

**COMMITTEE MEETING MINUTES**

Tuesday 1st March 2016

MS Centre, Huntingdon, PE291UL

**Present:** James Rowe, Chair (JR), Graham Crouch (GC), 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)

**Welcome to the Committee**

JR welcomed new committee members, Caroline, Guido and Michelle. In attendance for item 1, Mark Hebert, Director of the spring production.

**1. Spring Production**

MH reported that rehearsals for George were going well. Costumes were on budget and were being made by Jonathan who was bringing some of them to the next rehearsal. A prompt had not yet been organised. JR would contact Micky regarding prompt role.

Programmes – DL ***agreed*** to put the programme together. It was noted that work on the programme would have to start earlier than usual and it would need more pages to accommodate the larger cast list.

* MH to provide DL with director’s note including a reference on gender neutral casting
* Head shot from Jonathan Salt was needed
* Cast biogs needed

MH reported that George had been accepted as an entry at the Cambridge Drama Festival. The organisers would require publicity material

Crew – Lola had been recruited as Stage Manager, Mel on lights and sound. Wendy was looking after props but it was noted that she would be away for the performances. Kimberly had offered to help. MH intended to use the cast to move the furniture.

Stage/backstage- DL suggested a trip to the hall to try out the projections and look at the stage curtains. EW suggested it could be possible to borrow the stage extension owned by the Youth Theatre if it was required. It was noted that steps would be needed on stage. The bed could be made using 4 cubes locked together. The large cast was going to cause a problem with space backstage, it was suggested the Minerva room could be used as a second dressing room.

Backstage roles and responsibilities would be discussed at a production meeting.

**2. Minutes of the last meeting (5th Jan)**

Matters arising:

* Treasurer’s report – the word “profit” to be replaced with “delivered a contribution” and the figure of “around £2000” replaced with “£1671”

Review of action items:

* JR reported that two meetings had taken place to discuss the production handbook and a manual and gantt chart had been produced. JR would forward the documents to Jane Green for branding then upload to the website.
* JR reported that powr.io was already used on the website and could easily be used to create a customer survey rather than using Survey Monkey.

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

**3. Annual General Meeting – Minutes**

The AGM minutes were approved subject to the following amendments:

* Remove the reference to “profit” in the Treasurer’s report
* Correct spelling of Caroline Molony

MS to make amendments to committee and AGM minutes and email to JR for inclusion on the website.

**4. Committee Roles and Responsibilities**

The committee ***agreed*** the following roles and responsibilities for committee members:

* James Rowe – Chair
* Graham Crouch – Treasurer
* Dean Laccohee – Artistic Director
* Marion Stribling – Secretary / Front of house co-ordinator
* Edd Welsh – Sound and tech co-ordinator
* Michelle Gibson – Copy writer
* Guido Paoluzi Cusani – Community co-ordinator
* Josephine Hussey and Caroline Molony – Membership and Social Co-ordinators

JR added that the committee as a whole would look after marketing and produce the shows. DL raised concerns about the lack of a named producer to co-ordinate all the roles. It was ***agreed*** for George:

* Painting / set building – EW to lead and contact Les, Paul and Pete
* Mel Pugsley was on board. It was suggested Kimberly could work on the desk with Mel. EW would invite Mel to the next production meeting. DL would provide EW with Kimberly’s email.
* EW to contact MH to request set design
* Get in/get out – a co-ordinator was required to arrange collection from Alconbury and return after the show. It was suggested Lola could be approached to take on the role.

**5. Publicity for George**

DL reported that Sharon would be distributing flyers to the libraries. It was ***agreed***:

* JH would laminate A3 posters for the church railings
* MG would distribute posters/flyers around Huntingdon town.
* Poster tour would take place Sunday 20th March. JR/CM would drive with MS/EW and possibly MG helping.
* Leaflet distribution at Cineworld – DL/CM on 3rd March. DL/JH on 8th March.
* EW suggested putting leaflets on the chairs at the Hunts Youth Theatre show on 18th March. JR would speak to them to ask permission.
* GC was attending Disco Inferno and would distribute some flyers
* MG would write a press release for George
* JH/CM would look at arranging a trip to Kew Palace on the weekend 2nd/3rd April
* DL reported the last facebook advert reached 6000 people

**6. Child Policy**

JH introduced the Child Policy that she had written in line with NODA’s policy and had checked it against the latest law. JH reported there was a grey area with regard to license requirements because of alcohol sales. JH felt we probably would need a license if we had a child actor but this could be checked with the council if necessary. It was ***agreed*** that the policy should be added to the production manual and JH would be the designated Child Protection Officer. JR thanked JH for the comprehensive work undertaken to produce the club’s Child Policy.

