



COMMITTEE MEETING MINUTES

Tuesday 7th July 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), Guy Makey (GM), Jonathan Salt (JS) for Item 3

Apologies: Ed Welsh (EW)

1. Minutes of the last meeting (2nd June 2015)

Review of action items:

- JR reported that Ann Monk was working on the prop/costume inventory and would complete it after props and costumes were returned to Alconbury after "Code".
- NS reported that a You Tube account had already been set up for the club but he did not know the password. It was suggested to check the previous minutes to see who had set it up or try the current gmail password
- The site visit to St Peters School would be arranged for September/October.
- JR reported that the club bank details had been added to the website along with the expenses reimbursement form.
- GC reported that membership of NODA had been set up. DL had invited them to review Breaking the Code.
- NS had created a marketing database of village circulars with contacts and deadline information. There was now a comprehensive list in place for the autumn production.
- DL reported there had been a ¾ page spread for "Code" in the Hunts Post with a competition to win tickets. It was also promoted on their website. DL had sent details to News & Crier. GM would provide DL with his dad's contact details.
- Flyers for Code had been posted through doors and 80 posters had gone up in villages around Huntingdon. DL had created a database of places where posters had gone up.
- DL had been on the Arts & Culture show on Cambs radio. HCR would be confirming a date nearer to the production date.
- GC reported that the Ellington Village Committee expressed their thanks for the free tickets.

The minutes were **agreed** as correct.

2. Matters arising from the minutes.

- There were no matters arising from the minutes.

3. Autumn Production - Submissions

The club had received two submissions for the autumn production. "An Evening with Harold Pinter" from Jonathan Salt and "Neighbourhood Watch" from Dean. Following a presentation from each of the prospective directors the committee **agreed:**

- The autumn production would be Neighbourhood Watch, directed by DL.

- DL would contact JS to thank him for his submission and inform him that the committee was keen to support JS to put on a “Pinter night” outside of the main productions – possibly a fringe event in a venue such as the Falcon. A Pinter play reading was also suggested.

4. Financial Report

- GC reported there was a bank balance of £1966.07 with a cheque of £25 still to be cashed. There was £8.17 in the PayPal account.
- GC was unsure if all cast members had paid their subs. DL would send a cast list to RH to check against the membership list. RH needs to be kept informed of new members in order to send them their membership welcome letter.
- DL would send Richard’s workshop invoice to GC for payment.
- JR reported that 95 tickets had sold for Code. He was expecting this to exceed the 128 pre-sales for Talking Heads.

5. Summer Production

DL reported that rehearsals were going well with the cast mostly off book. There would be a production meeting later in the week. NS offered to make bar signs for FOH.

6. Summer Events

JR reported that two events were taking place in Huntingdon on 19th July – Coneygear Park Gala and a Beach Party in the town. It was felt these events would be a good opportunity to hand out flyers for Code. It was **agreed** that NS/GM would hand out flyers at the Town Beach Party and JR/DL/MS would cover the Coneygear Park Gala.

7. AOB

Bletchley

SH put forward the idea of putting on Breaking the Code at Bletchley during August/September. It was **agreed** that SH could raise the idea with the cast and if they were all behind it then SH would take this forward and organise. DL would be unable to contribute due to holidays and other commitments.

Social Events

JH raised a concern that some of the social events had not been well attended. JH asked committee members to check the social calendar and commit to attending some events. JH reminded everyone to publicise club social events whenever possible.

It was suggested to add a regular pub evening to the social calendar. It was **agreed** to have informal drinks at the Falcon every third Thursday of the month starting from September. NS to add details to next newsletter and website calendar.

Radio Plays

GM had suggested the club could perform a play on HCR to attract new audience and club members. GM felt a Sherlock Holmes play would be topical with the new Mr Holmes film currently on at the cinema. JR suggested GM could come up with a proposal and send to MS to be added as a future agenda item.

Ticket Source

JR reported that Ticket Source were changing the way they charge booking fees but existing customers could continue with the current system. It was also noted that the club currently absorbs the bookings fees rather than pass on to customers. It was **agreed** that the club would continue

with the current system as we would pay slightly more under the new system. It was also ***agreed*** that the club should continue to absorb the booking fees.

Summary of Actions Agreed

Who	What	When	Comment
EW	Provide an inventory of equipment owned by the club	Next meeting	Ongoing
Ann Monk	Working on prop/costume inventory	September?	Ongoing
NS	Check previous minutes to see who had set up the You Tube account and try gmail password.	Next meeting	Ongoing
MS	Add Cambs Drama Festival to September meeting	Sept meeting	
GC/DL	Arrange a site visit to St Peter's School to look at their facilities for staging a club production.	Sept/Oct	ongoing
GM	Provide contact details to DL for News & Crier	ASAP	
DL	Contact JS to inform him of the Committee's decision regarding the autumn production	ASAP	
DL	Provide RH with cast list to check against paid up members list	ASAP	
DL	Send Richard's invoice to GC for payment	ASAP	
NS	Make bar signs for Code FOH	For production	
NS/GM JR/DL/MS	Handing out flyers at Gala/Beach party	19 th July	
SH	Suggest performing Code at Bletchley to the cast and organise if cast are in agreement.	Aug/Sept	
NS	Include details of the new monthly "third Thursday drinks at the Falcon" (from September) in the newsletter .	Next newsletter	