



COMMITTEE MEETING MINUTES

Tuesday 5th May 2015
MS Centre, Huntingdon, PE291UL

Present: James Rowe, Chair (JR) Graham Crouch (GC), Marion Stribling (MS), Ed Welsh (ED), Guy Makey (GM), Rebecca Hutchison (RH), Scott Hutchinson (SH), Dean Laccohee (DL), Jo Hussey (JH), Bob Pugh (BP) for item 3.

Apologies: Lindsay Kennedy (LK) for item 3.

1. Minutes of the last meeting (31st March 2015)

Review of action items:

- EW reported that he had completed the equipment inventory at Alconbury and just needed to check the basement at the Commemoration Hall- action ongoing.
- In the absence of CM, the costume/prop inventory was deferred to the next meeting.
- RH would provide email mailing lists that she held to NS/MS.
- NS reported he had not yet set up a club You Tube account – action ongoing.
- DL was working on a list of festival dates – action ongoing.
- GC reported he had not yet made enquiries at St Peter's School as a possible venue for productions – action ongoing.
- JR reported MS Centre were very happy with their presence in the programme. EW added that they collected £7 during the productions.
- GM reported he had made a start on producing a list of suggested plays for local radio - action ongoing
- NS reported that he had been unable to find a site in Huntingdon for a California Suite banner. JR added that the banner site on the ring road had been booked by the club 18 months in advance but both the Spring and Autumn 2015 dates had already been taken. The club was offered 3 days for the Summer production which they had not taken up. SH suggested using the Old Bridge Hotel, MS mentioned the house on the ring road by Sainsburys used to host banners for The Territorial's events.
- NS reported that club attendance at the Tesco fun day was disappointing (only NS attended). Also Tesco had not provided a space for the club.

The minutes were **agreed** as correct.

2. Matters arising from the minutes.

- RH raised the issue of the Membership Secretary, which was covered later in the agenda.

3. California Suite – Feedback

BP attended as California Suite producer to give his feedback:

- BP reported that he had regularly emailed crew heads and for most areas of the production this worked well, however, he wasn't always sure what was happening with the stage crew and was not aware if there had been a call for back stage helpers. BP felt communications could have been better.
- BP reported that the extra time booked at CH for the Thursday night had been really helpful. It may not have been required for the whole of Monday for the stage set but had a great advantage of being used for an extra dress rehearsal. BP noted that this was all at extra cost for hall hire.
- It had been extremely helpful to have EW as a CH key holder on the team, particularly with the current uncertainty of the CH caretakers. MS added that John Morgan had mentioned that the club should put any comments they had regarding service at CH in writing to him as Chair of the Trustees.
- There had been confusion over extra furniture and BP felt there had been a lack of communication. He added it was not always clear who was responsible for what.
- There had been some issues with the technical side as the sound volunteer had not turned up for the performances, although there appeared to be conflicting reports that he had been told he wasn't required. JR would raise this with Mel as it was felt volunteers should be encouraged to become involved with all aspects of the club.
- Marilyn from CH had complained that broken glass had been left in the dressing room. JR said this should not have happened and the cast should ensure the dressing room is left as they find it.

JR thanked BP for his useful feedback. The committee **agreed** the club would benefit from a production handbook which would list all the essential information that the director and producer would need. The handbook would be a timetable for all aspects of the production including rehearsals, tech and publicity. It was **agreed** a sub group should be formed to do initial work on producing a handbook.

FOH Feedback

- MS reported that although the response rate for the feedback forms had been quite low, the responses were on the whole positive with most people rating the club highly on most aspects of the survey. It was **agreed** to continue to serve tea, coffee and snacks; to remove the tables and chairs from CH foyer and to continue with the use of plastic tumblers in the auditorium.

4. Financial report

GC reported that California Suite had made a loss of £171 and tabled a report comparing income and expenditure with the last 2 productions. JR added this was disappointing but a whole season should be looked at rather than one show.

- The committee **agreed** it was important to set budgets beforehand as no one was managing production costs and this should be incorporated into the production handbook. JR suggested that the number one priority was marketing of the production and getting audience numbers to 300.
- It was **agreed** that better use of flyers would help with a more co-ordinated approach. The committee, cast and crew should all be encouraged to get involved. MS suggested introducing a £5 group ticket on Thursday night for 10 bookings and targeting the offer at the main employers around Huntingdon.
- It was **agreed** to have a marketing item on the next agenda. NS to prepare a marketing report for the next meeting.
- GC reported that 19 people had paid subs.

