

**COMMITTEE MEETING MINUTES**

Tuesday 1st December 2015

MS Centre, Huntingdon, PE291UL

**Present:** James Rowe, Chair (JR), Graham Crouch (GC), Marion Stribling (MS), Dean Laccohee (DL), Edd Welsh (EW), Nat Spalding (NS), Scott Hutchison (SH)

**Apologies:** Jo Hussey (JH), Rebecca Hutchison (RH),

**1. Minutes of the last meeting (3rd November)**

Review of action items:

* EW had completed the equipment inventory and tabled it at the meeting.
* JR/DL/SH would meet on 9th January, 10am at James’s house to complete work on the Production Handbook.
* JR would publish the feedback form on Survey Monkey and email to the Ticket Source list.
* JR reported that 4 HDC members attended SIMADS Hairspray production.
* DL would take up publication of the newsletters.

The minutes were ***agreed*** as correct.

**2. Matters arising from the minutes.**

There were no matters arising from the minutes.

**3. Neighbourhood Watch – Feedback & De-brief**

DL reported that he had been delighted with the standard of the show and very pleased with the NODA review which had some valid points made. DL summarised his feedback:

* 50% of the cast had been made up of new members
* Lessons to be learnt from the tech side – going forward this was an area that needed to be tightened up
* Procedures needed to be in place for the removal of props after the show
* The club would benefit from a semi-permanent stage manager (Wendy was suggested for this role)
* Sound, light and stage manager should be involved earlier in rehearsals
* Define roles of Director and Producer
* In conclusion – the show had been a great success.

EW suggested the club holding a technical training day.

JR reported that the ticket income for NW was £2241 after ticket source deductions. With FOH there was a total income of almost £4000. The profit was expected to be in the region of £1500.

MS tabled a summary of the customer feedback form. 29 responses were received. The responses showed the club was continuing to attract new audience members and they were hearing about the show from a multiple of sources. Generally, high scores were given across all the questions. It was noted that a few comments had been made that some actors could not be heard as well as others. It was suggested that the club could hold a voice projection workshop.

EW suggested the committee should send a thank you to Mel for stepping in with the tech at late notice. JR would email Mel to send thanks.

The committee discussed the decision to hold the aftershow party at the Falcon following NW. It was felt that it had been a good idea for the club to provide the buffet and the room at the pub was a cosier venue. However, a number of key people had not made it to the pub which had been a shame. The committee ***agreed*** that the aftershow party should take place at the Hall for drinks, buffet and speeches and then move on to the pub for those who wanted to.

**4. Spring Production**

DL reported that Mark Hebert would be directing “The Madness of George III” which was a big production with a cast of 28 and would present the club with a number of challenges. It was ***agreed*** to advertise the audition dates in the Hunts Post and with other local drama groups. JR reported that the club was currently holding the Sunday for a matinee show of George III. The committee discussed the option of holding an extra evening on the Wednesday instead. Following a vote it was ***agreed*** to go ahead with a Sunday matinee.

**5. Treasurer’s Report**

GC reported that he was yet to receive subscriptions from Phil or Andrew. JR would email them a reminder.

The bank balance was currently £1800. Ticket source and FOH income would go in this week. It was noted that the club would require an audit if it reached an annual income of £12,000.

**6. Annual Report**

JR set out his idea for producing an annual report in time for the AGM. This would include:

* Goal/mission statement
* Contents
* Welcome, including photo of the Committee
* 2 pages of headline data
* Re-branding story by Jane
* 2 page spread for each production, including photos, statistics, directors note and reviews
* Committee reports – 2 pages each from Artistic Director, Social Secretary and Front of House. Possible reports from Audience Development, Membership and Technical .
* 4 pages for financial statement
* Future plans
* 70 year timeline on the back page

JR would look into the cost of production and budget. JR would send briefs to committee members for reports.

**7. AGM Agenda**

It was agreed the AGM agenda would comprise of:

* Chair’s welcome and update report
* Elections
* Treasurers Report
* Committee Reports – Artistic Director, Social, FOH, Audience Development, Tech, Membership

**8. Re-elctions**

JR requested that committee members consider if they would like to stand for re-election. All are requested to email JR in time for the next meeting to let him know.

The committee discussed the idea of the 3 office holders (Chair, Treasurer, Secretary) being elected for 3 years and ordinary members for 1 year. It was suggested that the position of Artistic Director should become a 4th office holder. JR would contact Bob Pugh to ask his advice regarding these suggestions and the constitution.

**9. Big Spend Advertising**

The committee had approved by email a budget of £1500 for billboard advertising by the new Lidl.

**10. AOB**

**HDC working with minors**

It had been flagged up that a member of the backstage team on Watch had been 15 years old. The committee discussed issues surrounding minors working on stage, back stage or front of house. It was felt the club should either have policies in place for working with minors or the club should be adults only. It was noted that the committee did not know, legally or in terms of best practice, what was required for a minors policy and some research would need to be undertaken. It was ***agreed*** MS would carry out some online research and JR would speak to representatives at SIMADS and the Youth Theatre. MS to add item to the January agenda for discussion.

**Summary of Actions Agreed**

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| --- | --- | --- | --- |
| Who | What | When | Comment |
| JR/DL/SH | Meeting to work on Production Handbook | 9th Jan, 10am at James’s | Ongoing |
| JR | Publish feedback form on Survey Monkey and send to Ticket Source list | ASAP |  |
| JR | Send thank you email to Mel | ASAP |  |
| JR | Email subscription reminders to Phil and Andrew | ASAP |  |
| JR | Look at Annual Report production costs and email report briefs to committee members | ASAP |  |
| ALL | Email JR to confirm if you wish to stand for committee re-election | Next meeting |  |
| JR | Contact Bob Pugh to ask for advice regarding committee changes and the Constitution | ASAP |  |
| MS/JR | MS to carry out online research for working with minors. JR to speak to SIMADS/Youth Theatre | Next meeting |  |
| MS | Add HDC working with minors to next agenda |  |  |
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