

**COMMITTEE MEETING MINUTES**

Tuesday 4th October 2016

MS Therapy Centre, PE29

**Present:** James Rowe, Chair (JR), Dean Laccohee, (DL), Graham Crouch (GC), Marion Stribling (MS), Caroline Molony (CM), Michelle Gibson (MG), Guido Paoluzi Cusani (GP), Edd Welsh (EW), Jo Hussey (JH), Rae Goodwin (RG)

**Apologies**: Steph Hamer (SH)

**1. Minutes of the Last Meeting (6th September)**

Review of Action Items.

* All actions were completed

There were no matters arising from the minutes

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

**2. Autumn Production**

In the absence of Steph Hamer, DL reported that rehearsals for Outside Edge were going well. A production meeting had been held and all production matters were in hand. The play would not be set in the 1980s so sourcing props was going to be easier and cheaper. SH had sent a note to the committee to say “everyone is working hard and I am impressed with the commitment and enthusiasm of the cast and crew”.

Concern had been expressed over the mix up with the Sunday matinee performance. JR apologised for the double booking of the Hall. It was ***agreed*** to move the matinee performance to the Saturday if the Art group would finish their Hall booking by 2pm. JR would contact the Art group and if it was possible to go ahead with a Saturday matinee would update ticketsource.

**3. Treasurer’s Report**

GC reported the current bank balance was £4399. Two subs had been paid in and Mischief theatre had been paid for their workshop. The license for Outside Edge was yet to be paid. GC had sent a production budget to RG.

**4. Storage**

JR provided an update for the storage facility at Alconbury. JR had previously been advised that the storage contract would end in February 2017. This date had now been revised to November 2017 with the possibility of a further extension.

**5. Online password and document storage**

DL reported that RG was compiling a spreadsheet of passwords for websites where HDC could enter information on productions. Once complete RG would change all the passwords to the same one.

It was ***agreed*** the best way for a central store for important club documents was for a cloud storage facility such as Dropbox that the whole committee could access. JR would set up a Club Dropbox account and email the committee with instructions on how to access it.

**6. Venue for 2017**

JR confirmed that the Commemoration Hall would close on April 2nd for at least a year for refurbishment. The club would need an alternative venue for summer 17, autumn 17, spring 18 and possibly longer.

DL reported that he had already looked into Hinchingbrooke Performing Arts Centre but it was an expensive venue to hire. The committee discussed other options and a number of venues were suggested; St Mary’s Church Hall, St Peter’s school, Comrades Club, Montague Club, Manchester room at the George, the Town Hall and the Medway Centre. The committee ***agreed*** it was not necessary to use the same venue for all productions and it could be a chance to be more creative. It was ***agreed*** it would be better to find a venue first and then choose an appropriate play to perform in the venue. DL/CM would investigate the possibility of using the Town Hall and St Mary’s Church Hall.

**7. Ticketsource – adding extras to bookings**

JR confirmed that any extras could be added to ticketsource bookings. The committee discussed the option of adding programmes and interval drinks, however it was felt this could cause more work for the front of house team. It was ***agreed*** to add the option of a donation to the club to contribute towards the purchase of AV equipment. JR would add this option to ticketsource. It was also ***agreed*** the front of house raffle profits would be allocated to the AV equipment fund.

**8. Update Reports**

**Membership**

JH reported that there were 2 members of the current production still to pay their subs. The total club membership was currently 60.

**Social**

CM reported that “Stepping Out” at Cambridge Arts Theatre had been booked. CM had also booked The Falcon on 1st December for a play reading.

It was felt the Improvisation Workshop with Harry Kershaw went really well and was enjoyed by all those who attended.

JH reported that the Dolphin required full payment for the Xmas booking by 19 November. DL would update the website to advise that bookings would be closed on 18 November. JR would refund RG for her Xmas dinner booking following the change of date.

**Technical**

EW reported that he was still working on the application to the Freemans charity for funding for sound and light equipment.

**9. AOB**

**Next meeting**

It was ***agreed*** the date of the next meeting would be moved forward one week to take place on Tuesday 8th November rather than 1st November.

**Summary of Actions Agreed**

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| --- | --- | --- | --- |
| Who | What | When | Comment |
|  |  |  |  |
| JR | Check if Art group could finish by 2pm in the Hall on 26/11 and update ticketsource | ASAP |  |
| JR | Set up club Dropbox account and email committee with instructions | ASAP |  |
| DL/CM | Investigate using the Town Hall and St Mary’s Church as venues | Next meeting |  |
| JR | Add optional donation to AV fund to ticketsource | ASAP |  |
| DL | Update website for Xmas party bookings to close on 18 November | ASAP |  |
| JR | Refund RG for Xmas party booking | ASAP |  |
| All | Note change of date for the next meeting to ***Tuesday 8th November*** |  |  |
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