

**COMMITTEE MEETING MINUTES**

Tuesday 5th April 2016

MS Centre, Huntingdon, PE291UL

**Present:** James Rowe, Chair (JR), Marion Stribling (MS), Dean Laccohee (DL), Edd Welsh (EW), Jo Hussey (JH), Caroline Molony (CM), Guido Paoluzi Cusani (GP), Michelle Gibson (MG), Mark Hebert (MH)

**Apologies**: Graham Crouch (GC)

**1. Minutes of the Last Meeting (1st March)**

There were no matters arising from the minutes

Review of Action Items.

* JR to provide Chair’s note to DL for programme.
* Dominic at the Youth Theatre was happy for us to place flyers on chairs at any production.
* The trip to Kew Palace had gone ahead and was a successful day out.
* GP had contacted the Gala organisers but was still waiting for a response
* DL/CM had a very good meeting with James at MAGPAS

The minutes were ***agreed*** as correct.

**2. Spring Production**

MH reported on progress with George:

* Rehearsal attendance had improved and was now at about 95%
* Louise had dropped out, Jenny had taken on the role and was doing well with the lines.
* An extra rehearsal was scheduled for next week.
* All props had been sourced and costumes looked fantastic.
* DL/MH were taking part in a radio broadcast on 15/4 at HCR
* Wellworth players had booked 12 tickets.
* Meeting scheduled with Mel for lighting plan

It was ***agreed*** the Minerva room would be used as a second dressing room, bottled water would be provided for the cast in both dressing rooms rather than tea and coffee. The aftershow party would take place in the Commemoration Hall after the Sunday performance.

**3. Treasurer’s Report**

GC had tabled a report showing the current cash available as £1800 after some production expenses were deducted.

**4. Bedford Play**

JR reported that Scott Hutchison was taking part in a two hander in Bedford. JR would email with details and dates.

**5. Riverside Gala**

GP would follow up with the event organisers as he hadn’t received a reply to his enquiry. It was ***agreed*** the club should book a place even if we were charged the higher price. MS to add item to the May committee meeting.

**6. Gala Performance**

DL/CM reported that they had met with James at MAGPAS who were excited with the idea of a Gala performance. They would arrange for publicity photos at the airbase and would use their supporters list to publicise ticket sales. A further meeting with MAGPAS would be arranged after George.

**7. Autumn Dates**

It had been agreed to move the Autumn dates to 24th-27th November. It was noted that Steph had planned the auditions for 23rd and 27th July.

**8. NODA awards review**

JR reported that he had attended the NODA awards, unfortunately Breaking the Code had not won.

**9. Update reports**

There were no further update reports.

**10. AOB**

**Business/Artistic split on committee** – it was ***agreed*** to discuss the business and artistic split of committee responsibilities at the next meeting. MS to add item to the May agenda along with Producing responsibilities.

**Play Reading** – The next Play Reading would take place on 19th May. CM would confirm the date with The Falcon. MG to provide a minimum of 6-8 copies of her play for the reading. JR would request copies from Mickie.

**Summary of Actions Agreed**

|  |  |  |  |
| --- | --- | --- | --- |
| Who | What | When | Comment |
| JR | Provide a Chair’s note to DL for programme | ASAP |  |
| JR  | Request Jane to brand the production manual and gantt chart and upload to the website | ASAP | ongoing |
| EW | Finalise application to Freemans Charity | Next meeting | Ongoing |
| JR | Email dates and details of Scott’s play in Bedford | ASAP |  |
| GP | Follow up enquiry with Gala organisers | ASAP |  |
| MS | Add items to May committee agenda: Riverside Gala, Committee responsibilities (Artistic/Business/Producing) | Next meeting |  |
| CM | Confirm Play Reading date with The Falcon | ASAP |  |
| MG | Provide a minimum of 6-8 copies of play for the reading | 19th May |  |
| JR | Ask Mickie to provide copies of her play for the play reading. | 19th May |  |