

**COMMITTEE MEETING MINUTES**

Tuesday 7th March 2017

York Close, Godmanchester

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

**1. Election of Chair**

Josephine Hussey was nominated and seconded for the position of Chair. There were no other nominations. JH was elected as Chair.

**2. Minutes of the Last Meeting (3rd January)**

* MS would check with James Rowe to see if the insurance had been renewed.
* All other actions were completed
* There were no matters arising from the minutes.
* The minutes were ***agreed*** as correct.

**3. Minutes of the AGM – 21st Feb 17**

The minutes were agreed as correct.

**4. Spring Production**

DL reported that 190 tickets had been sold – the most ever with three weeks to go. Rehearsals were going well. RG was doing a great job as stage manager and everything was on schedule. A production meeting would be taking place on 13/3.

RG reported that the Oxfam bookshop window had been booked out for the 2 weeks before the show. RG/SC were working on a display featuring the cast in costume on 7” singles.

DL requested that any spare leaflets and posters should be brought back to rehearsals.

DL would ask the stage crew if a sign for “Flo’s Café” could be made for the front of house bar. EW would provide a record player for the lobby. It was suggested the same images for the Oxfam window display could be used in the lobby during the production. RG/SC would get 2 sets printed.

DL requested if the club would pay for a music player which could be used for rehearsals. It was ***agreed*** for DL to go ahead and purchase a music player.

**5. Treasurer’s report**

GC reported that there was £5486.48 in the bank. £275 had been received for scripts and subscriptions. Outgoings included Primesite payment, annual report printing and AGM venue charge. Licences and insurance was yet to be deducted which would still leave a balance of £5000.

**6. Huntingdon Carnival 2017**

The committee discussed the Huntingdon Carnival which would take place on 12/13 August. It was noted that it could be difficult to find volunteers during August and it was ***agreed*** that the club would not have a stall at the carnival. The committee felt the Riverside Gala would be a better option and could be used to promote “Shakers”. MS would contact the organisers to find out how to book a stall.

**5. Storage at Commemoration Hall.**

JH reminded the committee that all the clubs property had to be removed from the Hall. It was ***agreed*** that everything should be removed as soon as possible and should be taken out of the Hall immediately after the Alfie run. EW reported that the flats were 12ft long and would not fit into a regular transit van. EW would look into hiring a large van to remove all our property on Sunday 2nd April.

JH added that the committee needed to start thinking about venues for 2018.

**7. Update Reports**

**Membership**

JH would check the membership list was up to date and chase those members that had not paid. It was ***agreed*** to add a membership item to the next meeting agenda to look at the whole membership system.

**Social**

CM suggested a play reading of The Crucible. It was ***agreed*** to go ahead on 8th June, CM would book the room at the Falcon and order 10 copies of the script.

CM suggested a theatre trip to Cambridge Arts Theatre to see a new play called “Fracked” which would take place 22-27th May. It was ***agreed*** to go ahead with a trip to the matinee on 27/5. CM would reserve tickets.

**9. AOB**

**Application to Freemans Charity**

DL reported that he had completed and sent the application for £2000 of funding towards portable lighting and tools. A decision would be made at their meeting on 4/4.

**Next meeting**

The next meeting would take place on Tuesday 4th April at York Close. Godmanchester.

**Summary of Actions Agreed**

|  |  |  |  |
| --- | --- | --- | --- |
| Who | What | When | Comment |
|  |  |  |  |
| MS | Check with JR regarding insurance | ASAP |  |
| DL | Request stage crew to make a bar sign for “Flo’s café” for Alfie lobby. | Before production |  |
| EW/RG/SC | EW - provide record player RG/SC – print cast pictures for lobby | For Alfie |  |
| MS | Contact Riverside Gala organisers regarding booking a stall | ASAP |  |
| EW | Look into hiring a large van to remove club property from Commemoration Hall after Alfie. | ASAP |  |
| JH | Check membership list is up to date and chase those who had not paid 2017 subs | ASAP |  |
| MS | Add “membership system” as item on the next agenda. |  |  |
| CM | Book the Falcon on 8/6 for play reading | ASAP |  |
| CM | Order 10 copies of The Crucible script for play reading | By 8/6 |  |
| CM | Reserve tickets for theatre trip to “Fracked” on 27/5 | ASAP |  |