



## COMMITTEE MEETING MINUTES

Thursday, 18 Sept 2014, 7.30 pm  
Brampton Institute  
Brampton

Present: James Rowe Chair (JR), Ed Welsh (EW), Jane Crittenden (JC), Scott Hutchison (SH), Guy Makey (GM), Nat Spalding (NS) (*minutes*), Michael Black Treasurer, Dean Laccohee Director (DL)

Apologies: John Morgan; Christine Marriott (CM), Rebecca Hutchison Secretary (RH), Bob Pugh (BP)

- **Minutes of last meeting, 21 Aug 2014**  
Still awaiting approval
- **Matters arising. *None.***
- **Financial report**
  - Bank Statement as of 18 Sept £2,859, Less than last month due to £185 cost of move at Alconbury.
- **Autumn Production (20 - 22 November)**
  - Chair welcomes visiting Director DL
  - Director/Producer Report - Delighted by cast, rehearsals going well. Couldn't be more pleased with the excellent progress.
  - Costume - Currently a challenge to source costumes, MB suggested 'County Drama Wardrobe' in Cambridge. DL stated 'Spotlight' to have costumes WW1 possibly available 1 month before show. DL stated two alternate sources 'Khaki Devil' and 'National Theatre, DL interested in cast visiting local costumer to create publicity photo.
  - Stage Management/Lighting Update - DL stated production meeting to be held with EW, Peter Welsh and Max Richardson. DL mentioned considerable technical expectations.
  - Scripts and Subscriptions - MB requested outstanding Money for scripts and club subscription.

- Theatre Supper - MB is keen for 'Prima' to do a deal again. JR mentioned good meal turn out for 'Talking Heads', Committee agreed it would be good to approach Prima again.
- Child Protection - DL wishes to find out appropriate guidelines for involving a younger member in the current production. SH will research current guidelines and relay details to DL.
- **Spring Production**
  - MB discussed previous interest from Director Lindsay to direct California Sweet. JR to contact Lindsay and ask for formal submission.
  - DL expressed interest to direct for the spring production.
  - SH Discussed effectiveness of lunchtime theatre at St James Theatre and showed strong enthusiasm for California Sweet.
  - Scott suggested enabling people to submit for shows they would be interested in, without defining a time frame.
  - DL suggested club took part in the 'Cambridge Drama Festival' and could enter an excerpt of California Sweet and that audience could vote which part to enter.
- **Other Activities**
  - Play readings
    - o CM contacted RH with an interest of holding a play reading early December.
    - o GM to host play reading 9th October.
    - o GM would like to see the play list.
    - o MB to send play list to GM, Maggie (Cast Member)
    - o GM to find venue for play reading, suggestions include, Black Bull or Brampton Institute.
  - 70<sup>th</sup> Anniversary Dinner
    - o MB requested that all members continue promoting the Anniversary Dinner.
    - o MB highlighted deadline for dinner as 17 Oct 2014.
    - o MB to send Anniversary email including Globe details and Play reading week of 23 sept 2014.
  - JC to host rave at her house next spring.

- Local Theatre Events

- o Club trip to Habeus Corpus very enjoyable productions and different from club production. Performed by PADS Peterborough Dramatic Society Key Theatre.
- o DL mentioned cast out to The Globe Dr Scroggy's War, DL to email details about Scroggy's war to MB as a suggestion for members to book independently.
- o GM and DL showed interest in National Theatre Live at Cineworld and suggested a possible future club outing.

- **Communications**

- Newsletter items:

All the social events

Accrington Pals Production

- Emails, Website, Facebook and twitter

- Website - JR stated that it is delayed but looks very effective. Jane Green suggested working on club branding. JR to email 4 page document about rebranding. Intention to reflect heritage of club but draw on old logo strengths.
- Jane Green provided examples seen by the committee, Committee agreed examples proved effective.
- JR, SH and Jane Green to discuss further and build into website design.
- JR commented that the logo was effective for twitter, facebook, youtube.
- NS suggested using multi post and scheduling software to increase effectiveness of social media. JR interested in benefits of scheduling tweets.
- JC stated that twitter account was at maximum follows for free. JC to 'purge' twitter.
- DL suggested 'on this day in history' messages nearer production
- JR suggested communication group should be reformed, to meet monthly. JR suggested JC, SH and NS form Communication group.
- NS to work on collaboration blog, to be written onto website, JR stated will boost SEO and suggested info from directors.
- NS to write article for About Town opportunity.

- **AOB**

- **Venue space** - JR raised Tesco is offering a free community space to not for profit groups. James to contact Tesco for use of room.
- **Application** - SH Highlighted email from young actor to join group.
- **Condolences** - Drama Club to send Flowers to Phil (Current Cast and Member) in sympathy.
- **Local Awareness Event** - DL and JR suggested involvement in local group awareness event. DL stated that he could re-use film made to show club. Committee very keen to attend, Including GM, EW, NS and DL. JR to email details to committee.
- **Bar** - NS suggested a bar at the back of the Commemoration Main Hall, JR approved stating it would be more efficient and improve the atmosphere of the main hall. MB suggested exploring what to do if it needs tidying away. DL offered personal DJ stand as alternative to tryout bar idea. JR to research options for the Bar.
- Committee to discuss FOH stock nearer production.
- Club invested in combination lock for new store

- JR stated RH unable to continue as secretary due to work promotion. The committee agreed that Huntingdon Drama Club were extremely thankful for RH's three years of service as the Club secretary. SH then read a text from RH to the committee stating that RH was sad to leave. NS agreed to take on the role of secretary.

- Date of next meeting, 16 October 2014 in Committee Room, Brampton Institute, Brampton.

All Actions Agreed:

Who	What	When	Comment
All	Discuss Front of House Stock	Next Meeting	
Jane	Purge Twitter	ASAP	
Nat	Write article for About Town	ASAP	
Nat	Research software for multi posting or scheduling posts.	Next Meeting	
James	To contact Tesco RE Community room	Next Meeting	
James	Request formal submission for spring play from Lindsay	Next Meeting	
James	Research Options for Bar	Next Meeting	
James	To email details of local group awareness event to committee	ASAP	
James	Email four page branding document to committee		
Michael	Send email RE Anniversary Meal, Play Reading and Globe.	ASAP	
Michael	To email play list to Guy and Maggie (Cast)	ASAP	
James / Guy	To find venue for play reading on 9th	ASAP	
Guy	To hold play reading on 9th	ASAP	
Scott	To research Child Protection Guidelines RE Young cast member	ASAP	
Scott	Send flowers to Phil - In sympathy	ASAP	
Scott, James	Discuss website and branding with Jane		