



COMMITTEE MEETING MINUTES

Thursday, 26 June 2014, 7.30 pm
Committee Room, Brampton Institute
Brampton

Present: John Morgan, Chair (JM), James Rowe, Vice Chairman (JR), Michael Black, Treasurer (MB), Jane Crittenden (JC), Scott Hutchison (SH), Guy Makey (GM), Nat Spalding (NS), Rebecca Hutchison, Secretary (RH) (*minutes*)

Apologies: Edd Welsh, Christine Marriott, Bob Pugh

- Minutes of last meeting (26 June 2014)
 - SB proposes acceptance; JR seconds – all agree
 - Notes on programme info published in these minutes: Pages are typically multiples of 4; copy from advertisers should be of sufficiently good quality
 - Review of Action Items – complete with some actions carried over.
- Matters arising
 - Facebook – doesn't guarantee exposure. We will need to send email if we need to tell people what we are doing.
- Financial report
 - Bank Statement £4111 as of end of May – Actual is £2150. (Typical float is around £3K)
 - Currently have 23 paid up members.
- Summer Production
 - Update – Crew met yesterday for a rehearsal as a team – James is impressed. All are off book and only require a prompt every now and then.
 - Publicity is key – we've got to get people to see it (Producer reports, "It left a lump in my throat.") A few advertisers have expressed interest so expect to have some revenue.
 - James is going to the Alconbury stall to look at furniture with Ann Monk. Lighting is now being worked on by Directors and will get a lighting plan to Mel.
 - Set requires only one door, other than that, just props.
 - Michael is doing the Programme – will need to have the advertising by 7 July.
 - Rehearsal venues came up – cheapest is church hall, re: Brampton Institute - considering a link b/w our club and their club...Also, JM willing to help if needed.
 - Posters going round the shops in Hdon – asking them to put up the poster. – **Action – NS**

- Email to audience list about the play – brief description of the play + poster (with link to Ticket Source) – **Action – MB** by 4 July
 - Phoning 20 people on audience list – **Action – JM**
 - Posting flyers in mail – **Action – JM**
 - Radio Interviews – Tuesday, 15 July – James and TBD (Jeanette, Kelly, Bob?)
 - Friday 11 July – specifically to promote the production – A Director and Actor – Nat and Ann? **Action – NS** to ask Ann.
 - When you're preparing questions – it's worth avoiding long words – **Action - JR** to organize pulling all questions together.
 - Photos of Dress Rehearsal – **Action - JR** to contact Pat about both head & shoulders and rehearsal photos
 - Ask Ann to do publicity board – **Action - NS**
 - Anyone to Review the play – **Action - JR** to ask Dean if he will review.
 - Front of House – John will maintain ownership
 - 8 Tickets have been sold!
- Autumn Production
 - Sufficient scripts? **Action - Michael** to liaise with Dean
 - Michael confirms licence is obtained
 - Ground Rules
 - Be nice; treat your fellow committee members with respect – as well as unpaid volunteers who contribute a lot of time to the club.
 - Roles & Responsibilities
 - A document exists – **Action - MB** to email to all committee
 - Other Activities

Director of Social Events Report:

 - Needs numbers for Alex's – emails with replies to Guy Makey (text 07828-487687) or email – makeyguy@gmail.com by 15 July. Link to menu on website.
 - Rave at Jane's – provisionally booked for 19 September. Will firm up by next committee meeting.
 - Anniversary Dinner – (Info from Christine via James) looked at two choices:

- The Bridge – 10 to a table in the restaurant but max of 20 if you want non-exclusivity. If we get more than 20 then they will give us a room but rates TBD. £39/head – set menu of 3 courses (4 choices for each menu item) – includes coffee as a 4th course (excluding drinks) – does not cover room charge
- The George – no special menu – choose from a short list of 3 items of regular menu. If we'd like a private room unless we get 40 people. Cost per head is £22 per person. They don't offer coffee but she thinks she can negotiate it.
- Saturday, 1 Nov or 8 Nov – ask about preferential stay at The Bridge.
- Next Play Reading – need a venue – ask about Turpin Room? Stocker Room? **Action - EW and GM** – select a venue and a play
- Communications
 - About Town Article – Needs to go to the Town Council by 7 July (Published beginning of Sept) – around 150 words with a photo of about 1 mb. – Won't come out for the play – needs to focus on Accrington Pals and Anniversary . **Action - NS** - works with Dean get his input and sends to MB – **MB** to add or edit re: anniversary by 4 July. **Action - JR** is going to make sure there is a photo (of current prod)
 - Newsletter items
 - Emails, Website, Facebook and twitter
- AOB
 - Booking the Commemoration Hall for Next Year – **Action – JM**
 - James to send rehearsal schedule to cast, crew and committee. – **Action – JR**
 - John resigns as chairman. James will take over subject to our approval. Approval proposed by JC, seconded by SH, all agreed.
 - Committee would very much like to thank John for his contributions in the role of Chairman as they have been many and are greatly appreciated – proposed SH, seconded NS.
- Date of next meeting, 24 July

All Actions Agreed (including a few from last meeting):

Who	What	When	Comment
Edd / Guy	Obtain venue for play reading 12 Aug. Montegu? Stocker? Turpin?	10 July	
Edd / Guy	Select plays for next play reading on 12 August	10 July	Carried over
Guy	Collect numbers for Alex's		
James	Organize next website meeting		Carried Over – may be after production
James	Rehearsal schedule to cast, crew and committee		
James	Check in with Lindsey – is her offer to direct Spring 2015 play a firm commitment – Done. New Action – Speak to Stef about mentoring Lindsey.		Note: Even if it is, we need to request submissions – she is 80% committed but wants mentoring support – will speak to Stef. Decision needs to be made by September.
James	Pull questions together for for 15 July HCR interview	10 July	
James	Reviewer for July Production – Ask Dean if he will do it.		
James	Photos of Dress Rehearsal (Ask Pat about both head & shoulders and dress rehearsal photos)	ASAP	
Jane	Confirm 19 Sept date for BBQ / Rave	By next meeting	
John	Phoning 20 people on audience list and posting flyers in the mail.	ASAP	
Michael	Email about the play	Done	
Michael	Enough scripts for Accrington? Liaise with Dean		
Michael	Email the roles & responsibilities document used previously to all committee members		To be discussed next meeting
Nat	Deliver posters to shops in Huntingdon and ask them to put up	ASAP	
Nat	Ask Ann to do if she will 1) participate in radio interview on 11 July and 2) do publicity board for the Summer production	ASAP	
Nat	About Town article – get input from Dean and send to Michael for final edit and input re: anniversary – James is going to make sure there is a current photo.	No later than 7 July to Council	150 words, photo of 1mb
Scott	Check on police regs with regard to 8yo child in autumn production	By next meeting	Carried Over
Scott	Check King of Belgians as venue for play reading 12 Aug		Carried Over