the club's services – as there has been no feedback **MB** does not envisage any further action.
5. **FINANCIAL REPORT;** (including One-Act Play Festival account) **RS** stated that all known bills have been paid leaving £2700 in the account, final accounts will be prepared as soon as time allows. **RS** to meet with Bob Pugh to discuss requirements for the autumn production.

6. AUTUMN PRODUCTION;

- 6.1. Production. **MB** to hold production meeting with Ann Monk.
- 6.2. Advertising;
About Town. Contacts; Karen Cameron, Anne Beevor. Deadline 20.07.
Brampton Matters. Contacts; Jane King. **MB** to E'mail **KS**.
Cambridge Matters. **KS** to make contact.
The Great Stukeley. To be considered.

MB to contact Kevin for camera, photos of Act 2 rehearsal to be taken for submission to About Town. **ML** will also take his camera.

- 6.3. Set; Bob Pugh to contact Chris Hunnam to discuss set build.
- 6.4. Performance License; **MB** passed license application to **RS**, to be submitted in September.
- 6.5. Access to BPT; All cast to ensure that applications for formal passes are completed (where required) ASAP.
- 6.6. Scripts; **MB** to confirm he has the required number of scripts.

7. POSSIBLE CO-OPERATION WITH BRAMPTON

BPTC will be holding their committee meeting on Thursday 13th July at which the venture will be discussed.

8. OTHER ACTIVITIES: including

- 8.1. **Make-Up Workshop**, 13 July. Time set for 19:30 to 21:30. **MB** to ensure door is open and to bring make up box up from basement. **ML** will provide soft drinks and nibbles. HDC will replace 'Toner' after use. **CW** suggested that HDC should purchase flowers to be presented to Jan Sheppard, this was agreed.
- 8.2. **Clearance Of Commemoration Hall Basement;** scheduled for Saturday and Sunday 22/23 July. **MB** has been trying to contact Chris Hunnam to ask if a skip is needed – no response received as yet. **MB** and **ML** to look at HDC property in basement prior to the Makeup workshop.
- 8.3. **Sound And Lighting Workshop;** **JM** has agreed to hold the workshop – **MB** to confirm that Wednesday 20th September is acceptable.
- 8.4. **Social Events;**
 - 8.4.1. Ronald's buffet (with alcohol) **RS** to pass details to **ML** for inclusion in newsletter. Guests to bring own beverages – **RS** to provide food - will need to know numbers in advance.
 - 8.4.2. Trip to Stratford Upon Avon. To see a matinee performance of either Romeo & Juliet, King Lear or The Tempest in either the 1st or 2nd weekend of October. Agreed deadline for ticket application to be 2 weeks after publication of newsletter – July 31st.

- 8.5. **Other Potential Events;** **MB** has become a 'Friend of Hinchingsbrooke House' and has proffered the idea of meals with entertainment by HDC.
- 9. PROGRESS ON DATABASES.** (publicity contacts and poster sites, potential audiences, members)
- 9.1. Members; **MB** has reviewed **PW's** list and has noted omissions and changes. **ML** to check this list against the newsletter address list.
- 9.2. Publicity /Poster Sites; **KS** has given a list of **CW's** poster sites to Ann Beevor. A request for possible publicity / poster sites to go into the next newsletter.
- 10. NEWSLETTER.** **ML** will publish the newsletter in word.. **KS** will convert it to PDF for him for inclusion into the Website.
Proposals for the following articles /information to be included;
RS's Buffet.
Weekend to Stratford Upon Avon.
Shakespeare at the George.
Request for Props and costumed for Move over Mrs Markham.
Request for possible poster and/or publicity sites.
- 11. WEBSITE;** No contact made with John Freeman.
- 12. CORRESPONDENCE.** **MB** has received an email from 'Buy/sell tix.com' offering a ticket selling service, offer to be declined.
- 13. NODA;** referred to next meeting.
- 14. AOB;** None
- 15. DATE AND PLACE OF NEXT MEETING.** 51 West End Brampton, Tuesday, 12th September, 8pm.