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

**COMMITTEE MEETING MINUTES**

Tuesday 5th December 2017

York Close, Godmanchester

**Present:** Jo Hussey (JH), Chair, Dean Laccohee (DL), Marion Stribling (MS), Michelle Gibson (MG), Graham Crouch (GC), Rae Goodwin (RG), Sarah Cornforth (SC), Laura Harding (LH)

**Apologies**: Sandra Birnie (SB)

JH welcomed Laura to the meeting who was attending the next few meetings to decide if she would like to join the committee at the AGM.

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

* All action items had been completed.

There were no matters arising from the minutes. The minutes were ***agreed*** as correct.

**2. The Crucible - Feedback**

* RG said the play had been a sell out every night and had been well received by the audience. The space had worked really well, there had been a great production team and the cast had enjoyed performing it.
* JH added that it had been great to see such good team with stage manager, lighting and sound and that RG had done an excellent job as Director. The play had received a very good Noda review.
* RG reported that unfortunately the programme could not be entered for a Noda award as it had not contained the Noda logo. This was noted for inclusion in future programmes.
* RG said there had been some problems with costumes as Kirk had not been aware of all that his role involved. It was ***agreed*** it should be the Producers job to ensure all members of the production team were aware of their responsibilities. DL would check the gantt chart in the manual.
* RG also raised some concerns with budget control and that possibly more money may be required for props and costumes. It was ***agreed*** that budget should be looked at on a show by show basis. DL would speak to Matt to come up with a breakdown of a budget for the spring production and advise Matt to come back to the committee with any budget concerns.
* RG suggested that planning for 2 dress rehearsals would be a good idea whilst different venues are being used. It was ***agreed*** the spring productions could have a dress rehearsal on Sunday and Tuesday.
* Twinning Party – The committee discussed the issues that the club had encountered on the Saturday night due to the noise from the Twinning party’s live band. RG was corresponding with the town clerk as Director. It was ***agreed*** that DL would write to the town hall on behalf of the club once the bill had been paid.
* MS reported that although not many FOH feedback forms had been returned, the scores were very good throughout the survey.
* It was noted that Cromwell museum had not yet paid for their programme advert. SC would send their details to GC to follow up.

**3. Treasurer’s report**

GC reported the income from ticketsource for the Crucible had been £2459, along with £1082 from front of house. After expected outgoings the bank balance would be around £7584. GC expected that the Crucible would make a profit of £300-£400.

**4. Commemoration Hall – Skip hire**

JH had circulated an email from Marilyn requesting a contribution towards the cost of clearing the Commemoration Hall basement. The committee ***agreed*** that the club should not contribute as we had cleared our belongings from the Hall in April. JH would write to Marilyn with the committee’s decision.

**5. AGM – Date and Venue**

It was ***agreed*** to hold the AGM on Thursday 8th February. RG suggested using All Saints Church as it would be the venue for the spring production. MS would contact All Saints to request a booking 7pm – 8.3pm.

**6. Annual Report**

DL agreed to coordinate the Annual Report. The following reports were needed:

* Chair’s report - JH
* Treasurer’s report - GC
* Director’s report for Alfie, Shakers and The Crucible – DL, VS, RG (DL to contact Vicky for Shakers)
* Going Forward –RG (using information from the RSC weekend)
* Social report – JH
* Front of House report – MS
* Design and compilation – SC

The deadline for reports was 18th January for the Annual Report to be ready in time for the AGM.

JH asked the committee to give consideration to the size of the committee going forward for decision at the next meeting.

**7. Spring Production**

SB had been unable to attend the meeting. DL reported that the production team was in place and had held a pre-production meeting with lots of ideas being discussed. RG/SB had visited the venue to look at seating arrangements but needed to go back. The maximum number of people allowed in the church was 100, which included the cast and crew. DL said that SAtG’s production of Anne Frank had donated 15% of their box office to the church.

**8. Christmas Party**

MS reported that everything was in place for Friday’s party. The hall hire would be £100, DL added that the pub would charge £30 for their license.

**9. AOB**

**Crucible Tech Equipment**

LH reported that she had bought headsets for use at the Crucible. It was ***agreed*** that the club would purchase the headsets from LH.

**Feedback Forms**

SC reported that she had made a start on designing a FOH feedback postcard and demonstrated some ideas for images. The questions would go on the back of the card. MS would send SC the current form for reference.

**Summary of Actions Agreed**

|  |  |  |  |
| --- | --- | --- | --- |
| Who | What | When | Comment |
|  |  |  |  |
| DL | Check costume role in production manual gantt chart | Next meeting |  |
| DL | Speak to Matt about Spring Production budget | Next meeting |  |
| DL | Write to Town Hall outlining issues from Twinning party | ASAP |  |
| SC | Send Cromwell museum details to GC to follow up advert payment | ASAP |  |
| JH | Write to Commemoration Hall regarding request for funds for skip hire | ASAP |  |
| MS | Contact All Saints Church to book AGM | ASAP |  |
| DL | Contact Vicky for Shakers report for the Annual report | ASAP |  |
| DL, JH, GC, RG, MS, SC | Compile reports for Annual Report by 18th Jan - SC to Design and put together. | By 18th Jan |  |
| MS | Send feedback form to SC | ASAP |  |
| RG | Take forward a club workshop following the RSC weekend | Ongoing (after Xmas) |  |