



Minutes of Committee Meeting

Tuesday, 8 March 2011, 8 pm
28 Huntingdon Road, Brampton

Present: Michael Black (chair), Ann Monk, Scott Hutchison, Ronald Stevenson, Dean Laccocoe, Kelly Mason, Kevin Webb, Kirsty Pickering, plus John Morgan and Tony Burrin for the FOH item .

1. Apologies – Phil Green

2. Minutes of last meeting – 10 February 2011 – Agreed.

3. Matters arising - item 3 Money now in HDC bank account and £50 donation sent to Spotlight.

4. Potential improvements to FOH activities – Aim is to raise extra money and to welcome people.

1) Bar – probably no scope for raising more money. Tea & coffee – not viable. Suggestion of Thermos jugs of hot water with T bags and coffee etc rejected.

2) Programmes – cost about 80p to produce and we can't charge over £1. Sponsorship discussed but rejected on grounds of time/ effort required. Would be useful to know what percentage of audience buy programmes.

3) Raffle – income depends on who is selling tickets. Therefore important that FOH manager allocates jobs correctly. RS said that Claire would do tickets for next production. RS to ask if she was willing to do all 3 nights. Action RS

4) Other ways of improving the customer experience –

a) possible link with Pop Bellies- they provide a pre show meal between 6 and 7pm. This could be pre ordered. In the long term this could lead to programme sponsorship. Action TB

b) meet the cast was suggested and rejected.

c) HDC should have a facebook page, with link to club website. Action DL/SH

d) other suggestions included setting up a Friends group, where Friends and members could attend various activities though the year. It was noted that 150 people received all 'general information' e mails and there were 300 on the audience list. Another suggestion was that the director gave a brief pre performance talk about the play. Could music be played in the foyer? Need to check up on performing rights legislation. Action JM

It was also felt that we should try to get more people to read for parts in plays.

e) It was decided that FOH staff should wear a badge on a lanyard so that they were easily identifiable. DL to investigate. Action DL

JM and TB left the meeting.

5. Financial report and change of signatories Change of signatories – remove CH & KM.

Signatories will be MB, KW, RS, AM. Action KW

Also need extra cheque book and paying in book. Need to ensure all cast members have paid their subs. Action RS

Need to get subs from those members who were not at AGM.

Insurance certificate needs to be on display at performances and a copy to be sent to Town Council. Action KW

6. Spring Production – going well, but quite taxing for some cast members. Final scene should be very powerful. Set is in hand and should look good. Still need to finalise the music.

Production side in hand – posters up in Huntingdon and villages, photo shoot – 9.3.2011, email gone out re prompter, need to finalise props, sound and light schedules (Action RS), email and phone contacts in hand.

7. Summer Production – July 21st to 23rd.

- 8. Publicity** – Linda Spencer has done a lot. Kat sexton has been contacted. All under control.
- 9. Future Activities** – Speed dating play reading – 3.6.2011 starting at 7.30pm, at 33, Church Rd, Gt Stukeley. BYO drink and contribution to supper. Committee to pre read plays.

One Act Plays – would be struggling to cast, but KP still interested, plus RS and maybe others.

10. Website – up to date.

11. AOB – Need to book dates for next year.

Action MB

12. Date of next meeting – 7 April 2011, 7.30 pm at Michael and John's.

AM 9.3.2011