



COMMITTEE MEETING MINUTES

Tuesday 31st March 2015
MS Centre, Huntingdon, PE291UL

Present: Nathanael Spalding – acting Chair (NS), Graham Crouch (GC), Marion Stribling (MS), Ed Welsh (ED), Guy Makey (GM), Lindsay Kennedy (LK)

Apologies: James Rowe (JR), Rebecca Hutchison (RH), Scott Hutchinson (SH), Dean Laccohee (DL), Jo Hussey (JH)

1. Minutes of the last meeting (5th March 2015)

Review of action items:

- NS to arrange for California Suite press release this week.
- MS had sent a role description for the FOH Co-ordinator to JR
- Social calendar for the year provided by JH for approval at this meeting.
- EW reported that he had started the equipment inventory and would have it completed in time for the next meeting.
- In the absence of CM, the costume/prop inventory was deferred to the next meeting.
- Neither Scott nor Rebecca were able to take on the role of Membership Secretary. MS to add Membership Secretary to the next agenda.
- The issue of the two email lists was deferred to the next meeting.
- GC reported that all the paperwork for the change of bank signatories had been delayed by the bank as they had lost some of the paperwork. GC was still unable to sign cheques.
- NS had included a submission request in the last newsletter and would post news of the chosen summer production on the website.
- NS had updated the website content and newsletter.
- NS was waiting to hear from RH regarding the Facebook account. NS to report back at the next meeting.
- NS would set up a Huntingdon Drama Club you tube account.
- In the absence of DL, the calendar of festival dates was deferred to the next meeting.
- Regarding production venues, EW reported that the previously discussed PAC would not allow the club to run its own FOH bar. GC agreed to make enquiries about St Peters School Drama Studio.
- JR was still to meet with the MS Centre Manager regarding the use of their rooms.
- Dates for the remainder of the committee year had been emailed to all committee members.

The minutes were **agreed** as correct.

2. Matters arising from the minutes.

- GM suggested setting up a directory between the local drama groups to share items, ideas, contacts etc.

- GM suggested performing a radio play on the local radio as a way on involving more people and promoting the club. GM **agreed** to bring some ideas for radio plays that could be performed to the next meeting.

3. Spring Production

- LK reported that there had been some problems with absences at rehearsals, more rehearsals were scheduled over the next two weeks. It was **agreed** to discuss ways to improve rehearsal attendance at the next meeting.
- LK reported that all props and costumes were in place. To encourage the cast to learn their lines LK may decide not use a prompt at the performances.
- To make the Commemoration Hall foyer look more like a hotel lobby it was **agreed**; NS dressed as Bellboy to check tickets and show people to their seats; place luggage and plants (if some can be sourced) in the foyer; less tables and chairs; move the ticket desk further back. NS suggested he could make a "Hotel California" banner for the bar.
- NS reported the programme would be ready to go to print next week.
- NS reported that the banner space on the ring road was not available and the council had said it was too time consuming to place a banner across the high street. NS would use space at All Saints Church and would explore ideas for other spaces this week.
- NS reported Tesco were holding a Family Fun Day on Easter Sunday. The Drama Club would be in attendance and anyone from the committee, production cast and crew were invited to attend to promote the club and hand out leaflets. NS would email details.
- GC noted that Melanie and Warren were owed money from the club for furniture they had provided for the production.
- EW agreed to check if the club could use the Friday Cafe's coffee equipment and report back to MS.

4. Summer Production

The club had received one submission for the Summer Production. DL had submitted "Breaking the Code" by Hugh Whitmore. It was **agreed** to accept DL's submission.

5. Social Calendar

JH had requested that the committee decide which theatre trips were preferred in May, June and July. The committee **agreed**:

- 23rd May Globe trip to see As You Like It
- June – Open air theatre at Regents Park to see The Seagull
- July – Cambridge Arts theatre to see The History Boys

6. FOH – Customer feedback

MS introduced the proposed use of a customer feedback survey. The committee agreed the survey was a good idea and **agreed** to use the survey as set out in the report. It was **agreed** to use the survey for all three productions this year.

7. Storage

This item was deferred to the next meeting.

8. Financial Report

GC tabled the Financial Report.

- The available funds would be amended to reflect the payment for furniture to 2,264.10. Four subscriptions had been received. GC reported there was 38.15 in the paypal account and would check with JR how this would be transferred to the club bank account.
- The ticketsource account was still set up at 28 Huntingdon Road. JR to amend to his address.

- The member rate for tickets had not yet been set up on ticketsource. NS/JR to set up.

9. Membership of NODA

This item was deferred to the next meeting.

10. AOB

FOH volunteers request

MS requested a call for FOH volunteers to be added to the next newsletter. NS ***agreed*** to action and to provide MS with the password to access the drama club emails.

Summary of Actions Agreed

Who	What	When	Comment
NS	To arrange press release for California Suite	This week	
EW	Provide an inventory of equipment owned by the club	Next meeting	
CM	Obtain costume/prop inventory from Ann	Next meeting	
MS	Add Membership Secretary item to next agenda	Next meeting	
JR/GC	Speak to John/Michael about the current email lists	Next meeting	
NS	Include details of the agreed summer production on the website	ASAP	
NS	Liaise with RH regarding Facebook	Next meeting	
NS	Set up Drama Club You Tube account	Next meeting	
DL	Put together a diary of future festival dates	Next meeting	
GC	Make enquiries at St Peter's School as a possible venue for productions	Next meeting	
JR	Meet with MS Therapy Centre Manager	ASAP	
GM	Provide some ideas of suggested plays that the club could perform on the local radio station	Next meeting	
MS	Add rehearsal attendance as an item on the next agenda	Next meeting	
MS	Take forward suggestions for CH foyer for California Suite	Production Nights	
NS	Explore sites around Huntingdon for a promotional banner for California Suite	ASAP	
NS	Email details of Tesco family fun day to committee, cast and crew	ASAP	
GC	Payment to be made to Melanie and Warren for furniture when bank issue had been resolved	ASAP	
EW	Check if the club could use the Friday Cafe's coffee making equipment and email MS with response.	ASAP	
MS	Add storage item to the next agenda	Next meeting	
GC	Check with JR regarding the paypal account	ASAP	
JR	Amend ticketsource club contact address	ASAP	
NS/JR	Set up member rate option on ticket source	ASAP	
MS	Add NODA membership item to the next agenda	Next meeting	
NS	Request FOH volunteers and provide MS with email password	Next newsletter	

