



## ANNUAL GENERAL MEETING MINUTES

Thursday 19 January 2015, 7:30 pm  
Brampton Church Hall, Brampton

Present: 22 people present,  
2014 Committee members present: John Morgan (JM), James Rowe (JR) - Acting *Chair*, Ed Welsh (EW), Guy Makey (GM), Scott Hutchison (SH), Nat Spalding (NS) - Acting *Secretary*, Michael Black (MB) *Treasurer*, Rebecca Hutchison (RH)

Apologies: Bob Pugh (BP)

- **Minutes of last meeting**

Approved 1st SH, 2nd JM.

- **Matters arising.**

- None.

- **Chair's report**

- JR reports a successful year in 2014.
- JR reported his first full year in Huntingdon Drama Club.
- JR reports committee's decision to raise club membership to £15.
- JR stated a full calendar of social events in 2014 was achieved including:
  - Play readings - Very diverse collection including Peer Gynt, Dylan Thomas, Ian Hornby.
  - Social dinners - Fantastic meal at the Black Bull 'Ponderings over a pint' Tony Burrin.
  - Workshop with professional actors and directors - Both directing and voice workshop incredibly successful.
  - Theatre Trips - Including The play that goes wrong (West-End), Habeas Corpus (Peterborough), Dr Scroggy's War (Globe Theatre).
- JR reports increased marketing in 2014 including:
  - Complete re-brand, new logo, brand direction, new website.

- Fantastic work by Jane Green - excellent support and consultancy for the club provided without charge.
- Brilliant support from Steph Harris for Website Design.
- Increase in social media, Steph increased SEO content . Lots of people reading and visiting blog content.
- Building links with other organisations and community groups including reciprocal agreement for advertising with Shakespeare at the George to advertise California Suite in return for advertising Blithe Spirit.
- 35 new subscribers to club newsletter now sent almost entirely by email.
- JR reports three productions planned for 2015, Spring, Summer and Autumn production. Including further support for directing and performance offerings outside of three standard annual performances.
- JR proposes huge thanks to JM and MB for continual support and effort in continuing Huntingdon Drama Club and for considerable service on the committee.
- **Financial report**
  - See report attached to minutes.
    - Treasurer reports that club finances are below auditable amount and they have not been externally checked by an accountant. Treasurer asks if anyone would request for them to be externally checked or has any questions to raise. No request for external checking or questions raised.
    - Approval of report, Jeanette Proposed, EW 2nd.
- **New Committee 2015**
  - Chair : James Rowe
    - Proposed SH, 2nd Christine, All for.
  - Secretary : Marion Stribling
    - Proposed JR, 2nd JM, All for.
  - Treasurer: Graham Crouch
    - Proposed DL, 2nd MB, All for.
  - Other Committee Members:
    - Josephine Hussey: 1st EW, 2nd Lindsay Kennedy, Majority in Favour
    - Scott Hutchinson: 1st EW, 2nd GM, Majority in Favour

- Dean Laccohee: 1st SH, 2nd Lindsay Kennedy, Majority in Favour
  - Rebecca Hutchinson: 1st EW, 2nd Jeannette, Majority in Favour
  - Christine Marriott: 1st EW, 2nd Ann Monk, Majority in Favour
  - Nathanael Spalding: 1st EW, 2nd Michelle Gibson, Majority in Favour
  - Guy Makey: 1st EW, 2nd SH, Majority in Favour
  - Edward Welsh: 1st Michelle, 2nd Christine, Majority in Favour
- **Further report from chair**
    - First committee meeting to take place next Thursday (Amended by email to Thursday 5th March 2015)
    - JR to email new committee
    - New details to be emailed to members
    - Comment from public that other local drama groups charge considerably more for membership.
  - Dean Laccohee raised concern that large committee should equally share job roles and suggested a need for accountability.
  - JR proposed accountability for new committee, NS 2nd, Majority in favour.
  - Date of next AGM, TBC.

## Huntingdon Drama Club accounts, 1 Jan – 31 Dec 2014

['Change during year' amended since AGM, and note about performance licence added]

### Summary

	2014	2013
Opening bank balance	3,898.20	3,658.11
<b>Less 2013 cheques presented in 2014 (= money available)</b>	<b>2,928.29</b>	
Closing bank balance	2,977.27	3,898.20
Cheques to be presented	-247.99	-969.91
<b>Net closing balance (= money available)</b>	<b>2,729.28</b>	<b>2,928.29</b>
Change during year	-183.39	-729.82
Invoice not received	-90.00	

