



COMMITTEE MEETING MINUTES

Tuesday 5th Jan 2016
MS Centre, Huntingdon, PE291UL

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

Apologies: Nat Spalding (NS),

1. Minutes of the last meeting (1st December)

Review of action items:

- JR/DL/SH would meet on 9th January, 10.30am at James's house to complete work on the Production Handbook.
- JR would follow up the publishing of the feedback form on Survey Monkey after the AGM.
- JR had emailed Mel a thank you message.
- GC reported that Phil was yet to pay subs. JR would follow this up at the auditions.
- The committee **agreed** a budget of £150 for the cost of printing the annual report.
- NS, SH and RH had confirmed they would not be standing for election at the AGM. JR thanked them all for their work on the committee.
- The committee **agreed** not to make any constitutional changes to the committee structure. It was **agreed** for the AGM:
 - Members should be asked to approve all those current committee members who are staying on as one vote
 - Nominations for the three vacancies should be advertised ahead of the meeting
 - The new committee should be made up of 7-9 members
 - JR would email the membership with a personal invitation to the AGM and include a request for nominations to the vacancies

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 that the opening balance for 2015 had been £2729.28 and the closing balance was £3629.28. The club had made a profit of around £2000 but there had been some exceptional expenditure; two subscriptions to Noda, foyer display of posters and the prime site billboard advertising. The income from subscriptions was £525 compared to £372 the previous year. It was noted there was work to be done on membership development. The total income for 2015 had been £10,522.

JR thanked GC for all the work he had done as Treasurer during the year.

4. Spring Production

The auditions would be held next week, DL reported that there would be an article in the Hunts Post advertising the auditions. Richard and Simon had emailed the information to their members. DL had

already received two enquiries. DL and Mark Hebert (MH) had been working on some ideas for the production such as an opening choral song for the whole cast and the use of a projector for background as there are so many scenes. MH had selected 2 scenes from the production to use for the Cambridge Drama Festival.

- MS would invite MH to attend future committee meetings up to the production.
- GC currently working on the budget for the production and would email to DL.
- EW would contact Lola to ask if she was interested in the position of Deputy Stage Manager.

5. AGM & Annual Report

The deadline for reports was 11th January. Jane had been working on the annual report. The AGM would take place on 9th February at 7.30pm with refreshments provided before and after the meeting. EW had been asked by the MS Centre Manager if she could do a short talk about the MS Centre at the meeting.

6. Working with minors

MS/GC/EW had done some initial research into the complex issue of working with minors. It was felt if the club were to involve minors on or off stage in the future then a policy would need to be in place. JH **agreed** to look into writing a policy and would report back progress at the next meeting.

7. Social Events update

JH reported that she was looking at the social plan for the forthcoming year. Things for consideration when planning the social calendar were:

- Rehearsal times should be avoided where possible
- Build on the relationship with the Falcon pub
- The theatre trips and Xmas event were well attended and well received
- Concentrate on doing less things, but better
- Help with social events around the summer may be required as JH was directing the summer production
- Thirsty Third Thursdays had not been well attended and would be pulled from the plan for the time being.
- A meal would be arranged after the AGM

DL reported that 11 tickets has been sold for the Gangsta Granny trip. A car share would be arranged before the event.

GC suggested holding film nights at his bar. The committee felt this was a great idea and **agreed** Thursdays would be the best night of the week.

It was noted that Spotlight Productions would be performing “Disco Inferno” at Hinchbrook 5th – 9th April. It was **agreed** the event should be advertised on our website. It was noted that supporting other groups’ productions was a good social event and a great opportunity for networking.

8. Audience Development update

There were no issues to update, JR reported it was business as usual.

9. AOB

Freemans Charity

EW suggested that the Club could apply to the Freemans Charity for funding towards equipment. It was agreed to include this as an item for the next agenda.

Commemoration Hall Billboards

EW suggested the club could ask the CH if we could use one of the billboards at the side of the hall as a permanent advertising space. It was felt this was a good idea but CH would be unlikely to give up the space.

Drama Club Pictures in Commemoration Hall

Marilyn, the Manager of CH, had asked if the Club's framed posters could stay up in the foyer as they had looked so good. EW **agreed** to collect them from Alconbury.

Autumn Production

DL reported that the license for Steph's preferred play for autumn, Our Country's Good, was not currently available. Blue Stockings was a possibility. An amateur production of Blue Stockings would be taking place in Bedford next month. DL would email details.

Summary of Actions Agreed

Who	What	When	Comment
JR/DL/SH	Meeting to work on Production Handbook	9 th Jan, 10.30am at James's	Ongoing
JR	Follow up the publishing of the feedback survey on Survey Monkey	After AGM	ongoing
JR	Email members with personal invite to AGM	ASAP	
MS	Invite Mark to committee meetings	ASAP	
GC	Produce budget for Spring production	ASAP	
EW	Contact Lola to ask about Deputy Stage Manager position	ASAP	
JH	Look at writing a minors policy and report progress at next meeting	Next meeting	
JH	Working on 2016 social calendar	Ongoing	
MS	Add Freemans Charity application to next agenda	Next meeting	
EW	Collect framed posters from Alconbury to hang up in CH foyer	ASAP	
DL	Email details of Blue Stockings production taking place in Bedford	ASAP	