

**COMMITTEE MEETING MINUTES**

Tuesday 8th November 2016

MS Therapy Centre, 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), Rae Goodwin (RG)

**Apologies**: Guido Paoluzi Cusani (GP), Steph Hamer (SH)

**1. Minutes of the Last Meeting (4th October)**

* There were no matters arising from the minutes
* All actions had been completed
* The minutes were ***agreed*** as correct.

**2. Autumn Production**

DL reported that rehearsals were going well with all actors off book. A production meeting had taken place the previous evening with a great crew in place. RG was doing a great job as producer. 182 tickets had been sold so far. A piece would be in the Hunts Post this week and a newsletter had recently gone out.

**3. Treasurer’s Report**

GC reported that 2 subs from the current production were outstanding. There was currently £3737 in the bank with most of the production’s expenditure paid out.

JR reported that he had contacted two other billboard operators in Huntingdon for quotes. They had both quoted much higher rates therefore Prime Site currently offered the best value.

The committee discussed the use of the billboard and whether or not to continue paying for the advertising space. It was felt it may not be beneficial in 2017 when we could be using much smaller venues. However, it was felt a billboard for “Alfie” could also be used to advertise our summer venue. It was ***agreed*** that JR would contact Prime Site and ask for a quote for a one off advert and contact the committee via email for a decision.

**4. 2017 Committee**

JR reminded the committee that the AGM would be taking place in February. He would be asking committee members at the next meeting of their intention to remain on the committee in order for any vacancies to be advertised in time for the AGM.

**5. Annual Report**

JR asked the committee to consider if it wanted to go ahead with an annual report for 2016. The committee ***agreed*** it was a great document and should be produced for 2016 if Jane was prepared to do it again. JR would contact Jane and if she was happy to continue then JR would report back at the December meeting with an action plan for the report.

**6. Update reports**

**Artistic**

* DL and CM had visited potential venues at the Town Hall. DL reported that the Courtroom would make a good intimate space for a courtroom drama seating around 65 people. The Ballroom could also be used and a stage could be created. There was space for a bar and the venue was licensed.
* CM had contacted St Mary’s Church Hall but they had regular bookings on Wed-Fri nights and they did not have a license.
* It was ***agreed*** to hold the summer production in the Town Hall Ballroom and the autumn production in the Courtroom. CM would go ahead and book the Town Hall rooms w/c 10/7/17 and w/c 20/11/17. DL would give some consideration to plays that could work in those spaces.

**Social**

* 12 people had attended “Stepping Out” at the Cambridge Arts Theatre which had been very enjoyable.
* 13 people had confirmed for the Xmas Party. JR would mention the Xmas dinner to Nat, DL would send a members only email to remind members to book.
* CM suggested a future theatre trip to see The Bank Robbery that Goes Wrong. It was on until the end of April.
* JR would update ticket source with new member details.

**7. AOB**

**Portable Lighting System**

DL suggested applying to the Freemans Charity for funding for portable lighting equipment. It was ***agreed*** DL would put in an application combined with Ed’s application for portable lighting and tools.

**Magpas**

JR had received a thank you letter from Magpas. JR would email it to the committee.

**Pinpoint Cambridgeshire**

JR had received a request from Jane Crittenden for the club to host a Gala performance in aid of Pinpoint Cambridgeshire. The committee ***agreed*** to support charity evenings in future but in a scaled down form from the Magpas event with the onus on the charity to promote the event.

**MS Centre**

EW had resigned as caretaker and the club would no longer be able to hold committee meetings at the MS Centre. It was agreed to hold the December meeting in the Minerva room at the Commemoration Hall. RG suggested future meetings could be held at her house in Godmanchester. JR would write a letter of thanks to the MS Centre with a donation of £50.

**Cricket Club**

CM requested the club donate some tickets to the cricket club who helped with props and publicity shots. The request was ***agreed*** by the committee.

CM gave apologies for the next meeting and would email JR with her decision regarding 2017 committee membership.

**Summary of Actions Agreed**

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| --- | --- | --- | --- |
| Who | What | When | Comment |
|  |  |  |  |
| JR | Contact Prime Site to get a quote for one advert for 2017 and email the committee for decision. | Next meeting |  |
| All | All committee members to consider if they intend to remain on the 2017 committee. | Next meeting |  |
| JR | Contact Jane regarding the Annual report and report back with an Action Plan to the December meeting if it is to go ahead. | ASAP/Next meeting |  |
| CM | Book Town Hall venues for 2017 summer and autumn productions | ASAP |  |
| JR | Invite Nat to Xmas party | ASAP |  |
| DL | Send members only reminder email for Xmas party | ASAP |  |
| JR | Update ticket source with new member details | ASAP |  |
| DL | Apply to Freemans Charity for lighting and tools funding | Next meeting |  |
| JR | Email Magpas thank you letter to the committee | Next meeting |  |
| JR | Book Minerva room for the next committee meeting 6/12/16 | ASAP |  |
| JR | Send thank you letter and donation to MS Centre | Next meeting |  |
| CM | Email JR with confirmation of 2017 committee membership decision | Next meeting |  |
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