

**COMMITTEE MEETING MINUTES**

Tuesday 3rd January 2016

Commemoration Hall, Huntingdon, PE29

**Present:** James Rowe, Chair (JR), Graham Crouch (GC), Marion Stribling (MS), Dean Laccohee (DL), Caroline Molony (CM), Michelle Gibson (MG), Edd Welsh (EW), Jo Hussey (JH)

**Apologies**: Rae Goodwin (RG), Guido Paoluzi Cusani (GP)

**1. Minutes of the Last Meeting (29th November)**

* JR circulated the Magpas thank you letter at the meeting.
* There were no matters arising from the minutes.
* The minutes were ***agreed*** as correct.

**2. Treasurer’s Report**

GC provided the production accounts for 2016 and reported that there was £6249 in the bank with one cheque for £50 to clear. He added that the club’s bank balance had increased by £2500 in 2016 and Outside Edge had made a profit of £1464.

The committee were very pleased with the financial position of the club and ***agreed*** not to spend any of the cash over the £5000 reserve for the time being given that income over the next year or two would be unpredictable with the closure of Commemoration Hall. It was ***agreed*** that subs and ticket prices would not be increased for 2017.

MS presented a summary of the FOH feedback forms for Outside Edge. MS reported that the scores remained consistently good throughout the survey. The survey showed that 13 of the 34 respondents were attending for the first time and 13 different responses were given to the question “How did you hear about the play?” The committee were pleased that the hard work put into marketing was working. It was ***agreed*** to continue with the feedback form for “Alfie”.

**3. Spring Production**

DL reported that there had been a fantastic turnout for the auditions for Alfie which was now fully cast with a production team in place. The lead role would be played by Adam who was new to the club. The first production meeting would take place on 4th Jan and rehearsals would start on 9th Jan.

DL had entered Alfie for the Cambridge Drama Festival. Tessa would be the company manager for the festival performance.

**4. Billboard Advertising**

Following the discussion at the last meeting the committee took a vote and ***agreed*** to continue with the Lidl billboard for the next 3 productions. JR would email Primesite with the production dates and book the space.

**5. Committee Vacancies**

JR reported that EW had confirmed he would continue as a committee member which left 2 vacancies. It was noted that RG had been co-opted on the Committee in late 2016 which left only one vacancy, therefore it was ***agreed*** to advertise for only one position on the committee. It was ***agreed*** that it should be made clear that committee members are expected to take on a role within the committee, help with productions including marketing and front of house and attend social events.

DL would send a newsletter to members one month before the AGM to announce:

* the date and venue for the AGM
* advise that DL, GC, CM, EW, MG, JH, RG and MS were willing to continue on the committee, and would do so unless there was an objection.
* advise that there was one vacancy on the committee and expressions of interest should be sent to the Chair one week before the meeting.
* In the event of more than one person expressing an interest, there would be a secret ballot at the AGM.

The agenda would be sent to members one week before the AGM. MS would prepare ballot papers.

**6. Annual Report**

JR reported that due to a heavy workload Jane was now unable to produce the club’s annual report.

It was ***agreed*** to produce an annual report in a similar format to a production programme. DL would approach RG to ask if she would pull the report together.

CM/MS/EW/GC would email their contributions to DL by the end of the week.

**7. Noda Membership**

JR reported that the Noda membership was due for renewal. It was ***agreed*** to continue with the Noda membership and also renew the insurance through Noda which was due to expire in February. JR would renew both.

**8. Update Reports**

There were no updates to report.

**9. AOB**

**Storage at Commemoration Hall**

EW raised the issue of removing the club’s property from CH before its closure. JR advised that property would have to be removed by the end of April and there would be a manager on site throughout April.

**Next meeting**

The AGM would take place on Tuesday 21st Feb (venue tbc). The first meeting of the new committee would take place on Tuesday 7th March (venue tbc).

**Summary of Actions Agreed**

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| --- | --- | --- | --- |
| Who | What | When | Comment |
|  |  |  |  |
| JR | Email Primesite to book billboard for the next 3 productions | ASAP |  |
| DL | Send AGM notice to members | w/c 22/1/17 |  |
| DL | Send AGM agenda to members | 14/2/17 |  |
| MS | Prepare ballot papers for AGM | By 21/2/17 |  |
| DL | Speak to RG regarding annual report | ASAP |  |
| CM/MS  EW/GC | Email annual report contributions to DL | 8/1/17 |  |
| JR | Renew Noda membership | ASAP |  |
| JR | Renew insurance | When due |  |