



COMMITTEE MEETING MINUTES

Thursday, 27 November 2014, 7.30 pm
Brampton Institute
Brampton

Present: John Morgan (JM), James Rowe (JR) Chair, Ed Welsh (EW), Guy Makey (GM), Scott Hutchison (SH), Nat Spalding (NS) (*minutes*), Michael Black (MB) Treasurer.

Apologies: Rebecca Hutchison Secretary (RH), Bob Pugh (BP), Jane Crittenden (JC)

- **Minutes of last meeting**

Approved 1st SH, 2nd MB.

- **Matters arising.**

- Action Items

- NS communications meeting - outstanding
 - George hotel negotiate deposit - cancelled

- **Financial report**

- Bank Statement as of 28 Nov 2014 £2673.43, after all known payments.
 - MB reports bar stock is counted as an asset.
 - £250 donated to Commemoration Hall, Huntingdon. Used in part to fund TV for back-stage cast to view stage, sockets in foyer.

- **Autumn Production (20 - 22 November)**

- JR reports Accrington Pals a successful production, MB agrees stating he received very positive feedback from audience members. MB added that the poppies at the end and costumes were a regular part of positive feedback by audience members.
 - Photographer James Fell provided photographs of dress rehearsal for Accrington Pals given to JR.
 - JR picked a winner for free tickets to California Suite, Sue Clarke picked at random.

- JM stated that front of house worked successfully, Front of house directed by Marion who JM declares to be a 'Super Trooper'. JM suggests approaching to co-opt onto the committee.
- JR to contact Marion with date of next committee meeting and invite to attend.
- JR raised challenges with the Commemoration Hall, Huntingdon. Minerva room was booked during dress rehearsal by Pantomime, lack of sound proofing caused disruption to dress rehearsal. 'Ghostbusters' attended Friday night during the poignant second half of the show. JR sent a formal complaint to Marilyn a formal apology was since received.
- 6 chairs and 2 tables in hall to be removed by JR, JM to assist.
- **Spring Production**
 - Directors Lindsay Kennedy and Valerie Gerrard to direct California Suite.
 - Auditions on Tuesday 20th January
 - JR to organise venue and post audition date on website
 - Suggested venues include Comrade Club, Godmanchester. Montague Club, Huntingdon.
 - JR reports Jane Green is already working on publicity for next production.
 - MB suggested to ensure there is a producer for California Suite, to be included on Casting list on website.
- **Other Activities**
 - New Year Meal
 - o CM has booked Brampton Mill, Huntingdon. January 9th 2015.
 - o NS to organise entertainment to take place at meal (suggested lines from common plays), SH to assist.
 - o JR stated difficulty with money collecting from members, "could we use ticket source"
 - o JM proposed using Paypal, JM seconded, all present agreed.
 - o JM to add Paypal info to club website with Jane Green.
 - Play readings
 - o "Hello is there anybody there?" Play reading to take place on December 9th 2014, advertised on website.
 - o MB advised Brampton Institute can be intimidating for new members, suggested Committee to arrive earlier to be ready and greet people at the main entrance.
 - o CM to source scripts.

- Other activities
 - o NS suggests a theatre trip for club members
 - o JR reports that DL has secured tickets for a club outing “The play that went wrong’ more info to be received.
- **Communications**
 - Email
 - JR reports collecting data from mail chimp. Currently 2 mailing lists: 1 Newsletter (180 subs) and 1 Production only (300 subs) mailing list. Currently 41% of newsletter opened. 43% of productions opened.
 - JR to change content of ‘Stage Door’ (41% opened, 17% clicked links) to enable further direction to website.
 - JM states that new email is ‘Excellent’.
 - Facebook and Twitter
 - JM states that DL has done an excellent job at promoting the club.
 - JR states that DL offered to continue social media for the club.
 - Website
 - JR reports 416 page views of new website, 140 unique (72% brand new to site).
 - Google analytics to show effect of website on viewers encouraging.
- **AOB**
 - GM requests a black and white photograph for casting purposes, NS to add to next agenda.
 - AGM proposed 18th February 2015
 - 8 people enquiring about membership and further info for the club.
 - 1st new year Committee meeting 26th February 2015
 - JR to book venue for AGM suggested Church Hall, Brampton.
 - GM offered Niche Comics as a useable venue for the club.
 - MB to draft pro-forma for show submission, suggested submission before next production, deadline for submission before March committee meeting.
 - JR to look at last Thursday if the month 2016 availability
- Date of next meeting, 29th January 2015.

All Actions Agreed:

Who	What	When	Comment
JR	Inform Marion of next committee meeting	ASAP	
JR, JM	Remove 6 chairs and 2 tables from hall	ASAP	
JR	Organise venue of auditions, ground floor accessible.	ASAP	
JR	To update audition information with new venue.	ASAP	
MB	To draft pro-forma for show submissions	ASAP	
JR	To check last Thursday of the month availability	Next meeting	
NS, SH	To organise entertainment for new year meal	ASAP	
JR	To add Paypal info to the club website	ASAP	
NS	Add GM suggestion of Black and white photos to next agenda	Next meeting	
JR	To book venue Church Hall for AGM on 26th Feb 2015	ASAP	