

**COMMITTEE MEETING MINUTES**

Tuesday 29th November 2016

Commemoration Hall, Huntingdon, PE29

**Present:** James Rowe, Chair (JR), Marion Stribling (MS), Caroline Molony (CM), Michelle Gibson (MG), Edd Welsh (EW), Jo Hussey (JH), Rae Goodwin (RG) Guido Paoluzi Cusani (GP), Steph Hamer (SH)

**Apologies**: Graham Crouch (GC), Dean Laccohee (DL)

**1. Minutes of the Last Meeting (8th November)**

* There were no matters arising from the minutes
* JR had contacted Prime Site. They had quoted £500 per billboard if we booked all three performances or £695 for booking just one. It was ***agreed*** to defer the decision to book the billboard to the January meeting.
* JR confirmed that Jane was happy to produce the 2016 annual report.
* CM had provisionally booked the town hall rooms for the summer and autumn productions. DL had suggested putting on 5 shows as there would be less capacity than at CH. It was ***agreed*** CM should go ahead and book the rooms. It was noted payment was not due until a month before and we could cancel until then without any penalty.
* JR would email the Magpas thank you letter to committee members.
* The minutes were ***agreed*** as correct.

**2. Outside Edge – Feedback**

SH provided feedback as director and said it had all gone very well and she had been very pleased with the support she had received. Vicky and Rae had been excellent at stage manager and producer and everything had run like clockwork. The set had been fantastic and Wendy and Anne had been excellent on props and costumes. Mel had done a great job with the sound effects. The actors had all been great and SH felt the start of the second half had worked really well with all the actors coming on stage and resuming their roles naturally.

RG added the team all had a can do attitude and she had really enjoyed producing the show. Matt had shown an interest to learn the ropes to produce in the future.

JH added that it had been a lovely cast and crew to work with and as an actor she had felt relaxed that everything was being taken care of. Striking of the set had gone really well and was very well organised by RG.

JR reported that the final ticket sales had been 375 and that he estimated this could bring the club’s reserves to £6000. He added there had been £120-£130 of online donations made to the AV fund that had been set up on ticketsource.

There was a discussion about advertising the “doors open” and “show starts” times on posters and ticketsource so there was no confusion for ticket buyers.

MS reported that there had been far less walk in ticket buyers for this production, but a far higher number of pre-sales. There had not been time to produce the usual front of house report from the feedback forms in time for the meeting but MS would email round once it had been done.

**3. Treasurer’s Report**

GC was unable to attend so there was no Treasurer’s report for this meeting.

**4. 2017 Committee – Intention to Stand**

JR confirmed that due to work commitments and the CH project, he did not intend to stand as Chair for 2017. GP confirmed he would be standing down from the Committee, EW was undecided and would inform JR of his decision. All other committee members present confirmed their intention to remain on the Committee for 2017.

It was ***agreed*** to advertise 2/3 vacant places on the committee and that the new committee would elect their new chair at the first committee meeting following the AGM.

MS to add Committee Structure as item on the January agenda.

**5. AGM**

It was agreed the AGM would take place on 21st February 2017, 7.30pm at the Commemoration Hall. JR would contact Marilyn to book CH.

The AGM agenda would be:

* Minutes of last meeting
* Matters arising
* Chair’s report
* Treasurer’s report
* Election of Committee
* Subscriptions
* Motions
* AOB

**6. Annual Report**

It was agreed to keep the same format as the 2015 report. Reports would need to be completed and with JR early January:

* Welcome pages – JR
* Highlights – updated with new figures
* Production reviews – DL/JR
* Artistic Director report – DL
* Social report – JH/CM
* Front of House report – MS
* Technical report – EW
* Finance report – GC
* Future plans – RG
* Membership – JH/CM
* Timeline – to be updated
* Piece about theatre / HDC - MG

It was ***agreed*** to print 100 copies of the report.

**7. Update reports**

**Social**

* JH reported the Xmas meal was all booked and paid. JH would email all those going with meet-up instructions.
* The Falcon had been booked for the play reading on Thursday 1st December.

**Tech**

EW had been giving some thought to future storage solutions for the club. He suggested he could contact Kevin Conor at Halfway House regarding sharing their storage. JR confirmed that storage at Alconbury was secured until Nov 17 and possibly beyond.

**8. AOB**

**January meeting**

The next meeting would take place on Tuesday 3rd Jan. JR would book the Minerva room at CH

**Summary of Actions Agreed**

|  |  |  |  |
| --- | --- | --- | --- |
| Who | What | When | Comment |
|  |  |  |  |
| MS | Add billboard advertising and Committee Structure items to January agenda | Next meeting |  |
| CM | Confirm Town Hall bookings for 2017 summer and autumn productions | ASAP |  |
| JR | Email Magpas thank you letter to the committee | Next meeting |  |
| MS | Produce Outside Edge front of house report and email to committee | During December |  |
| JR | Book Commemoration Hall on 21/2/17 for AGM + Minerva Room for committee meeting 3/1/16 | ASAP |  |
| ALL | Complete annual report items and send to JR | Early Jan |  |
| JH | Email meet-up instructions to Xmas party members | ASAP |  |