



## COMMITTEE MEETING MINUTES

Thursday, 1 May 2014, 7.30 pm  
Committee Room, Brampton Institute  
Brampton

Present: James Rowe, Vice Chairman (JR), Michael Black, Treasurer (MB), Christine Marriott (CM), Ed Welsh (EW), Jane Crittenden (JC), Scott Hutchison (SH), Guy Makey (GM), Nat Spalding (NS), Rebecca Hutchison, Secretary (RH) (*minutes*)

Apologies: John Morgan, Bob Pugh

1. Minutes of last meeting, 3 April 2014

Acceptance proposed NS, seconded EW – Agreed by all.

2. Matters arising. *None*.

3. Financial report

- Bank Statement as of 14 April £4778, over £1000 outstanding.
- Final Figures on Habeas Corpus: Expenses £2623.00, income £3401; profit of £782 – probably the highest ever!

4. Summer Production

- Talking Heads is going to go ahead. Great number of people came to the auditions. Eight Monologues are cast and have directors for each.
- Pairs – Christine & Ed; Kelly & Jeanette, Jeanette & Kelly, Scott & Guy, Anne & Nat; Josephine & Guido; Ruth & Jane; Steph & Lindsey. Kat and Tony very graciously stepped aside. Thanks to Jeanette and Kelly offering to direct each other so they wouldn't have to double up on directors.
- Valerie Gerard will mentor Guido.
- Directors will prompt their actors on the nights.
- Plan is to deliver 4 monologues on 2 days – Weds and Fri; 4 on the other 2 days Thurs and Sat; Commemoration Hall is booked.
- NS proposed we offer a reduced price if you see both productions: £15 and £12, JR second, all agreed. MB to ask JM to set up on Ticket Source.

- Meal Deal at Prima, put offer on the back of flyer. For the poster, we need to find out from Jane Green what the options might be for including the Prima Deal. **SH – Action** – find out and email committee the options.
- **JR - Action** – look in to the license.
- **JR – Action** - send to RH the contact details of the new people, **Action - RH** request their dues.
- Rehearsals left up to each actor/director pair to create their own schedule. JR will set a few rehearsals for everyone.
- Media –
  - Brampton Parish Website; The Villager – Editor has agreed to put an article in about the club – 70<sup>th</sup> birthday, **Action - NS**
  - BBC Cambridge / Radio; Hunts Post; News & Crier - **Action - NS**
- Production needs a producer – **Action - JR**
- Producer needs to ask Mel and Pete support production. (Note: Ed – will go in with Mel on 9<sup>th</sup> of July – won't need to book.)
- Set will be minimal.
- Graham Crouch – will assist Pete with Stage Management.
- Props, Make-up, Costumes – needs an overall owner even if actor and director take care of required items for own monologue.

## 5. Autumn Production

- Play Reading – Tuesday, 20 May – **Action - CM** to check Black Bull availability.
- Auditions 22 July – **Action – RH** - Ask Dean to book the Stocker Room.
- Dean advises (via email) that he has found someone suitable for the child part and also a possible source of WWI costumes.
- **Action – SH** - to check on police regs with regard to 8 yo child.
- 8 Sept – rehearsals begin – **Action – MB** to book Commemoration Hall.

## 6. Other Activities

- Play Reading Group – Accrington Pals, 20 May. **Action – CM** to check availability of Black Bull (done).
- Meze Meal – Lindsay Kennedy agreed to write piece. **Action – RH** to remind Lindsay.

- Director's Workshop – 10 May, 10 to 1, with Richard Elson at Brampton Institute (Stocker Room).

## 7. Communications

- Website – Stephanie, SH, JM, and JR met to talk about potential solutions to bring our site up to date. SH recommended a look & feel of a particular of website: <https://www.stjamestheatre.co.uk/> –Steph has now taken all of the FTP Files, they're cleaning the HTML and partitioning the FTP files so they can still be in use while building the new site. Aiming to be done 3 or 4 weeks before Talking Heads. CMS system is being put up to make it easier for any non-tech person can add things to the site.
- Content Production – we might start to ask people for Content. Will want to feature 70th Birthday Party.
- Jane Green is going to create a new modern logo based on the current spotlights logo.
- Email tomorrow to focus on 1) Cast List for Talking Heads 2) Request for a producer for Summer Production and 3) Notice about Directors Workshop.
- Facebook – EW has put up about the cast and directors and will add producer info.
- Request: Please can the committee comment on photos on FB and retweet Jane's tweets.
- Idea – all pairs to keep a photo diary of Talking Heads for use on social media and website.

## 8. AOB

- Headshots – add to agenda for next meeting.
- James can ask for someone to review Talking Heads.
- Dean's production with Richard James is coming up – lots of club members going.
- Newly appointed: Director of Social Events – Guy Makey – proposed by SH, second by EW, all agreed.
  - First event: Terry Gilliam's Faust – 17 June.
- Newly appointed: Vice Treasurer – Christine Marriott – proposed by MB, second by JR, all agreed.

## 9. Date of next meeting, 29 May. John & Michael apologies in advance.