

## Minutes of the Huntingdon Drama Club Committee Meeting Held 17.05.12

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

**Absent:** Phil Green (Secretary)

1. **Apologies:** Kevin Webb (Treasurer)

2. **Minutes of Last Meeting:** Agreed.

3. **Matters Arising:**

- a. **Accounts Check** – JM has identified an accountant to review the accounts.
- b. **Paypal for subs** – No progress to report. **Action:** JM will ask KW to pursue this matter.
- c. **After-Show Party** – There is still the matter of the alcohol that's left over in that it must be packed up and moved and logistically it should be the first thing in the boot. This makes it difficult to be "done" and able to relax for the party as everyone else is doing. **Decision:** Return to BYOB for the after party. Remind or publicize before hand that this is the case and perhaps remind folks if they are going to invite friends & family they should bring their drinks, too.

4. **Financial Report** – MB had gone to the bank and collected copies of the statements dating back to January 2012. After 3 outstanding cheques, the balance is £3632.15. The NODA membership lapsed due to non-payment. (The notification was not received.) MB suggested that we move this payment to a direct debit scheme. **Decision:** Agreed **Action:** RS and MB signed direct debit instructions.

5. **Communications Group** –

- a. **Newsletter** – Team shared hard-copies of a template for the newsletter. The template used is via Mailchimp, a free service. **Decision:** The general template was approved.  
**Decision:** Email addresses to be uploaded to MailChimp which will be useful in ensuring our compliance with the Data Protection Act. Note that there is also an "unsubscribe" option to ensure compliance with Anti-Spam and Abuse Related Rules.  
**Action:** SH to issue a general newsletter (see info under # below) by 15 June, with assistance from other sub-team members
- b. **Ticket Vouchers for paid memberships** – Team shared design which had been sent out via email already. **Decision:** Vouchers approved.  
**Process:** Treasurer to send voucher via email as a receipt to fully paid members after typing in the name of the member on to the voucher in the space provided. The vouchers can be presented at any single performance in exchange for 2 seats (best seats available at the time). Ticket takers collect these vouchers which are returned to the treasurer to mark off a list of paid subscribers.  
**Action:** KW to issue vouchers to paid members.

- c. **Timeline Template** – Team shared a task list as a first step to creating a timeline.  
**Action: MB** to compare with Ann’s production list (from work she did a few years ago) and send RH some suggestions, as well as additional info re: newspaper deadlines.

6. **Summer Production** – Circumstances have resulted in role changes as follows: John Morgan is now Producer & Technical Director; Michael Black is now Director. The role of Sparrow has been re-cast with Peter Barton.

Rehearsals are going well. Everyone is learning lines.

Dave McNulty (father of Jake), is a carpenter by trade and has made 10 wood blocks (18” cubes). These can be stored in the rehearsal room and could be useful for longer-term storage as one side is open and there are handles cut in. JM offered money from the club to pay for the supplies but he refused the offer. Saturday of set-building week we’ll be painting them. Light khaki in colour is proposed. **Action:** SH to email photo of the blocks to John for the website as well as put the photo in the newsletter

Tickets have gone on sale – 2 sold

7. **Other Club Events** –

A date for a club supper was agreed for 16 August, at the Montaz, to be arranged by RS. There will be a notice in the newsletter with requests for responses to RS by 10 August. **Action:** SH to include item in newsletter; **Action:** RS to collate responses and book table. We proposed another team meal could happen in October to allow us to have one more before our Christmas meal in December. We will work toward this.

8. **Queen’s Jubilee Event** – 2 June, 10.00 to 15.00. Proposed that Huntingdon Drama Club has a stall representing it to include a display – to be manned – would like to have volunteers. DL to produce a video that can be shown on loop. Other ideas: display board; costumes; props; photographs; wireless laptop and printer to sell tickets. **Decision:** we will have a stall **Action:** JM to send in form to obtain stall with electrical hook-ups; **Action:** JM to send SH additional information about the day’s activities (e.g. fly-over); **Action:** SH to do a single shot mail via MailChimp to ask for volunteers to staff it.
9. **Emails and Website** – Scott has not yet contacted Jane Green re: decision and budget for website changes. **Action:** SH to contact JG and formally request her to begin work by 25 May.

**List of items to be included in newsletter:**

- Request for submissions for the autumn and the spring
- Travel Posters – requested – 70 x 100 cm – A1 or A2
- Upcoming Meal
- Painting sets – request for help – 6, 7, 8 July

**10. AOB** – NODa is offering an event on 27 May, *Be Inspired by Amateur Theatre*. JM and MB cannot attend, suggested that Comm team might consider? Need to register by 11 May per letter from NODA.

**11. Date of Next Meeting** – TBD