

**COMMITTEE MEETING MINUTES**

Tuesday 7th June 2016

MS Centre, Huntingdon, PE291UL

**Present:** James Rowe, Chair (JR), Graham Crouch (GC), Marion Stribling (MS), Dean Laccohee (DL), Jo Hussey (JH), Caroline Molony (CM), Michelle Gibson (MG)

**Apologies**: Guido Paoluzi Cusani (GP), Edd Welsh (EW)

**1. Minutes of the Last Meeting (3rd May)**

Review of Action Items.

* MS would contact EW and request the draft application for the Freemans Charity be sent to JR by Friday 17th June

There were no matters arising from the minutes

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

**2. Summer Production**

* JH reported that a production meeting had taken place and a good production team were in place. Most costumes and furniture had been sourced from Alconbury with just 2 props left to find.
* JH was discussing the lighting requirements with EW.
* Rehearsals were going well with books down scheduled for 20/6.
* 5 of the 6 actors were performing in their first or second HDC production.
* JH had done an interview with the Hunts Post for a spread in the paper.
* DL would be on Hunts radio on Friday at 8pm and another slot was booked for 15/7.
* DL would contact the BBC Cambs radio presenter for a slot.
* It was agreed the usual “poster tour” would take place on Saturday 25th June with DL/JH/MG/MS and possibly EW.

DL reported that he had tried to get a piece in a couple of free publications but they had been full. JR would check with Nat if he had put together a list of publications and deadlines. If there was no list available from Nat, it would be added to the next agenda.

**Magpas Gala Night**

The following actions for the Gala Night were ***agreed***:

* DL would send an invitation to the club mailing list (currently 750 names)
* DL would set up a Facebook advert for the Gala night.
* JR would contact Daryl Brown to establish the level of Magpas support
* CM would contact James Holden to go through the business contact list
* JR would contact the Rotary Club and U3A
* CM would speak to Sainsbury regarding canapes and champagne
* MS/MG would help CM with posting invites to local businesses.
* A red carpet was required, committee members would try to beg/borrow one and let the rest of the group know if they source one.
* It was noted that caravan sites should be added to the poster tour list for all summer productions.

**3. Treasurer’s Report**

GC reported that one member had paid subs, Dean and Sandra were outstanding. Recent expenses of £969.13 included riverside gala fee, Primesight, costumes, printing and scripts. The cash at the bank at 31/5 was £3598. The committee noted that this was just £1400 short of the agreed free reserve.

**4. Artistic/Business committee split**

MG had requested further clarification of the artistic and business split within the committee. JR explained that last year the committee had been split into two responsibilities; putting on shows (artistic) and increasing audience numbers (business). This approach had been taken as the club was losing money. The new committee had worked well for the club with very successful shows and increasing audience numbers. JR added that committee members fall into both artistic and business roles.

**5. Riverside Gala De-brief / Event planning**

The club had a stall at the Riverside Gala and had successfully signed up 56 people on the mailing list. It was agreed it had been good to have a presence at the Gala and the Club should continue to be involved.

DL expressed his concern at the planning of the event as with just 2 weeks to go there had been no communication regarding the organisation of the day. It was noted that future events needed to be organised and communicated better.

**6. Update reports**

**Social**

It was agreed to hold a dinner social event on Friday 1st July. CM would book the restaurant and advise JR of the details so he could set up a paypal link for people to sign up and pay.

**7. AOB**

**Commemoration Hall Closure**

It was noted that the hall would be likely to close on 1st April 2017 for refurbishment. It was ***agreed*** to bring our spring date forward to the last weekend in March. The summer and autumn productions would have to be held elsewhere.

**Vicar of Dibley**

GC reported that he had been to see the Vicar of Dibley production which had been a really good show.

**Ellington Village Gala**

GC requested 2 tickets as a raffle prize for the Ellington Village Gala. It was ***agreed*** to provide a pair of tickets for a night of the winners choice.

**Gala Night – FOH**

It was noted that extra help would be needed for the gala night front of house team. It was agreed to add this as an item to the next agenda.

**Summary of Actions Agreed**

|  |  |  |  |
| --- | --- | --- | --- |
| Who | What | When | Comment |
| MS | Request EW to send the draft Freemans application to JR by 17/6 | ASAP | ongoing |
| DL | Contact BBC Cambs radio for Summer production slot | ASAP |  |
| DL/JH/MG/MS+EW? | Poster Tour to take place Saturday 25th June (include caravan sites) | 25/6 |  |
| JR | Contact Nat Spalding to ask if he had created a local publications database | ASAP |  |
| DL | Send Gala invitation to Club mailing list | ASAP |  |
| DL | Set up Facebook advert for Gala night | ASAP |  |
| JR | Contact Daryl Brown, Rotary Club and U3A regarding Gala night | ASAP |  |
| CM | Contact James Holden to discuss business contact list | ASAP |  |
| MS/MG | Assist CM with sending business invitations | When list received from CM |  |
| CM | Request canapes/champagne from Sainsbury | ASAP |  |
| All | Source a red carpet and inform the committee if done. |  |  |
| CM/JR | CM to book restaurant for the 1st July social event and advise JR with details to set up the paypal link. | ASAP |  |
| JR | Move Spring 2017 date to end of March | ASAP |  |
| MS | Add “FOH Gala Night” item to next agenda  | Next meeting |  |