

**COMMITTEE MEETING MINUTES**

Tuesday 4th April 2017

York Close, Godmanchester

**Present:** Jo Hussey, Chair (JH), Marion Stribling (MS), Dean Laccohee (DL), Caroline Molony (CM), Michelle Gibson (MG), Edd Welsh (EW), Rae Goodwin (RG), Sarah Cornforth (SC), Vicky Spurway (VS)

Apologies: Graham Crouch (GC)

**1. Minutes of the Last Meeting (7th March)**

* MS had contacted the Riverside Gala organisers who had confirmed the drama club would qualify for the lower rate of £18. It was ***agreed***:
  + MS to book the space
  + EW would co-ordinate the arrangements and rota for the day
  + DL would provide a Gazebo
  + Table and display board to be collected from Alconbury
  + SC would put together photos for the display board
  + MS would produce and print newsletter sign up forms
  + Shakers production team would decide if T-Shirts would be printed and if cast could get involved.
* There were no matters arising from the minutes.
* The minutes were ***agreed*** as correct.

**2. Spring Production – Feedback from Alfie**

DL reported that “Alfie” had been a great production and he had been very pleased with how it had all gone. Good feedback had been received with just a few issues with sound being raised. £2742.94 was due from ticketsource which included £70 of donations to the tech fund. GC to provide a total of donations and raffle profits from the last two productions.

The Front of House report had been circulated and MS pointed out that the feedback forms were showing that a number of people were attending for the first time. Overall the scoring was high across the survey, particularly “did you enjoy/would you recommend” questions. It was disappointing that those giving low marks particularly for “range of drinks/snacks” did not make any comments or suggestions.

**3. Cambs Drama festival**

The Drama festival would take place on 27th April. DL had put together a number of scenes from Alfie to be performed at the festival. DL would contact Wendy regarding props for the performance.

**4. Summer Production**

VS reported that auditions for “Shakers” would take place on 5/4 and 10/4 for 4 female roles. There had been some interest on Facebook. The set for Shakers would be minimal, RG and Lola would be on lights and sound, Paula and Ann would be on costumes and DL was Producer. It was suggested to bring the nightclub vibe to front of house with cocktails and bouncers.

The Town Hall was booked from 11th-15th July with the possibility of a Saturday matinee as well. DL/VS would visit the venue to establish a seating plan so that tickets could go on sale. RG suggested targeting schools and would draft a letter to school heads. It was ***agreed*** to offer a schools rate of £5 for tickets. DL would contact SIMADS to request keeping the bar we had borrowed for Shakers.

**5. Collecting property from Commemoration Hall.**

EW would make a list of the clubs property that needs to be collected. It was ***agreed*** for all committee members who were available to meet at CH on Wednesday 12th April at 7pm to gather together all our property. *(since the committee meeting MS has hired a van and all items will be taken to Alconbury that evening)*

**6. Where do we go from here?**

JH asked the committee to discuss the club’s priorities going forward. Following a discussion the following points were ***agreed***:

* Maintaining our audience in new venues
* Producing the same quality drama in new venues
* Having a rota of club members for sound/tech/stage management/directing/producing
* Running our own workshops to support people who want to direct

RG would be attending her backstage workshop at the RSC on 6/7th May. RG would provide a report back to the committee on what was learnt and how to implement it within the club.

The committee discussed the use of future venues. SC would contact St Peter’s School regarding hiring their facilities and request a site visit. CM would investigate the use of the Lookers Barn in Godmanchester. JH requested that everyone keep thinking of new venues and bring ideas back to the committee.

**7. Membership System**

JH reported that she had spoken to James, had access to ticketsource and was now on top of the membership. Members who had not renewed had been deactivated from ticketsource. SC would create a new membership card from the current pdf file.

**8. Update Reports**

**Social**

CM reported that just 4 people had signed up for the “Fracked” trip. The deadline for booking was 10/4. DL would send a reminder newsletter for Fracked and Shakers auditions.

RG confirmed that the “Crucible” auditions would take place on 19/7 and 24/7.

**9. AOB**

**Tesco Community Room**

JH reported that the club currently had the community room for 2 nights per week. From the end of July this would be reduced to Monday nights only. A rehearsal venue would be needed on Wednesday nights 7.30pm – 10pm. The committee were asked to give some thought to possible venues. It was suggested the Town Hall’s courtroom could be used for some of the Crucible rehearsals.

**Application to Freemans Charity**

DL reported that the Freemans Charity would be meeting to decide on the application this evening. DL would report back as soon as he knew the outcome. DL added that he was considering an application for lottery funding to build the Club a storage facility.

**Next meeting**

The next meeting would take place on Tuesday 2nd May at York Close. Godmanchester.

**Summary of Actions Agreed**

|  |  |  |  |
| --- | --- | --- | --- |
| Who | What | When | Comment |
| MS  EW  DL  Tbc  SC  MS  Production  team | **Riverside Gala Actions– 10/6/17**  Book the space  Co-ordinate the arrangements and rota for the day  Provide a Gazebo  Table and display board to be collected from Alconbury  Put together photos for the display board  Produce and print newsletter sign up forms  To decide if T-Shirts would be printed and if cast could get involved on the day. | In time for the Gala |  |
| GC | Provide total amount of donations from ticketsource and raffle profit from the last 2 productions for the tech fund. | Next meeting |  |
| DL | Contact Wendy regarding props for Alfie drama festival performance | ASAP |  |
| VS/DL | Visit Town Hall to decide on seating plan | ASAP |  |
| RG | Draft letter to School Heads promoting Shakers | Next meeting |  |
| DL | Contact SIMADS to request keeping their bar until after the Shakers run | ASAP |  |
| All available | Meet at Commemoration Hall to sort and move club property to Alconbury | Wed 12th April, 7pm |  |
| SC | Contact St Peter’s School for site visit | Next meeting |  |
| CM | Investigate use of Lookers Barn at Godmanchester | Next meeting |  |
| All | Keep thinking about potential venues | Ongoing |  |
| SC/DL | SC to create a new membership card –DL to send SC the current one. | ASAP |  |
| DL | Send newsletter promoting Shakers auditions and Fracked trip | ASAP |  |
| All | Ideas for rehearsal space needed. | Next meeting/  ongoing |  |