



COMMITTEE MEETING MINUTES

Thursday 5th March 2015
MS Centre, Huntingdon, PE291UL

Present: James Rowe (JR), Graham Crouch (GC), Marion Stribling (MS), Dean Laccohee (DL), Ed Welsh (ED), Guy Makey (GM), Christine Marriot (CM), Jo Hussey (JH), Nathanael Spalding (NS)

Apologies: Rebecca Hutchison (RH), Scott Hutchinson (SH)

JR welcomed new committee members and thanked everyone for putting themselves forward to the new committee.

1. Minutes of the last meeting (29th Jan 2015)

Review of action items:

- Bob Pugh had agreed to book extra hours at the hall for additional build time. Bob would cancel any time that was not required in good time to avoid any unnecessary costs.
- A new printer had been sourced online and had provided twice as much in quantity for half of the price of the previous printers. The committee agreed that the print and paper quality was the same if not better. It was suggested that the same printer could be used for programmes.
- Press release request from Valerie – to be followed up by JR
- Easter meal – social events were covered later in the agenda.
- JR and GC would be meeting with Michael for a full handover of the Treasurer role. It was reported that online payments would be possible in future rather than relying on cheques.
- Jane Green had designed the membership benefits leaflet which had been distributed at the AGM.
- MS presented suggestions for snacks that could be provided for front of house. It was **agreed** that snacks would be trialled with a mix of small bags of snacks such as popcorn/mini cheddars and small pots of crackers/nuts/sweets. The committee discussed the inclusion of hot drinks for FOH and it was **agreed** that coffee and tea would be served at the next production with sales reviewed. Going forward there was an option for the club to purchase a coffee filter with double jugs for £120. This would be decided following the trial. The committee discussed the noise distraction caused by glasses being knocked over during performances. It was **agreed** to provide plastic glasses for use in the hall along with paper cups for hot drinks.
- Festival – the festival was covered later in the agenda.

The minutes were **agreed** as correct.

2. Matters arising from the minutes.

There were no further matters arising that were not covered in the agenda.

3. New Committee Structure

JR tabled a paper introducing a new structure for the committee. The new structure would set out roles and responsibilities to be shared across the committee, relieving the burden of work for the officers. The committee **agreed** for members to take on the following roles:

- Audience Development Co-Ordinator – Nat Spalding
- Social & Events Co-Ordinator – Jo Hussey
- Artistic Director – Dean Laccohee
- Technical Co-Ordinator – Ed Welsh
- Front of House Co-Ordinator – Marion Stribling
- Wardrobe, Hair, Make-up & Props Co-Ordinator – Ann Monk with Christine Marriot as the Committee contact for this role. It was noted that CM would be permanently moving to Spain later in the year.

JR thanked those members taking on committee roles but stressed that any member who felt overwhelmed by the role or workload should seek help and support from the committee. The following actions were **agreed**:

- MS to provide a role description for FOH Co-Ordinator.
- JH to provide a proposed month by month calendar of social events for 2015.
- EW to provide an inventory of equipment owned by the club.
- CM to obtain costume/prop inventory from Ann.
- DL to continue as twitter correspondent.

4. Financial Report

- GC reported that the bank balance dated 13th Feb was £2732.22 plus £180 of subs that were to be banked.
- GC suggested it would be helpful to have a Membership Secretary who could collate the membership information and keep membership records. JR would approach Scott or Rebecca to ask if either would be prepared to take on this role.
- There was a discussion regarding the current two email mailing lists that were held by the club and the need to reach those members who do not use email or social media. JR/GC would speak to John and Michael regarding the two email lists. It was **agreed** the club would not go down the road of a postal mailing list due to high postage costs but would explore the use of free local publications such as About Town to raise the club's profile.
- It was **agreed** that the three office holders, James Rowe, Graham Crouch and Marion Stribling would be the bank account signatories. Michael would remain a signatory for the rest of the year. GC would liaise with Michael regarding the paperwork for changing the signatories.

5. Spring Production

- Lyndsay was unable to attend this meeting. JR reported that Charlotte had dropped out of her role which would be filled by Sharon Reed. MS to ensure that the current director was advised of committee meeting dates and invited to meetings.

6. Summer Production

- DL reported that there had been no submissions for the summer production. NS would include a call for submissions in the next newsletter and post on the website. The committee felt it would be a shame if there were no summer production. It was suggested that two one act plays could be produced with another drama group.
- It was noted that SH and GM had put forward a submission to co-direct 1984 for the autumn production.

7. Other Activities – Social Calendar

- Item had been covered earlier in the agenda. JH would provide an update at the next meeting.

8. Communications

JR tabled a paper summarising the website user activity. It was reported that visitors stayed on the blog page longer than any other page. The following actions were **agreed**:

- Website content to be updated (NS)
- Improve content of newsletter so that readers click through to the website (NS)
- Membership of Noda to be added to next agenda (MS)
- Liaise with RH regarding the club Facebook page (NS)
- Research how clips can be used to promote the club on media such as You Tube (NS)

9. AOB

a. The Festival of Drama, Hunstanton.

- The club had been invited to perform a one act play at the festival held 9/12th July. It was **agreed** that it was probably too late to be involved this year. DL would put together a diary of festival dates that the club could be involved in performing with or visiting as a social event.

b. Production venues.

JR raised the issue of problems with the Commemoration Hall. It was not a good venue for the audience as there was no raised seating and there were often problems with the room temperature; the backstage facilities were not great for a mixed cast; the future of CH was in doubt. The committee discussed the use of Hinchingsbrooke Park Arts Centre and schools such as St Peters. JR requested that the committee give the question of venues some thought and email him with ideas for discussion at a future meeting.

c. Committee meeting venue.

The committee **agreed** the MS Therapy Centre was a good location for meetings but EW reported the centre would not offer the space for free ongoing. JR would meet with the Centre Manager to discuss free space in return for the club supporting the charity.

10. Date of next meeting.

It was **agreed** to continue meeting once a month on either Tuesday or Thursday evenings. JR would email future proposed dates as soon as possible.

Summary of Actions Agreed

Who	What	When	Comment
JR	To follow up request VG for a press release	ASAP	
MS	Provide a role description for Front of House Co-ordinator	ASAP	
JH	Provide a proposed month by month calendar of social events for 2015	Next meeting	
EW	Provide an inventory of equipment owned by the club	Next meeting	
CM	Obtain costume/prop inventory from Ann	Next meeting	
DL	Continue as twitter correspondent	Ongoing	
JR	Approach Scott or Rebecca to ask if either would be prepared to take on role of Membership Secretary	ASAP	
JR/GC	Speak to John/Michael about the current email lists	Next meeting	
GC	Liaise with Michael and make arrangements with bank regarding signatories	ASAP	
MS	Invite Lyndsay to next meeting	As soon as date is agreed	
NS	Include submissions for a summer production in the next newsletter and post on website	Next newsletter	
NS	Website content to be updated with better links from newsletter	ASAP	
MS	Noda membership – add agenda item for next meeting	Next meeting	
NS	Liaise with RH regarding Facebook	Next meeting	
NS	Research use of clips on You Tube/Social media	Next meeting	
DL	Put together a diary of future festival dates	Next meeting	
ALL	Consider ideas for production venues – email JR with suggestions.	Next meeting	
JR	Meet with MS Therapy Centre Manager	ASAP	
JR	Email committee next meeting date	ASAP	