

Minutes of the Huntingdon Drama Club Committee Meeting Held 23 July 2012

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

Absent: Kevin Webb (Treasurer)

1. **Apologies:** Phil Green (Secretary)
2. **Minutes of Last Meeting:** Not circulated. Read by Chair and Agreed with notes: Kirsty Pickering is not a committee member; it was agreed that the Membership Tickets Voucher Scheme should be deferred to 2013 because of difficulties in compiling a list of current members.
3. **Matters Arising:**
 - a. NODA Membership – still unresolved. **Action:** JM persevere with membership renewal.
 - b. Committee members discussed the need to see to the welfare of members in relation to capability to fulfil duties of roles.
4. **Financial Report –**
 - a. MB provided the “float” for the recent production from his personal account.
 - b. The bank balance is approximately £5100 however, invoices from recent production are due in the short term.
 - c. Provisional Income report for TWMA reviewed – see more Item 6.
5. **Communications Group –**
 - a. A meeting specifically to discuss timeline to be scheduled with Chair, communications sub-group and Ann Monk. **Action: MB.**
 - b. Concerns over posted flyers and emails not reaching target audiences were discussed. **Action: Communications sub-team to investigate/follow-up.**
 - c. See Item 11
6. **Summer Production –**
 - a. The Director, Michael Black, and Producer, John Morgan, were pleased with how it went and received many favourable comments from audience members.
 - b. Sincere thanks from Michael and John and the committee to Paul Waldron for taking on FOH responsibility, Dave McNulty for his help with props and staging, Graeme Parker for managing the props and Trevor Morgan for managing the sound.
 - c. Winner of the drawing: Margaret Macgregor who will receive 4 tickets to the next production. **Action: SH** to notify winner (only has phone); **Action: RH** to add new contacts to notify list.
 - d. Spend per head very low at an average of £2.59. More active, engaging FOH volunteers could help with this. Committee discussed ideas around asking people to pre-order interval drinks.
 - e. The backdrop from the production is suitable for renting out.

- f. The matinee was well received for a first try – 40 tickets sold. With earlier targeted publicity it could have done better. A nice consequence of having the matinee was leaving the set up for all 3 productions – made it less stressful. **Decision:** For each production the committee should discuss and consider whether or not a matinee should be part of the schedule. Proposed: John, Second: Dean **Action: JM to investigate general availability of Hall for Saturday afternoons.**
- g. It was suggested that as a result of many questions asked around the running time of TWMA, we should consider putting the running time in the programme and/or in the foyer of the Hall.

7. Autumn Submissions

- a. Dean withdrew his prior submissions.
- b. Kelly put forward 3 plays, only 1 of which is available for amateur production: *Breezeblock Park* by Willy Russell. Copies of this play were distributed to the committee members to read.
- c. Ronald put forward a play to co-direct with Phil Green: *The Hostage* by Brendan Behan. **Action: RS** to scan Act 1 and share with the Committee members to read.
- d. Because of holidays, a meeting is not feasible in August so decision for production will need to be taken via email by 15 August.

8. **NODA Membership and Insurance** – Discussed in 3. Matters Arising.

9. **Production check list & production Timeline** - Discussed in 5. Communications.

10. **Other Club Events** – Club Meal at Montaz, Brampton.

Action: Scott to send out flyer by 30 July. Instruction should be for replies to go to Ronald.

11. Emails and Website –

- a. Twitter campaign for TWMA had some success as evidenced by the number of retweets – one tweet specifically commented on high quality of production poster
- b. Reminder that Jane has been commissioned to make the changes to website and will do so by early October
- c. John would like to update website and will need to contact Jane directly to ensure the work he does is when Jane is not using site (shouldn't be a problem as Jane is building on a separate site and it will only be at our URL address after approval by committee)
- d. John offered help with importing addresses into Mail Chimp.

12. **AOB** – John asked if anyone on the committee would be interested in joining the Commemoration Hall Charity committee. He had no takers.

13. **Date of Next Meeting** – 13 September 2012, 19.30