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

**COMMITTEE MEETING MINUTES**

Tuesday 7th November 2017

York Close, Godmanchester

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

JH informed the committee that Edd Welsh had resigned from his position as committee member due to work commitments. JH thanked EW for all his work on the committee and wished him all the best for the future.

**1. Minutes of the Last Meeting (2nd October 2017)**

* JH reported that the membership discount on ticketsource had been sorted and was now working. If there were any further reports of problems, these should be passed to JH.
* JH reported that the club was likely to get rate relief on the storage facility following a valuation of the property. JH was waiting for confirmation from the council.
* All other actions were completed.

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

**2. Autumn Production**

RG reported that rehearsals were going great and the cast was looking forward to rehearsing in the space.

The town council had booked a party on the second floor for the Twining Association which would include a live band on the Saturday night of the production. RG/JH/DL would be meeting with the town council on Friday to discuss what steps could be taken to minimise disruption.

Sally and Jason had looked at the sound equipment and would need to purchase a speaker cable (£20 approx). The tech crew had requested a tech run on the Monday night which would incur an extra hire cost.

JH agreed to act as greeter/ticket seller for the run of the production.

311 tickets had sold. Saturday was sold out with only one ticket remaining on Friday and two on Wednesday.

**3. Treasurer’s Report**

GC reported that 4 further subs had been received, plus there was one with JH. Outgoings were the license costs and an outstanding payment to Prime Sight. There was currently a balance of £6035 in the bank.

**4. Spring Production – The Thrill of Love**

DL reported that he had applied for the licence for The Thrill of Love. A production meeting would be taking place on 30th November ahead of the auditions. DL would provide Sandra with the production manual. RG would accompany Sandra to the venue to go through logistics. Bronte had offered help with set design. Abi and Alex had both emailed to offer help in future productions.

**5. Commemoration Hall and Communication with Committee**

JH reported that EW had been approached by the trustees regarding financial help with skip hire for clearing the hall. The issue had been resolved, but JH reminded everyone that should committee members receive any requests for the club, they should be directed to her as Chair.

**6. Storage**

JH had received a request from Wendy suggesting that the padlock combination at the store should be changed. It was ***agreed*** the combination should only be known by committee members, Wendy and relevant production team members of the current production. It was also ***agreed*** that the store could do with a tidy up and this should be scheduled for spring.

**7. AGM**

It was ***agreed*** to look at a date for the AGM at the December meeting.

DL reported that Lola had shown interest in joining the committee and taking on the role of social organiser. It was ***agreed*** to invite Lola to the December meeting and invite her to formally join the committee at the AGM.

**8. Christmas Party**

MS agreed to purchase decorations, paper plates, napkins, cutlery and black bags for the party. Everyone was encouraged to spread the word.

**9. AOB**

**Theatre Trip**

DL suggested a club theatre trip to the new Bridge Theatre to see Julius Ceasar next February for a Sunday Matinee. DL would put details on the website.

**FOH Feedback**

DL suggested changing our feedback format to postcard style which he had seen at another event. The committee ***agreed*** it would be a good idea. SC would look at designing a feedback postcard.

**Summary of Actions Agreed**

|  |  |  |  |
| --- | --- | --- | --- |
| Who | What | When | Comment |
|  |  |  |  |
| DL | Provide Sandra with Production Manual | By rehearsals |  |
| RG | Arrange a visit to All Saints with Sandra to go through logistics |  |  |
| All | Spring clean of store / new combination code for padlock | Spring |  |
| All | Discuss date for AGM at Dec meeting | Dec meeting |  |
| JH | Invite Lola to December meeting | ASAP |  |
| MS | Purchase decorations/plates/cutlery/napkins/bin bags for the Party | By Xmas party |  |
| All | Xmas party – Spread the word! | By Xmas party |  |
| DL | Put details of Julius Caesar theatre trip on website | ASAP |  |
| SC | Look into designing a feedback postcard | Next meeting |  |
| RG | Take forward a club workshop following the RSC weekend | Ongoing (after Xmas) |  |