

**COMMITTEE MEETING MINUTES**

Tuesday 5th July 2016

Commemoration Hall, Huntingdon, PE29

**Present:** James Rowe, Chair (JR), Graham Crouch (GC), Marion Stribling (MS), Dean Laccohee (DL), Caroline Molony (CM), Michelle Gibson (MG), Guido Paoluzi Cusani (GP

**Apologies**: Edd Welsh (EW), Jo Hussey (JH)

**1. Minutes of the Last Meeting (7th June)**

Review of Action Items.

* DL had arranged an interview with BBC Cambs radio to take place on 11th July.
* Nat Spalding had sent a spreadsheet of local publications to JR.
* JR would chase Karen at U3A regarding their booking.
* CM had not been able to secure free champagne from Sainsbury’s but would be trying Lidl.
* Spring 2017 dates were now set for 30th March – 1st April.

There were no matters arising from the minutes

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

**2. Summer Production**

JR reported that 93 tickets had been sold – 60 less than at the same time for the last three productions. It was ***agreed*** for a final push for publicity.

* CM would speak to Magpas and request help with sourcing champagne/canapes and publicity.
* CM/MS would leaflet at Cineworld NT screening on Thursday.
* JR would leaflet the local caravan sites the week before the shows.
* MS would leaflet at the train station and leave flyers at local hotels
* MG would leaflet the town centre the weekend before the shows.
* DL would send out another newsletter

**Magpas Gala Night – Front of House**

* It was ***agreed*** raffle tickets would be priced at £5 a strip (5 tickets) and would be drawn from the stage after the show. CM would send the list of prizes to JR who would arrange printing of a poster sized list for the foyer.
* 4-5 extra FOH staff would be needed for handing out champagne/canapes. DL would send an email asking for volunteers with responses back to MS. FOH staff would be asked to dress smartly, black and white if possible. Doors would be open at 6.30pm.
* It was noted that it had not been possible to secure a supermarket donation of champagne/canapes (CM was yet to speak to Lidl). The club had been given a donation of £100 which could be used towards the hospitality expenses. It was ***agreed*** to buy 9 bottles for 50 people – CM would buy prosecco at £7/8 per bottle and look at options for canapes

**3. Treasurer’s Report**

GC reported that the bank balance was currently £3226.32 with just over £130.00 to be paid out. GC would be available to pay any outstanding expenses on the first night of the production and requested that all production expenses were submitted by then as he would be on holiday the following day.

GC would email committee members to remind them to select the cheapest delivery option when making purchases on behalf of the club.

**4. Storage**

JR reported that the club had been served notice from Alconbury for the storage facility. The club would have to vacate by February 2017. Alconbury were unable to offer any alternative facility. The committee needed to start thinking about alternative arrangements and ask around for any possible storage solutions of around 125 Sq meters.

**5. Update reports**

**Social**

* MG had suggested a club trip to the Cambridge Arts Theatre in September to see “84 Charing Cross Road”. CM would investigate group bookings, possibly on Friday 9th September.
* CM/JH would discuss the next 6 month social calendar including a date for the next play reading.
* JR suggested the Xmas Party to be discussed at the next meeting.

**Artistic**

* Steph was getting on with preparations for “Outside Edge”. She was keen to hold a production meeting after the auditions.
* DL was considering directing “Alfie” for the spring production. The play would have a cast of 18 people.
* DL reported that he had been in touch with the Mischief Theatre who had agreed to come to Huntingdon and put on an improvisation workshop on Sunday 2nd October. The workshop would cost £300. JR would set up a paypal button for the workshop. Members would be charged £17.50, non-members £20. DL would confirm final details with JR.

**7. AOB**

**Red Carpet**

It was noted that no-one had been able to source a red carpet for the Gala night. Committee members should keep looking with a budget of £10.

**Cast change**

DL reported that Caroline Monkman had pulled out of the show due to health reasons. Her part would now be played by Sarah Cornforth

**Summary of Actions Agreed**

|  |  |  |  |
| --- | --- | --- | --- |
| Who | What | When | Comment |
|  |  |  |  |
| JR | Chase Karen at U3A for ticket booking | ASAP |  |
| CM | Contact Magpas regarding champagne/canapes and publicity | ASAP |  |
| CM/MS | Hand our flyers at Cineworld | 6 July |  |
| JR | Leaflet caravan sites | By 17 July |  |
| MS | Leaflet hotels and train station | By 17 July |  |
| MG | Leaflet town centre | 16/17 July |  |
| DL | Send newsletter | ASAP |  |
| CM/JR | Send list of raffle prizes to JR.  JR to arrange printing of list for foyer display | ASAP |  |
| DL | Send email asking for FOH volunteers for the Gala night | ASAP |  |
| CM | Purchase Prosecco and canapes for the Gala. |  |  |
| GC | Email committee members regarding delivery costs on production purchases. | Next meeting |  |
| CM | Look into a group booking for the Cambridge Arts Theatre in September. | Next meeting |  |
| CM/JH | Look at next 6 month social calendar | Next meeting |  |
| DL/JR | DL to confirm improvisation workshop details with JR.  JR to set up Paypal. | Next meeting |  |