

**COMMITTEE MEETING MINUTES**

Tuesday 6th October 2015

MS Centre, Huntingdon, PE291UL

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

**1. Minutes of the last meeting (1st Sept 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 would contact Ann Monk to follow up progress on prop/costume inventory.
* It was ***agreed*** that with the future of Commemoration Hall looking more secure, there was currently no need to consider other venues, therefore the St Peter’s School visit would be removed from the action note.
* MS had researched coffee machines and reported that the starting price for those with double jugs was around £175. MS suggested another option would be to purchase 2 single jug machines. It was ***agreed*** MS should go ahead and purchase 2 mid-priced coffee machines at a cost of around £60-70 pounds in total.
* NS reported that he had looked into free online surveys such as mail chimp and survey monkey. There were lots of options but some limits on the number of questions for free use. Following a discussion, it was ***agreed:***
	+ To continue with the paper surveys for the next production.
	+ As well as the paper surveys, an email link would be sent to all those who booked through ticket source with a quick online survey of 4/5 questions. The survey would also be available to complete through the website.
	+ MS to compile 4/5 feedback questions for inclusion in the online survey for discussion at the next meeting.
* JH reported that she had contacted both the Marriot and Dolphin hotels regarding Xmas dinner/disco options. The price would be around £40 per person and places were limited. It was ***agreed***:
	+ To go ahead with a dinner/disco option. The Dolphin was first choice.
	+ The Xmas event would be for members and their partners only.
	+ The preferred date was Saturday 12th December.
	+ If possible, JH would reserve a table for 30 people.

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 £3427.58 with £17.12 available in the paypal account. GC reminded EW to cash his outstanding expenses cheque. New cast members had paid their subs. DL would be collecting outstanding subs and script payments at the rehearsals. GC raised the issue of cheque payments being made for FOH purchases with the concern that cheques could bounce. It was ***agreed*** cash only payments would be accepted for future FOH ticket and bar sales. DL would re-send the email for the license payment to GC.

**4. Autumn Production – Neighbourhood Watch**

DL reported that auditions were going well with a good cast that included 4 new club members making their debut.

* DL/NS had met to discuss set design
* GC had provided the budget
* The full production team was in place.
* Production meeting would be taking place on Tuesday 13th Oct at the Falcon pub.
* 48 tickets had been sold so far.
* Flyers were ready and would be delivered in the next day or so.

DL/SH had been in contact with Cineworld to arrange handing out leaflets next Thursday on the theatre screening night. Progress had been slow with the Cineworld staff but DL/SH were hopeful it would go ahead.

**5. Cambs Drama Festival**

The Cambs Drama Festival would take place on 25th – 30th April 2016 at the Mumford Theatre in Cambridge. DL suggested the club could put forward a short play or an excerpt from the spring production. DL would check with Mark if that would be acceptable. DL requested any ideas for what the club could perform should be submitted to him as soon as possible as HDC would have to apply by the end of the year.

DL added that the Cambridge Drama Festival organisers were holding a quiz night on Saturday 14th November at Stapleford Primary School starting at 7.30pm. NS would add details to the newsletter.

The Lytham St Annes Drama festival would take place in September 2016. DL suggested the same play could be performed there.

**6. Social Secretary’s update**

JH gave an update of social events:

* 20 people would be attending the theatre trip on Saturday 17th October, including a number of new members. JH would email meeting up details to the theatre party this week.
* The play reading for the Madness of George III would take place on Monday 30th November.
* 7/8 people had attended the first “thirsty third Thursday” at the Falcon.
* JH suggested a dinner night in January. It was ***agreed*** the venue should be the Hill Bistro.

**7. Audience Development update**

NS reported the flyers were ready for delivery. SH would arrange for 2 cars to go postering the villages on 24th/25th October. NS had decided against the use of a banner due to cost. The committee discussed the potential use of billboards and roundabout advertising. NS would research the cost of these options. NS suggested further use of paid advertising on social media for Neighbourhood Watch and the potential for a slot on Cambs TV.

DL demonstrated a promotional film for HDC he had put together which could be projected on to the wall at Commemoration Hall. It was ***agreed*** this was an excellent idea. JR requested the film to be sent to Jane for club branding

**8. Members’ Secretary update**

3 new members had joined the club. It was noted that there was a need to give some thought to the renewal procedure as the first ones would be due in February.

**9. AOB**

DL confirmed that Mark and Steph were both on board for directing next year. JH had offered to direct the summer production with support from DL. The play had not been decided on but it could possibly be a new play by Richard James. It was ***agreed*** it would be good to be able to promote the 2016 season in the Neighbourhood Watch programme.

MS had been given details of the Ladybird Trust’s quiz night on Friday 6th November. MS would email the committee to see if anyone wanted to join a team. NS would promote the event in the newsletter.

JR reported that he had received a copy of the NODA annual review which was available at the meeting for members to read.

**Summary of Actions Agreed**

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| --- | --- | --- | --- |
| Who | What | When | Comment |
| EW | Email equipment inventory to MS for inclusion in the next agenda | 12th Oct | Ongoing |
| JR | Follow up with Ann on progress of prop/costume inventory | 12th Oct | Ongoing |
| MS | Purchase 2 coffee filter machines for FOH use | Next production |  |
| JR/SH | Continue with Production Handbook |  | Ongoing |
| MS | Put together 4/5 questions for online survey for discussion at next meeting. | Next meeting |  |
| JH | Reserve a table at the Dolphin for 30 for the Xmas event  | ASAP |  |
| DL | Send details for NW license payment to GC | ASAP |  |
| DL | Speak to Mark regarding the Drama festival submission | ASAP |  |
| NS | Add Cambs Drama Festival quiz night to the newsletter | Next newsletter |  |
| JH | Add a January dinner night at the Hill Bistro to the social calendar | Next meeting |  |
| SH | Arrange postering day for NW | 24th October |  |
| NS | Research the use of billboard and roundabout advertising | Next meeting |  |
| DL | Send promotional film to Jane for club branding | ASAP |   |
| MS | Email committee with Ladybird quiz night details | ASAP |  |
| NS | Include Ladybird Trust quiz night in newsletter | Next newsletter |  |