



COMMITTEE MEETING MINUTES

Thursday 29 January at 7:30 pm

Committee Room, Brampton Institute

Present: James Rowe (JR), Scott Hutchinson (SH), Guy Makey (GM), Nathanael Spalding (NS), Marion Stribling (MS), Edward Welsh (EW), Christine Marriot (CM), Lindsay Kennedy (LK).

Apologies: Rebecca Hutchison(RH), John Morgan(JM), Michael Black(MB), Jane Crittenden(JC), Bob Pugh(BP).

- JR formally welcomed MS (front of house) and LK (Director for spring production).

1 Minutes of last meeting (23 October 2014)

Approved, First EW, Seconded JR

Review of Action Items

2 Matters arising

-Proforma for submissions from MB

-AGM to be held on 18th February 2015 at Brampton Village Hall, Brampton.

3 Financial report

- Report from MB:

Balance in bank: Last bank statement (14 Jan 2015): £2,977.27 Taking into account all later payments in and out (including performance licence for California Suite) and cheques not yet presented: £2,401.25

Loss on The Accrington Pals: £277.93

4 Spring Production (California Suite)

- JR reports currently 2 tickets sold (As of 29th Jan)
- LK Provided rehearsal schedule to committee members present.

- LK requested from of house support from MS, MS agreed to lead front of house for the spring production.
- LK expressed desire for front of house to appear as a hotel check in.
- LK is holding a meeting next week to discuss costumes for production.
- NS proposed people wear black bow ties, with black trousers and shirts to create impression of hotel staff. Waistcoats, tabards, name badges discussed by the committee.
- JR suggested to send props email to people in charge of props for production. LK to send email.
- MS suggested for a character to play the hotel bell boy, preferably an actor and not someone front of house, so front of house can focus on service.
- L requested information regarding music license, JR reported that the hall has a license that covers playing of music.
- CM stated she has a small double bed to lend the play for set building and could lend for performances but required transport (Amended by email CM is now unable to lend a small double bed due to change in moving arrangements).
- JR possible has wardrobe available for set.
- JR read 'Civilian Assistant' report from Valerie Gerrard. (see attached)
- EW to pass on Lola's contact details to LK regarding makeup for production.
- JR to contact BP to check if additional time is needed for set build.
- JR to organise posters and bring to rehearsal ASAP, preferably next week. JR suggested researching most competitive price for posters.
- JR stated he is very impressed with poster design, all agree.
- LK to inform VG to prepare press releases.

5 Summer Production

a. Submissions (see Autumn)

6 Autumn Production

- GM and SH request to submit '1984' for Autumn production 2015.
- JR expressed wishes for new committee to reflect production and other aspects eg. social club. Due to potential for changes in committee JR advised to wait for new committee before submission.
- SH stated that '1984' would benefit from earlier notice and suggested earlier deadlines for submissions.

- New committee to decide submission deadlines to add to agenda, JR proposed, NS seconded, all in favour.

7 Other Activities

a. New Year Dinner

- CM reports 25 attended.
- NS reports very good venue, would be keen to use again. All agree.

b. Play Readings

- Committee in need of social events coordinator. JR suggests to continue this role within the committee.

C. Other Activities

- JR reports outing planned for ‘The Play That Went Wrong’ in February is SOLD OUT.
- GM to assist organising a club meal near easter.

8 Communications

a. Email

- JR reports next e-newsletter to go out soon.

b. Website

c. Facebook and Twitter

JR reports social media is currently delivered by Dean Laccohee to a high standard.

9 AOB

- JR reports full page advertisement achieved for Shakespeare at the George program in return for advertising Blithe Spirit.
 - a. Membership fees
 - JR reports membership fees are currently £12 per year and suggests to raise to £15, NS seconded, all agree.
 - Sh suggested offering a discount and season ticket purchasing.
 - CM proposed possibility of gift cards.
 - JR suggested that the club could provide discounted west-end tickets, member only events and early bird booking to members.
 - NS suggested early bird tickets for members and advertising possibility to join as a member more, including a button on website.

- JR proposed to increase fee from £12 to £15. Offering a £2 discount to a member's ticket, member only events and priority booking. CM first, GM second, all in favour.
- CM suggested advertising and increasing brand awareness of club membership.
- JR to give membership info to Jane to create effective advertisement.
- CM proposed looking at banking options including if at all possible to acquire a card or avoid needing 2 signatures.
- Committee to consult MB and explore other banking options.
- SH commented on JR building relationship with Shakespeare as positive and suggested building relationships with other drama clubs.
- GM proposed a Youtube channel for the club.
- EW to produce a print version of the drama club newsletter.
- MS proposed offering press package or prize to Hunts Post.

10 FOH Report

- MS reports a lot of returning customers, bar could benefit from making offering more visible, including spirits.
- Customers ask about hot drinks, most ask for another drink if not available.
- Considerable area needed for a bar.
- Hot drink possible with a separate milk and sugar area.
- NS proposed using plastic for alcoholic and soft drinks, MS unsure it would be appealing to customers.
- MS to research 'quiet' snacks.
- MS to recommend snacks at next meeting.
- MS likes the idea of things that bring the FOH into the theme of the play.
- JR proposed Polo shirts / uniform. Would look professional and asked if it would go down well with FOH.
- MS agreed to stand for committee at AGM for FOH role.
- MS requested the committee consider buying an ice machine.
- MS to research cost of machine.
- EW reports hall's Ice machine may be fixable.
- JR reports HDC is invited to take part (9-12 July 2015) in a drama festival. Hunstanton and district festival of the Arts festival of one act plays. All agree that there is

potential for the club to attend the festival and wish to keep open depending on submission for summer. Application deadline is April 30th.

