



## COMMITTEE MEETING MINUTES

Tuesday 3<sup>rd</sup> November 2015  
MS Centre, Huntingdon, PE291UL

**Present:** James Rowe, Chair (JR), Graham Crouch (GC), Marion Stribling (MS), Dean Laccohee (DL), Jo Hussey (JH), Edd Welsh (EW)

**Apologies:** Nat Spalding (NS), Scott Hutchinson (SH), Rebecca Hutchinson (RH),

### 1. Minutes of the last meeting (6<sup>th</sup> October 2015)

Review of action items:

- EW had completed the equipment inventory and would send completed spreadsheet to MS this week for distribution to the committee.
- JR/DL would continue work on a Production Handbook. It was **agreed** to change the format to an A3 timeline rather than a handbook.
- MS had put together a shorter feedback survey. JR would create an online survey with Survey Monkey in time for the next production. It was **agreed** that a paper version of the shorter survey would be given to the audience and there was no longer a need to offer free tickets.
- JH had booked the Marriott Hotel for the Xmas event.
- DL reported that Mark was happy for an act from "George III" could be performed at the Drama Festival.
- Postering weekend had been successful with 75 posters in place around the villages.
- JR had researched the use of billboard and bus advertising. It was **agreed** to discuss big spend advertising at the next meeting.
- DL would chase Jane regarding the promotional film branding.

The minutes were **agreed** as correct.

### 2. Matters arising from the minutes.

There were no matters arising from the minutes.

### 3. Treasurer's Report.

GC reported the balance available in the bank was £3233.98. The cost for the scripts was £24.62. Most cast members had now paid their subs, Andrew and Phil's were outstanding.

### 4. Autumn Production – Neighbourhood Watch

DL reported that he and Andrew had now swapped roles. Rehearsals were progressing well and all costumes and props were in place.

### 5. U3A VIP Treatment

JR reported that a group from the University of the 3<sup>rd</sup> Age were intending to book tickets for NW. It was agreed to provide the group with a private area in the Minevera Room with MS providing a waitress service for drinks and a few complimentary nibbles. JR would inform MS of the numbers once they had booked.

## **6. Brampton Parish Council Website**

JR reported he had received a request for £50 annual fee for a HDC link on the Brampton Parish Council Website. JR had requested statistics on website traffic and clicks through to our link but had not received a response. It was **agreed** not to continue with the fee.

## **7. 2017 Production Dates**

The 2017 production dates were **agreed**:

30/3/17 – 1/4/17

20/7/17 – 22/7/17

23/11/17 – 25/11/17

## **8. Social Events update**

JH provided an update on social events:

- The Marriott Hotel had been booked for the Christmas dinner and disco for 15 people.
- The turnout for “Third Thirsty Thursday” was a bit low, it was hoped numbers would grow overtime. The next TTT would take place on 19<sup>th</sup> November.
- JH would book a room at the Falcon for the play reading on 30<sup>th</sup> November, book the Hills Bistro for a dinner night in January and start to look at the social calendar from February onwards.

The Committee thanked JH for all her hard work organising a great day out at the National Theatre.

## **9. Audience Development Update**

JR reported that NW was advertised in the back cover of the Stukeley Magazine. All other marketing for NW was in place.

## **10. Membership Update**

It was noted that 2 cast members had joined, with 2 outstanding.

## **11. AOB**

### **Other drama group productions**

It was noted that a number of drama group productions were coming up. SIMADS production of Hairspray was on 11-15<sup>th</sup> November, and the SATG’s Nativity 2-5<sup>th</sup> December. It was **agreed** dates would be advertised in the next members newsletter. JR would email the committee and cast to see if a group wanted to go together to see Hairspray on 12<sup>th</sup> November.

### **Paypal**

JR reported that the club’s Paypal account was currently frozen as we had hit £2500 in transactions. He was working with Paypal to get the account restored as soon as possible.

### **Annual General Meeting**

It was **agreed** the club’s AGM would take place on 9<sup>th</sup> February at the MS Centre, 7pm with tea and coffee, the meeting would start at 7.30pm.

JR suggested putting together an annual report to give to members at the AGM. He requested DL, NS, JH, and MS to provide a two page report on their committee work with photos. RH to provide a one page report on membership. Reports would need to be with JR at the beginning of January for printing. GC would provide the usual treasurers report for the meeting.

### **Commemoration Hall Foyer**

DL had been giving some thought to how we could make better use of the CH foyer and give it an “HDC feel” during our performances. It was agreed softer lighting and background music would make the foyer more welcoming.

### Commemoration Hall Trustees

EW reported that the CH Trustees were looking to appoint new trustees and were holding their AGM at the CH on 17<sup>th</sup> November at 6pm. All user groups were invited to attend the meeting.

### Summary of Actions Agreed

Who	What	When	Comment
EW	Email equipment inventory to MS for inclusion in the next agenda	6 <sup>th</sup> Nov	Ongoing
JR/DL	Continue with Production Handbook		Ongoing
JR	Create online survey with Survey Monkey	By next production	
MS	Add big spend advertising to next agenda	Next meeting	
DL	Chase Jane for promotional film branding	ASAP	
JH	Book a room for the Play Reading	ASAP	
JH	Book a table at the Hills Bistro for Jan		
JR	Email Committee and cast to arrange group trip to SIMADS Hairspray	ASAP	
NS	Include details of other drama groups productions in the next members newsletter	Next newsletter	
DL, NS, JH, MS, RH	Provide report for inclusion in the annual report	Early January	