**7. Huntingdon Riverside Gala**

The committee agreed it would be a good publicity opportunity to have a stand at the Riverside Gala. EW suggested the club could purchase a roll up banner for use at events. GC would look into the cost of a banner. MS suggested keeping a laminated poster from each production for publicity.

GP would contact the Gala organisers.

**8. Gala Fundraiser Performance**

DL suggested the club could put on a Gala Fundraiser in conjunction with MAGPAS to raise money for the charity and the profile of the club.

The committee felt a Gala Fundraiser would be a great way to raise the club’s profile and ***agreed*** to go ahead with a Gala performance of the summer production. DL/CM would take this forward with a meeting with MAGPAS and report back to the Committee.

**9. NODA AGM**

JR reported that the NODA AGM would take place on Sunday 3rd April at the Burgess Hall, St Ives. Breaking the Code had been nominated for Best Drama and the committee felt the club should be represented. It was agreed JR should purchase 2 tickets and attend on behalf of the Club. Nat or Sharon would be invited to attend with JR.

**10. Freemans Charity Application**

EW reported he was compiling the application for funds for tools and it would be completed by the next meeting. JR offered to look over the application if required.

**11. Update Reports**

**Treasurer**

GC reported there was just under £3000 in the bank. Ten people had paid up membership subs. There was a further £1000 approx in expenses to come out in the next few weeks – photography, printing, festival fee, licences and insurance.

**Social**

JH/CM would work together and bring a proposed social calendar to the next meeting.

**Membership**

JR/JH/CM would meet for JR to handover the membership information.

**12. AOB**

**Email domain**

GP requested the use of the Club’s email domain in his role as Community Co-ordinator. JR would send to details to all committee members on how to access the club’s email domains.

**Production Workshop**

JR reported that he and DL had attended a Production Workshop run by West End producer Jamie Wilson. They had found the day very interesting and informative and had brought back a lot of ideas on all aspects of production.

**Summary of Actions Agreed**

|  |  |  |  |
| --- | --- | --- | --- |
| Who | What | When | Comment |
| JR | Contact Micky regarding prompt | ASAP |  |
| MH | Provide a director’s note to DL for programme | ASAP |  |
| JR  | Request Jane to brand the production manual and gantt chart and upload to the website | ASAP |  |
| MS | Make amendments to minutes and AGM minutes and email to JR for website | ASAP |  |
| EW | Contact Les, Paul and Pete for painting/set build | ASAP |  |
| EW/DL | EW Invite Mel to production meeting + contact Kimberly. DL to provide Kimberly’s email. | ASAP |  |
| EW | Contact MH for set design | ASAP |  |
| JH | Laminating A3 posters for church railings | ASAP |  |
| MG | Distribute flyers/posters around town | ASAP |  |
| JR/CM/EWMS/MG | Poster tour – 20th March | 20th March |  |
| DL/CM/JH | Leaflet distribution at Cineworld | 3rd/8th March |  |
| JR | Speak to Youth Theatre regarding George flyers on chairs | 18th March |  |
| MG | Write press release for George | ASAP |  |
| JH/MC | Arrange a trip to Kew Palace | 2nd/3rd April |  |
| GC | Look into cost of a roll up banner for events | Next meeting |  |
| GP | Contact Riverside Gala organisers | Next meeting |  |
| DL/CM | Arrange meeting with MAGPAS regarding Gala Fundraiser | Next meeting |  |
| JR | Purchase 2 tickets for NODA AGM and invite Nat/Sharon | 3rd April |  |
| EW | Finalise application to Freemans Charity | Next meeting |  |
| JH/CM | Work on social calendar | Next meeting |  |
| JR/JH/CM | Arrange Membership handover meeting | Next meeting |  |
| JR | Send details of club email domain to committee members | ASAP |  |