



COMMITTEE MEETING MINUTES

Thursday, 23 October 2014, 7.30 pm
Brampton Institute
Brampton

Present: James Rowe Chair (JR), Christine Marriott (CM), Ed Welsh (EW), Scott Hutchison (SH), Nat Spalding (NS) (*minutes*), Michael Black (MB) Treasurer, Dean Laccohee Director (DL)

Apologies: John Morgan, Jane Crittenden (JC), Rebecca Hutchison Secretary (RH), Bob Pugh (BP), Guy Makey (GM),

- **Minutes of last meeting**

Approved

- **Matters arising.**

- Action Items

- JC Twitter Purge Done
 - NS About Town Article written and sent
 - Hoot suite suggested for scheduling posts
 - Tesco - Club to use community room - Should use free space but continue to pay and support local community spaces.
 - JR reports Local group awareness event very successful
 - Branding comments received regarding new logo
 - No flowers sent
 - Branding meeting took place with Jane Green
 - MB reports email not sent about the play / globe trip

- **Financial report**

- Bank Statement as of 8 Oct £2963, with a few small transaction since then.
 - Expecting added expenditure of Costumes Khaki Devil £600+ and Alladin's Cave

- **Autumn Production (20 - 22 November)**
 - Chair welcomes visiting Director DL
 - Director/Producer Report - Excellent progress, books down last rehearsal. Expecting a brilliant production. DL raised question what to submit for programme. MB to supply programme template to DL.
 - DL to provide rehearsal schedule to CM regarding prompting.
 - DL asked what rehearsal times were available in the commemoration hall, JR to check hall booking times and report to DL.
 - Costume - Hair and Make up by Kelly Mason DL to contact.
 - Stage Management/Lighting Update - DL suggested info for possible backstage crew members, Graham C, Bob P, Les B and Christine M suggested by committee. Peter Welsh (stage Manager) eager to start building set asked when and where appropriate? DL to arrange access to the store to enable Peter Welsh to build set. EW to give store access code to Peter Welsh. DL discussed possibility of scattering poppy petals with EW. DL requested piano music for the play from MB.
 - Scripts and subscriptions - *DL to collect.*
 - Programme - *SH suggested* using new club branding at Autumn Production. Committee suggested 'History of the Club' Commemorating 70 years in the programme. MB to write an article detailing 70 years for programme.
 - Display - To include history of the club, increase displays, SH to explore buying banners. DL to ask Richard James for letters. To include production photos. CM to organise display and source materials. DL to email contacts to CM for the play.
 - Ticket Sales - Currently 43 tickets sold.
 - Publicity - DL reports Hunts Post and News and Crier both have article. Hunts Post competition to take place offering prize of tickets.
 - FOH - Bar solution - NS suggest wet bar at back of hall, MB raised logistics 'is the fridge moveable?'

Marion offered to manage front of house

- **Spring Production**
 - Submission from directors Lindsay Kennedy and Valerie Gerrard to direct California Sweet. NS Proposed, CM seconded, All agree.
 - California Sweet to be next production pending approval from Samuel French.

- **Other Activities**

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- 70th Anniversary Dinner

- o Event cancelled, didn't achieve target of 50 minimum ticket sales
- o 27 bookings made
- o MB reports £250 deposit lost
- o JR expressed interest in negotiating deposit

- Christmas Dinner / New Year Celebration

- o JR proposed a new years meal and celebration. NS seconded, All agree.
- o Proposals for venue - Brampton Mill favoured by committee
- o CM to organise new year meal.
- o Committee agree Friday 9th January 2015 at Brampton Mill, CM to report price.

- Play readings

- o MB reported that GM did not attend play reading but was meant to be hosting.
- o Committee agreed a pair of social members should plan events.
- o GM would like to see the play list.
- o MB suggests a document to offer guidelines for social meetings and organisation.
- o JR keen to assist with social development of club and document as suggested by MB.
- o CM offered to host next play meeting, 2nd Tuesday in December, CM to sort venue.

- Other

- o DL organised trip to Globe Theatre, event enjoyed by all who attended, discussed that £5 ticket was an excellent price.
- o Voice workshop with Richard James reported successful, 19 attended 2 and a half hours. Very enjoyable, well received, good opportunity to reengage with people in the club. JR commented workshop was a strength for the club in offering all aspects. Expenses cheque sent to Richard James.

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- **Communications**

- Newsletter items:
All the social events

Accrington Pals Production

- Emails, Website, Facebook and twitter
 - Website - To go live next week
 - JR reports all online now successfully rebranded www.huntingdondramaclub.org.uk/wordpress to view current website under construction.
 - JR reports \$7.99 to add 5 official emails to the club each year eg. chair@info@. JR proposes to spend, EW seconded. 3 further members in favour. 1 member abstained from voting.
 - Comms sub committee to meet, organise and email.

- AOB

none

- Date of next meeting, 27 November 2014 in Committee Room, Brampton Institute, Brampton.

All Actions Agreed:

Who	What	When	Comment
MB	Provide programme template to Dean	ASAP	
DL	Provide rehearsal schedule to CM	ASAP	
EW	To give code to Peter Welsh to build set	ASAP	
JR	To check hall bookings for show	ASAP	
MB	To write 70 year article for programme	ASAP	
DL	Contact Richard James regarding letters	For Production	
CM	To organise display and source materials	For Production	
DL	Email contacts to CM for play	ASAP	
JR	Negotiate deposit with George hotel.	Next meeting	
CM	To organise new year meal at Brampton Mill 9/01/15	Next meeting	
CM	To organise and host next play reading	Next meeting	
NS	To send email regarding comms sub committee	ASAP	