- Festival to be included in next agenda.
- JR reports Commemoration Hall, Huntingdon has been told it will have £30,000 of funding from Huntingdon Town Council withdrawn. Several club members attended the public meeting where the council agreed to consider a more appropriate exit strategy, possibly funding an unknown amount for a further year. Jr hopeful they can negotiate a better exit strategy and that trustees can appoint or buy a fundraiser.

11 Date of next meeting, TBC.

Appendix

Report from Valerie Gerrard



CAST AND CREW

CAST

Hannah Warren – Jeanette Brown
William Warren – Jonathan Salt
Marvin Michaels – Dean Laccohee
Millie Michaels – Michelle Gibson
Bunny – Jane Crittenden/Maggie Redgrave
Sidney Nichols – Anthony Sully
Diana Nichols – Caroline Molony
Mort Hollander – Scott Hutchinson
Beth Hollander – Charlotte Dunnico
Stu Franklyn – Phil Green
Gert Franklyn – Sarah Cornforth

PRODUCTION TEAM

Director – Lindsay Kennedy
Adviser (Civilian Consultant) – Valerie Gerrard
Producer – Bob Pugh
Stage Manager – Ed Welsh
Assistant Stage Manager – Guy Makey
Set Designer – Nathaniel Spalding
Lighting and Sound – Mel Pugsley/Guido Cusani
Costumes – Ann Monk/Jo Hussey
Props – Maggie Redgrave/Wendy Chappell
Make-up – Up for grabs – anyone interested?
Prompt – Tripti Woolf
Front of House - Marion
Publicity – James Rowe

CALIFORNIA SUITE – THE STORY SO FAR

Things are moving along dynamically. We have a virtually complete production team (list attached), as well as a full cast (also attached). Both cast and crew are enthusiastic, and already contributing great ideas. A production meeting was held recently and both Lindsay and I are very impressed with the energy and innovation that were present at the meeting.

As you know, Lindsay originally asked me to be Co-Director as she felt she had insufficient experience. As have worked very closely together thus far, but she has taken to it so well that I 'demoted' myself to Adviser (or Civilian Consultant as I prefer!). This should perhaps be reflected on the website.

So far two rehearsals – the Tesco Community Room is a good venue – I expect late night shoppers are curious about what is going on in the room when the rather loud fight scene takes place! We are at blocking stage and after that, will rehearse two of the four scenes each night.

Two of our actors (Jeanette Brown and Jonathan Salt) are not fully available until mid-February, which is rather awkward, but we will work around it (little choice!). Fortunately they are both in the same two-handed vignette.

Lindsay is meeting with costume people next week. We've almost completed the prop list and will meet with prop people very soon. We've sorted the music provisionally – California Dreamin' as audience file in at start and in interval and Hotel California when sets are re-dressed. A rousing chorus of California Here We Come as audience leaves at end.

Things that we might need help with include:

- Still no one for make-up.
- The most difficult piece of set furniture will be the bed. It needs to be a double, but small, as stage room is limited.
- I note that the list of cast and crew is not on the website, although I understand it is on Facebook. As some folk do not/choose not to use social media, I would hope to see the list on the website too. I have sent a complete list to James, as well as a blog update.
- Although I said we had a nearly full production team, we do need some additional set 're-dressers', as although the set remains the same, it must be quickly redressed (between scenes one and two and between scenes three and four – re-dressing between two and three will take place in the interval, so not a problem). A brilliant suggestion has been made to costume the dressers in hotel-type uniforms (bell-hops, maids), which will keep the audience interest during the re-dressing and mean that the crew will not have to do it in semi-darkness or with curtain closed. We may need help finding crew for this and also suitable costumes.
- Has James acted on Bob's suggestion re booking the Crem for days before the production week to allow time for set construction and leave production week free for tech and dress?
- When will posters be available? We could already put a couple up at Tesco (one in the Community Room for sure).

In summary, we are very pleased with the response across the board to this production and the considerable help we have received already.

Queries:

- Just the one from me – James, would you like me to prepare press releases when the times for such arrive? Happy to do so, if you wish.

I understand that key members of the production team are on the committee members, so will probably be at tonight's meeting. So, if you folk have any queries, they may be able to help.

Valerie Gerrard
Civilian Consultant
29 January 2015

All Actions Agreed:

Who	What	When	Comment
JR	To contact BP re additional set build time needed?	ASAP	
JR	Print Posters and research competitive pricing.	ASAP	
LK	To request a press release from VG	ASAP	
GM	To assist with easter meal coordination	Prior to easter meal	
MB	To explore banking possibilities, card alternatives or signature options.	Next Meeting	
JR	Provide member info to Jane to advertise member benefits	Next Meeting	
MS	To research and recommend best snack options for FOH at next meeting.	Next Meeting	
NS	Add festival to next agenda.	Next Meeting	