

**COMMITTEE MEETING MINUTES**

Tuesday 6th September 2016

MS Therapy Centre, PE29

**Present:** Dean Laccohee, Acting Chair (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), Steph Hamer (SH) for item 3.

**Apologies**: James Rowe (JR)

DL welcomed Rae Goodwin as a new member of the committee. RG would be producing the autumn production.

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

Review of Action Items.

* All actions were completed

There were no matters arising from the minutes

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

**2. Memory of Water - feedback**

JH reported that she had been very happy with the play, cast and crew, with a lot of new people involved. JH felt she had a good support network throughout the production and was pleased with the NODA review. It had been a shame about the level of ticket sales for the gala performance and the Saturday matinee.

MS reported back on the front of house feedback. It was noted that scores across the survey continued to be high. The scores for the range of food and drinks were improving from previous surveys. Almost a third of the respondents were seeing an HDC production for the first time. It was noted that the programmes had sold out and future print numbers could be increased.

The bar sales on the Friday night were low which was expected due to the complimentary drinks, however the ice cream sales were very good. 96 ice creams had been sold across the 3 days

**3. Autumn Production**

DL reported that 20 tickets had already been sold for Outside Edge.

Steph Hamer, the Director of Outside Edge joined the committee for this item. SH said the play was very pacey, required lots of props and had a tricky set. SH discussed with the committee her ideas for the stage set which would require an area at the front then a raised level to the pavilion with doors going off to the kitchen, changing room and a hatch for the bar. It was agreed that the stage crew would visit the Commemoration Hall to discuss the staging. Production meetings were in place.

SH had been in touch with Jane regarding ideas for the publicity poster. RG requested committee members to email her with details of local publications for marketing opportunities.

**4. Treasurer’s Report**

GC reported that the income for “Water” was £3844 with expenditure of £2798. With a donation to Magpas of £1000 this left the total income for Water as £45. Once the donation to Magpas had been made the bank balance would be £4490. The committee ***agreed*** the donation of £1000 was a great result and noted the club was not far off the £5000 free reserve in the bank.

**5. Password access.**

JH reported that she had experienced a few issues recently with the clubs IT systems and passwords.

* a new member had signed up online and had not received a response as emails were going to the chair@ email address. JH requested that JR amend this so that membership requests go to social@
* the membership letter that is sent to new members is a pdf document and JH could not be amend or update it. JH requested a central online storage for documents that all committee members can access and amend. It was ***agreed*** to discuss this with JR at the next meeting.
* JH was unable to amend the HDC page on the Noda website as the login details did not work. CM ***agreed*** to phone Noda and request access to the HDC account.

**6. Storage**

In the absence of JR, it was ***agreed*** to defer this item to the next meeting.

**7. Update reports**

**Social**

The committee discussed options for the next play outing. It was ***agreed*** to go ahead with “Stepping Out” at the Cambridge Arts Theatre’s matinee performance on Saturday 5th November. CM would hold 15 tickets. JR to set up a Paypal button for payments.

It was ***agreed*** the next play reading would take place on 1st December at the Falcon. The play was to be confirmed.

**8. Christmas Party**

JH had researched some ideas for the Christmas Party. The Dolphin in St Ives were offering Xmas carvery and disco for £38. Wood Green were offering a 3 course meal, casino and disco for £34.50. Both options were available on 9/10/16/17 December. JH would investigate further regarding booking and deposit options and email the committee for a decision.

**9. AOB**

**Spring Production**

DL put forward a request to direct “Alfie” for the spring production. He added it was a well known play with a cast of 18 with a strong lead role for a young male. The committee ***agreed*** to go ahead with Alfie for the spring 2017 production.

**Venue**

EW raised the issue of a venue following the closure of the Commemoration Hall for refurbishment. It was ***agreed*** to add this to the agenda for the next meeting.

**Ticketsource**

RG raised the question of adding extras to the booking system such as adding a programme when booking tickets. It was ***agreed*** to discuss this with JR at the next meeting.

**Summary of Actions Agreed**

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| --- | --- | --- | --- |
| Who | What | When | Comment |
|  |  |  |  |
| All | Send details of local publications to RG for marketing opportunities | ASAP |  |
| JR | Change online membership requests to go to social@ rather than chair@ | ASAP |  |
| MS | Add item to next agenda – online storage for documents and passwords | Next meeting |  |
| CM | Contact Noda and request access to HDC’s online account | ASAP |  |
| CM | Hold 15 tickets for Stepping Out and advise JR of ticket prices for paypal | ASAP |  |
| JR | Set up paypal button for theatre trip. | When advised by CM |  |
| JH | Investigate booking and deposit options for Xmas party and email committee for decision. | Next meeting |  |
| MS | Add venue as an item to the next agenda | Next meeting |  |
| MS | Add ticketsource – booking extras to next agenda | Next meeting |  |