

**COMMITTEE MEETING MINUTES**

Tuesday 3rd May 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), Michelle Gibson (MG)

**Apologies**: Guido Paoluzi Cusani (GP)

**1. Minutes of the Last Meeting (5th April)**

There were no matters arising from the minutes

Review of Action Items.

* JR would add the production manual branding to Jane’s longer term “to do” list – item removed from action note.
* EW would complete and send the application to the Freeman’s Charity this week
* All other actions complete

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

**2. Spring Production**

DL reported the spring production had been a successful show. It had swelled both membership and audience numbers, the ticket sales had started slow but improved over the last 2 weeks. The costumes had been great and had made a big impact on the stage. The committee agreed that the Sunday matinee had been a success with a higher than expected number of “walk ins”. Excerpts of the show were performed the following week at the Cambridge Drama festival which was a first for the club. HDC was nominated for 3 awards but did not win.

MS outlined the responses to the customer feedback survey. The responses showed the club continues to attract new audience members with 31 of the 53 respondents attending for the first time. Value for money, enjoyment and recommending HDC all scored very highly. There was some disappointing scores for “drinks and snacks”. It was ***agreed*** to trial individually wrapped cakes for the summer shows.

**3. Treasurer’s Report**

GC reported the average price of sold tickets was £9 as around half were concessions. GC tabled the production accounts for George with a comparison against California Suite. It was noted that George’s income was almost £2000 more than CS. After expenditure the profit on George was £525.94, which also took in to account £497.88 for the Primesight banner. The bank balance was currently £4500 with £750 still to be paid to Primesight.

GC reported that 10 more subscriptions had been paid which brought the total membership to 55. GC would send the membership renewal list to JH. JR suggested setting up a member’s facebook page.

**4. Summer Production**

JH reported the auditions would be held the following day. Lola had agreed to be stage manager, Wendy on props and DL would be the producer. Most costumes would be available from Alconbury, charity shops or the actor’s own. The furniture required would be a bed, wardrobe, chair, dressing table and suitcase. JH wanted to explore the use of lighting to create the effects of the daylight changing into night.

The committee discussed the matinee performance and ***agreed*** to hold it on the Saturday.

The Friday night Gala Performance was discussed and it was ***agreed:***

* a quarter of the production costs would be subtracted from the Friday ticket sales with the profit going to Magpas.
* The invitation would be printed by 16/5, the deadline for the first draft was 9/5
* Magpas would mail the invitation to it’s supporters
* 18/5, DL/MG/EW/CM would attend a publicity photo shoot at the Magpas air base
* The week of 23/5 JR/CM would spend a day meeting with business to sell tickets and ask for raffle prize and champagne/canape donations.
* Tickets would be sold via ticket source.

**5. Committee Responsibilities**

The committee discussed the role of producer and it was ***agreed*** that the role should have a lead person who delegated tasks to the committee. It was noted that the producer did not have to be a committee member but finding a volunteer was not easy. It was suggested anyone interested could shadow a producer to learn the ropes. DL would be taking on the role of producer for the summer production and would be prepared to produce the autumn show with an “apprentice”. DL would check with Steph to see if she had anyone in mind for the autumn show.

**6. Riverside Gala**

The committee discussed the Riverside Gala which would take place on Saturday 4th June, it was ***agreed:***

* GP to go ahead and book a space at the gala, at the lower price if possible.
* DL would provide a gazeebo, EW would borrow a table from the MS centre.
* Members could dress in “George” costumes. JR would liaise with Anne.
* DL would send out a newsletter asking for stall volunteers, GP would co-ordinate the responses.
* JR would ask Jane to design 2 roll up banners that could be used for events and at shows.

**7. Update reports**

There were no further update reports.

**8. AOB**

CM requested the Outside Edge trip to be added to the Newsletter. The deadline was 11/5. JR would confirm ticket numbers with CM.

MG requested further clarification of artistic/business split on committee. MS to add as item on the next agenda

MG would write an auditions blog for the website.

GC commented that the text in the programme for “George” was very small and the programme could have been longer to accommodate the larger cast. GC offered to help with future programme designs.

**Summary of Actions Agreed**

|  |  |  |  |
| --- | --- | --- | --- |
| Who | What | When | Comment |
| EW | Complete Freemans application | This week | ongoing |
| GC | Send membership renewal list to JH | ASAP |  |
| DL | Gala invitation printed and given to Magpas for distribution | After 16/5 |  |
| DL/MG/EWCM | Attending photo shoot at Magpas air base | 18/5 |  |
| JR/CM | Spend a day meeting local business to promote the Gala performance | w/b 23/5 |  |
| DL | Check if Steph had a producer in mind for autumn. | ASAP |  |
| DL | Email GP with Riverside Gala action points | ASAP |  |
| DLJR | Add Outside Edge trip to newsletterConfirm final numbers with CM | ASAP11/5 |  |
| MS | Add to next agenda – clarification of artistic/business split on committee | Next meeting |  |
| MG | Write an auditions blog for the website | After auditions |  |