5. Summer production

DL reported that auditions for the summer production would be held on Wednesday night at the Tesco Community room. He had received interest from a few new people to the club. DL had adapted the script and arranged for copies so there was no need for the cast to buy scripts.

6. Artistic Director's Manifesto

This item was deferred to the next meeting. JR asked the committee to email any comments/questions on the Manifesto to DL in advance of the next meeting.

7. Social Report

JH provided an update on the social events.

- The last play reading had clashed with extra rehearsals resulting in a very low turnout for the play reading. More care needs to be made to ensure events to not clash.
- Nine people had booked for the curry night, JH would confirm the booking with the restaurant by the end of the week.
- Three tickets were currently available from the club for "As you like it" at the Globe. The event was sold out.
- Richard had agreed to give a voice workshop.
- JH was looking into a trip to Stratford which would include overnight accommodation, dinner, tour of Stratford and Henry V at RSC. This would take place instead of the planned National Theatre trip.
- All events were advertised in the newsletter which was circulated to 400 people.
- JH was keen to make the social events an important part of the club and suggested the club should use the Falcon pub and other Huntingdon venues more to give us a known presence in the town.

8. Membership Secretary

JR introduced the role of Membership Secretary adding that the development of the club membership was important. He wanted to introduce annual membership rather than renewing in February. The Membership Secretary's role would be to maintain a database of members, send membership renewal reminders and promote club membership at social events. RH **agreed** to take on the role of Membership Secretary with SH acting on her behalf when she was unable to attend meetings or events. It was noted that some cast members had not paid subscriptions. As this was a requirement to performing with the club GC suggested he could attend some rehearsals to collect subs.

9. Audience Development

NS provided an update on audience development.

- There had been no banner advertisement for California Suite. The ring road space had been unavailable and the Council had been unwilling to put up a banner in the high street.
- The club needed to raise awareness in the town so that people knew it existed.
- Tesco fun day was a good opportunity to network with other groups.
- The club had paid facebook for an advertisement for California Suite. It was possible that tickets were sold as a direct result of this.
- A box office was needed in the town. It was suggested that Niche Comics could fulfil this role.

10. Improving rehearsal attendance

JR reported that LK had been disappointed with attendance at California Suite rehearsals with some cast members only attending 50% of the time. DL suggested that members who are known for bad

rehearsal attendance should not be cast. It was felt that cast members should honour their commitment to the club but it was very difficult to enforce.

11. Storage

This item was deferred to the next meeting.

12. RAF Wyton

JR reported that he had been approached by RAF Wyton for 2 male actors to attend an event in June as Napoleon and Wellington. The role would be partially scripted, they would pay £50 for each actor and pay for any costumes. The committee **agreed** to accept the request, JR would arrange a cast call and audition.

13. Noda Membership

This item was deferred to the next meeting.

14. AOB

Production DVDs

The committee **agreed** it would no longer subsidise the cost of production DVDs for the cast. Future DVDs would be available at the full price of £9

Summary of Actions Agreed

Who	What	When	Comment
EW	Provide an inventory of equipment owned by the club	Next meeting	Ongoing
CM	Obtain costume/prop inventory from Ann	Next meeting	Ongoing
RH	Provide NS/MS with membership email lists	Next meeting	
NS	Set up Drama Club You Tube account	Next meeting	Ongoing
DL	Put together a diary of festival dates	Next meeting	Ongoing
CG	Make enquiries at St Peter's School as a possible venue for productions	Next meeting	Ongoing
GM	Provide ideas of suggested plays that the club could perform on the local radio station	Next meeting	Ongoing
JR	Set up a sub group to work on production handbook.	Next meeting	
NS	Prepare a marketing report for the next meeting.	Next meeting	
RH	Set up a database club membership	Ongoing	
JR	Arrange a cast call and audition for RAF Wyton actors.	ASAP	
MS	Items to include for next agenda; Marketing, Artistic Manifesto, Storage and Noda membership	Next meeting	