



COMMITTEE MEETING MINUTES

Thursday, 29 May 2014, 7.30 pm
Stocker Room, Brampton Institute
Brampton

Present: James Rowe, Vice Chairman (JR), 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, Chair; Michael Black, Treasurer; Bob Pugh

- **Minutes of last meeting**, 1 May 2014

Acceptance proposed CM, seconded SH – Agreed by all.

- **Matters arising.** *None.*

- **Financial report**

- Bank Statement as of 22 April £4,711.41, currently about £3200 in account.

- **Summer Production** (17 – 19 July)

- License Fees - £50/performance = £600, however, the reduced cost of renting rehearsal rooms should also be considered as it will help to balance this high fee.
- Director/Producer Report – Coming along quite well. The pairs are getting on with it which is helpful. There is a rehearsal next Thursday – the first time since the read through for everyone to get together.
- Stage Management/Lighting Update – EW spoke to both Mel and Pete – they are on board and require specifications. **Action - JR** invite to rehearsal and take for a pint after to discuss. EW confirmed that Comm Hall does have a PPL (music license).
- Prop: Jane needs a Sony Walkman (doesn't have to work) as a prop. **Action – all** to ask around.
- Poster – JR has supplied Jane with details, **Action - SH** to check in and find out status as well as complete last meeting action for discussing options for including Prima deal on poster.
- Banner – Ring Road, JM usually organizes. Who is the advertising company? **Action - JR** to check with JM to get this ordered.

- Programme Advertising

- JR has a Lead list of local businesses. JR, NS, EW, GM will approach leads via email (initially) and phone.
- A pricing schedule was provided as follows:

Programme Advert Pricing			
b/w	Quarter page	Half Page	Full Page
One Production	£15	£25	£40
Two Productions	£27	£45	£72
Three Productions	£36	£60	£96
colour	Quarter page	Half Page	Full Page
One Production	£20	£30	£50
Two Productions	£36	£54	£90
Three Productions	£48	£72	£120

Production Sponsorship: £250

Sponsorship of a Drama Club production includes:

1. "This production sponsored by *company name*" on all pre-show advertising materials
2. "This production sponsored by *company name*" on front page of production programme
3. "This production sponsored by *company name*" on production page of the website
4. Link to sponsoring company from the production page of the website
5. Sponsoring company mentions in all social media pre and post performance
6. Six complementary tickets to any night of the performance

- Objective is to have £500 sponsorship per production.
 - Limits to ad content: 50% ad content max for any programme. (A typical programme is 10 pages/20 sides available.)
 - Decision to charge the standard £1 fee for a programme will be made closer to the date, depending on ads sold.
 - Acceptance proposed for ad pricing schedule and the limitation of 50% proposed GM, seconded JC, all agreed.
- JC shared idea of doing grant applications as a possible source of support for the club. She will look into it following training which she begins next week – **Action - JC**

- Website – has now been updated since removing content awaiting license issue.
- FB and Twitter – **Action - EW and JC** to put info on (to replace that which was removed content awaiting license issue resolution)
- Media – **Action - NS** to ensure actions agreed last meeting are all complete.
- **Autumn Production (20 – 22 Nov)**
 - Play Reading – raging success with many there to participate. MB wrote a nice summary piece and it is on the website.
 - Auditions - 22 July, Dean was asked to book Stocker Room.
 - Has Dean hired uniforms? Per Scott – Dean has a lead with a costume company for uniforms
 - Remaining Action from last meeting: **Action – SH** - to check on police regs with regard to 8 yo child in production.
- **Other Activities**
 - Director of Social Events Report of upcoming activities:
 - Alex's Restaurant – Huntingdon High Street – 25th July – **Action - GM** will confirm with Alex's and notify SH to include in newsletter.
 - Shakespeare's tickets - **Action – EW** – look into buying tickets for 26 June. Consider asking those interested to email EW in newsletter.
 - BBQ/Rave! at Jane's – **Action – JC** to pick a Friday night in September
 - Ray Livermore – does a murder mystery event / dinner party – 13 June
 - 70th Anniversary Dinner
 - Event now jointly owned by Christine and Guy –
 - voted on dress – wasn't unanimous but agreed to be black tie
 - best dressed wins a bottle of moderately priced champagne
 - We need a venue – early November - and date. Consider The George, The Bridge. **Action – CM and GM**
 - Next Play Reading – 12 August, **Action - EW and GM** will each choose a play and bring it along.
 - Looking for having a nice mix of plays – NOT originally meant to be a pre-reading. If it is a pre-audition reading, then let's say so. Possible venues – Check availability - King of the Belgians – **Action - SH**, Montegu Working Men's Club – **Action - EW**

- **Communications**

- Newsletter items:

All the social events

Auditions

TH Production – **Action** - **Nat** will write item for newsletter, Prima Deal – same as previous production

Action – **SH** – produce and distribute newsletter in next 5 days.

- Emails, Website, Facebook and twitter

- Website – all now transferred from old to new; 2 sites running parallel. Now will start the design process. Stephanie has found a few word press templates– JR/JM/SH – will choose it and then – **Action** - **JR** will organize a meeting. Still hoping for Go Live for production of Talking Heads.
 - Facebook/Twitter – **Action** - **EW** and **JC** to get TH back on and in view
 - Twitter – 2000 followers 1960 following, 1300 followers. JC to do a purge as appropriate to create space for new followers.

- **AOB**

- Summer 2015 - Small casts, experimental pieces – GM is committed to directing and/or producing.
 - Spring 2015 – Lindsey has offered – **JR** - **Action** to find out if this is a commitment.
 - Future meetings will have a review of action items first item of agenda.
 - Directors should be booking the audition halls/etc./ until they have a Producer who would then take over this kind of task. Need a sub-team to look at defining the roles and responsibilities – MB and JM have had something they worked on with Ann Monk in the past?
 - Headshots – could be something considered as a member's benefit (at a member event)

- Date of next meeting, 26 June.

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

Who	What	When	Comment
All	Any leads for a Sony Walkman as prop	ASAP	
Christine / Guy	Find venue for early November Anniversary dinner	ASAP	
Ed	Look into buying Shakespeare tickets for 26 June.		
Ed	Check Montegu Working Men's Club as venue for play reading 12 Aug		
Ed / Guy	Select plays for next play reading on 12 August		
Guy	Confirm date with Alex's and then notify Scott to include in newsletter	2 June	
James	Invite Pete & Mel to rehearsal to discuss production details	In time for rehearsal on Thursday	
James	Banner – find out who does it and if it has been organized	ASAP	
James	Organize next website meeting	In time to meet go-live goal	
James	Check in with Lindsey – is her offer to direct Spring 2015 play a firm commitment?		
Jane	Look into feasibility of grant applications	Next meeting	
Jane	Twitter purge (?)		
Jane	Pick a Friday night in Sept for BBQ / Rave	By next meeting	

Who	What	When	Comment
Jane / Ed	Put info on Twitter and FB, respectively to replace that which was removed	ASAP	
Nat	Review media actions from 1 May meeting and take action	ASAP	
Nat	Write newsletter item on upcoming TH production – including Prima deal	2 June	
Scott	Poster – speak to Jane about status of poster and previous action of finding out options for adding Prima deal to poster and emailing committee with options	ASAP	
Scott	Check on police regs with regard to 8yo child in autumn production	By next meeting	
Scott	Newsletter in next 5 days – items include: Dinner at Alex's, seek interest for Shakespeare attendance, Anniversary Dinner, play reading	3 June	
Scott	Check King of Belgians as venue for play reading 12 Aug		