# http://www.huntingdondramaclub.org.uk/wordpress/wp-content/uploads/2014/12/cropped-hdc_banner_ALT_stage_door_jan15.jpg

**COMMITTEE MEETING MINUTES**

Tuesday 17th April 2018

York Close, Godmanchester

**Present:** Jo Hussey (JH), Chair, Marion Stribling (MS), Michelle Gibson (MG), Rae Goodwin (RG), Sarah Cornforth (SC), Laura Harding (LH), Bronte Beckett (BB)

**In attendance**: Sandra Birnie (SB) for item 2

**Apologies:** Dean Laccohee (DL), Graham Crouch (GC),

**1. Minutes of the Last Meeting (6th March)**

* SC reported that Alan Packwood was the contact at the Cromwell museum and had sent the information to GC. SC would check with GC if a reminder for payment had been sent.
* LH had received the production manual and suggested some updates to include the role of the Stage Manager and delete references to the Commemoration Hall.
* RG would contact DL to discuss the contents of a club workshop

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

**2. Feedback from Spring Production**

SB provided feedback as Director of the Spring production. The main points covered were:

* The pre-production meeting was very useful and positive
* Auditions were well attended
* Rehearsals had a collaborative atmosphere with everyone sharing ideas. It was useful to have the extra time at St Marys for rehearsals.
* All Saints had its drawbacks as a venue; no backstage space, moving the chairs and steel deck most nights, problems with leaving the lighting rigs up.
* Good ticket sales and positive audience feedback
* Very fast get out due to the clear plans from LH
* Good to have photos and biogs of the crew in the programme

SB made some recommendations for future productions

* Keep the early production meeting.
* Ask crew members to complete an availability form as cast members do and make it clear who should be available for production meetings, getin, tech, dress and production week.
* Have a job description for crew roles to clarify responsibilities
* Use a hire company for period clothes rather than scouting charity shops.
* Have a written agreement/list of requirements with the venue.

The committee discussed the outcomes of the feedback and the following points were made:

* The production received a good review from Noda
* The whole production team needs to “muck in”, but better communications were needed to tighten up and avoid problems.
* The club should consider a cull of the clothing at the store
* All Saints provided a venue with very limited seating options because of the pillars
* Use of reserved seating signs should be limited for non-reserved seating arrangements
* Did the club need a first aider / emergency protocol? JH would ask GC to check the public liability insurance regarding first aiders. It was suggested that St John’s Ambulance could be approached to attend performances.
* Online publicity should be part of the pre-production meeting to produce a plan that provides weekly social media updates.
* Get the poster tour back on track.
* Look at the layout of the programme. The committee ***agreed*** to discuss this at a future meeting.
* The production had made a profit of nearly £1000

SB added that it had been a very enjoyable experience and would like the chance to direct for the club again in the future.

**3. Treasurers Report**

GC had submitted apologies to the meeting. The production accounts for the Thrill of Love were tabled which showed a profit of £1212.73. The donation to the church was yet to be made. It was noted that the current bank balance was £8,204.

**4. Committee Roles/Jobs**

Following the discussion at the last meeting JH had circulated a suggested list of committee roles and responsibilities. The committee discussed the roles and ***agreed*** the following allocation of responsibilities:

Chair (Jo) and Secretary (Marion) – Admin, Communication, Front of House, Membership, Secretarial

Treasurer (Graham) – Financial

Artistic Director (Dean), Sarah and Michelle – Programming Season, Marketing, advertising, social media, website

Lola and Bronte – Social and tech (lighting, sound, stage managing)

Rae – Production logistics.

RG would pull together a list of venue requirements. SC would contact DL to gain access to the website and facebook admin. It was agreed it would be a good idea if Lola/Bronte had facebook access to post social events.

**5. The Bridge Arts Festival**

The committee ***agreed*** it would be a good idea for the club to be involved with the festival. It was ***agreed*** to hold a separate meeting to brainstorm ideas of what the club could put forward. JH would email round for a date.

**6. Social Update**

LH was putting together a quiz/open Mike night in May (date tbc). It would be held at St Mary’s Church Hall for club members and friends.

Drinks would take place at Witherspoons on the last Friday of the month – everyone welcome!

**7. AOB**

JH reported that Steph Hamer had approached the club and would like to direct “Our Country’s Good” in autumn 2019. The committee would need to decide when it would be a good time to invite Steph to a meeting to discuss her proposal.

**Next Committee meeting**

It was agreed to hold the next meeting on Monday 21st May.

**Summary of Actions Agreed**

|  |  |  |  |
| --- | --- | --- | --- |
| Who | What | When | Comment |
|  |  |  |  |
| SC | Check with GC regarding Cromwell museum advert payment | ASAP |  |
| RG | Discuss Club workshop with DL | ongoing |  |
| JH | Check with GC regarding public liability insurance / first aiders | Next meeting |  |
| MS | Add programme layout to future agenda | Next meeting |  |
| RG  | Pull together a list of requirements for venues | Next meeting |  |
| SC | Contact DL regarding access to the website/facebook | Next meeting |  |
| JH | Email committee for availability for a brainstorming meeting for the Bridge Arts Festival. | ASAP |  |