### Notes

1. The 2014 opening bank balance was inflated by £969.91 of cheques issued in 2013 and not presented.
2. Discrepancies are largely due to 2014 production costs being incurred in 2013 or 2015.
3. Main exceptional expenditure 2014:
  - donation to Commemoration Hall: £150
  - cost of move to new storage £231.23
  - 70<sup>th</sup> anniversary dinner, deposit £250
  - performance licence, *Talking Heads* £600

### Production summary

	Income	Expenditure	Profit/loss		2013
Habeas Corpus	3,410.04	2,623.03	787.01	Occupational Hazards	124.76
Talking Heads	2,185.16	2,185.35	-0.19	Table Manners	-249.46
Accrington Pals	3,272.64	3,550.57	-277.93	Picasso at the Lapin Agile	-11.58
<b>Total</b>	<b>8,867.84</b>	<b>8,358.95</b>	<b>508.89</b>		<b>-136.28</b>

## Production accounts

<b>income</b>	<b>Accrington Pals</b>	<b>Talking Heads</b>	<b>Habeas</b>
TicketSource, gross	1,613.00	729.68	1,644.00
Tickets (cheques)		9.00	
Tickets (cash, FOH)	365.00	630.00	557.00
Bar	801.00	473.00	737.50
Raffle	147.00	128.00	196.00
Programmes	108.00	61.00	90.00
Scripts	80.00		57.00
DVDs			75.00
Bar stock carried forward	158.64	154.48	53.54
<b>Total</b>	<b>3,272.64</b>	<b>2,185.16</b>	<b>3,410.04</b>

## Expenditure

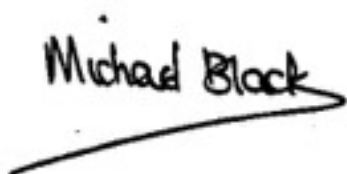
Performance licence	255.00	600.00	255.00
FOH bar, b/f	128.73	44.62	74.05
FOH bar, purchases, Marion		76.00	47.89
FOH bar, purchases, James	158.05		
FOH bar, purchases, TJ Wines	328.28	324.83	337.38
FOH bar, cast refreshments	3.55	1.59	6.00
FOH printing		1.10	
FOH raffle tickets, prizes	36.98	35.14	37.97
TicketSource fee (incl VAT)	141.24	65.24	143.27
FOH singers	75.00		
Advertising			
posters, fliers	155.62	102.34	55.26
postcard repro			36.01
banner	90.00	84.00	84.00
laminating posters		1.00	
Scripts	124.00		96.42
Props	58.01		240.00
Costumes	819.91		
Programmes	105.00	52.00	80.00
Set + transport			58.36
DVDs			115.00

Room Hire			
Church hall, rehearsals	90.00		135.00
· Auditions, rehearsals	30.00		15.00
· Commemoration Hall	826.20	714.48	727.92
Brampton Institute	125.00	60.00	67.50
Postage		20.67	
Postage (noose)			11.00
Printing		2.34	
<b>Total</b>	<b>3,550.57</b>	<b>2,185.35</b>	<b>2,623.03</b>
<b>Profit / Loss</b>	<b>-277.93</b>	<b>-0.19</b>	<b>787.01</b>

## Other income and expenditure

<b>Income</b>	<b>2014</b>	<b>2013</b>
Subscriptions	372.00	336.00
Bar stock carried forward	158.64	
Dinners in current year	82.50	952.45
<b>Total, other income</b>	<b>613.14</b>	<b>1,288.45</b>
<b>Total income (productions + other)</b>	<b>9,480.98</b>	<b>7,241.26</b>

<b>Other expenditure</b>	<b>2014</b>	<b>2013</b>
Dinners in current year	82.50	952.45
Bar stock brought forward	74.05	
Website hosting	55.73	35.99
Advertising (Brampton p.c.)	50.00	50.00
Room hire for committee	64.00	5.00
Room hire for play reading	20.00	
Insurance	258.86	194.90
Stationery, postage	12.05	12.29
Donation to Commemoration Hall for wiring	150.00	
Workshop	50.00	
Alconbury, move to new storage: van, lock, lunch	231.23	
Clubs and Societies event	7.00	
Deposit on 70 <sup>th</sup> anniversary dinner	250.00	
<b>Total other expenditure</b>	<b>1,305.42</b>	<b>2,447.54</b>
<b>Total expenditure (productions + other)</b>	<b>9,664.37</b>	<b>8,513.47</b>
<b>Balance on year, income less expenditure</b>	<b>-183.39</b>	<b>-1,272.21</b>



25 January 2015, amended 23 February 2015

All Actions Agreed:

Who	What	When	Comment
JR	Email new committee members	ASAP	
JR	Ensure accountability structure in place for new committee	ASAP	