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

**COMMITTEE MEETING MINUTES**

Tuesday 2nd October 2017

York Close, Godmanchester

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

**Apologies:** Jo Hussey, Chair (JH), Edd Welsh (EW)

**1. Minutes of the Last Meeting (5th September)**

* Auditions for the spring production were agreed with Sandra for 4th & 7th December. St Mary’s had been booked for 7th Dec.
* HCR had offered a radio slot for the Crucible on the Friday before the production. DL had given dates of the court room rehearsals to BBC Look East.
* The workshop with David Hall would go ahead on 22nd October and had been advertised in the newsletter.
* It was reported that some members were having trouble with their membership discount when booking tickets. DL/JH would look into it.
* JH had written to Jane regarding the Gala night. Jane was offered advertising space in the programme and given the deadline for submissions.
* RG had put together some advertising fees for the programme. It was ***agreed*** to go with the cheaper option of £45 full page, £25 half page, £15 quarter page. It was ***agreed*** to have a 20 page programme, reduced to 16 pages if advertising space could not be sold. RG would ask Matt to approach local businesses.

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

**2. Treasurer’s Report**

GC reported that there was £6380 in the bank. Seven subs had been received and expenses had been paid for facebook advertising, flyers and St Mary’s hire.

The committee discussed the Prime Sight advertising space outside Waitrose. It was ***agreed*** that the site was no longer in a desirable location now that Waitrose had closed. DL would contact Prime Sight and ask if there was an alternative advertising space or if we could cancel the space.

GC reported that another rogue payment had come out of the bank account. He had contacted the bank and they had refunded the money.

**3. Autumn Production**

RG reported that Kirk was now on board for costumes and there was a full production team in place. The tech team would be visiting the court room on 16th October. Rehearsals were going well, however, RG had some concerns with the view from the two back rows of seats. DL reported that 135 tickets had been sold.

There were still some costumes to source including orange overalls for prison wear. SC would check what was available in toolstation. It was also suggested that cheap ones could be bought from ebay.

RG suggested using the display board in the foyer to display photos of the Salem grave stones as the audience leave. RG would print some photos from the internet.

The get-in was scheduled for 10-5pm on the Saturday with tech and dress rehearsals on Sunday. Lola had requested an extra tech run on Monday which would incur an extra charge. It was ***agreed*** that a Monday rehearsal would be decided at the production meeting.

**4. Collaboration with other Groups**

The committee felt it was important to keep dialogue going with other local drama groups, particularly SAtG and the youth group.

**5. Committee Roles and Vacancy**

The committee discussed if specific roles were needed other than the current ones of Chair, Artistic Director, Treasurer and Secretary. It was agreed that it would be beneficial to have committee members taking on specific roles for Membership, Social, Marketing and Production overview. JH was currently looking after membership and DL was compiling the newsletters and social media updates.

SC expressed an interest in the design role of Marketing and RG would be interested in a role in production overview. SC and RG would put together job descriptions for these roles.

It was ***agreed*** that the committee vacancy should be filled rather than waiting for the next AGM. It was suggested that Vicky and Sandra would be good additions to the committee. DL would ask JH to approach Vicky and Sandra and invite them to consider joining the committee.

It was suggested that from spring 2018 a pre-production meeting should take place with the Director, Producer, Artistic Director and tech team. The production team should also be invited to the auditions

**6. Storage**

DL reported that JH had received an email from the council advising that the club was liable for paying business rates on the storage facility. The club had never been asked to pay business rates before and it was hoped it had been an admin error. JH had referred it back to the contact at Alconbury and would provide an update at the next meeting.

**7. AOB**

**Autumn 2018 production**

DL reported that he would like to put forward “A Bunch of Amateurs” as the autumn 2018 production. There were parts for 4 women and 3 men and the license was available. DL felt it was a very fitting production for the club and would work well in All Saints Church.

**Crucible License**

GC reported that he had not yet received the invoice for the Crucible licence. DL would send it to GC for payment.

**Crucible Merchandise**

SC had designed some Crucible Merchandise and reported that 2 T-Shirts and a Hoodie had been sold. SC would send the merchandise link to the committee.

**Summary of Actions Agreed**

|  |  |  |  |
| --- | --- | --- | --- |
| Who | What | When | Comment |
|  |  |  |  |
| DL/JH | Look into membership discount on ticketsource. | ASAP |  |
| DL | Contact Prime Sight regarding Waitrose advertising space | ASAP |  |
| SC | Check toolstation/Ebay for orange overalls | ASAP |  |
| RG | Print Salem grave photos for display board | For production |  |
| SC/RG | Put together job description for design and production roles on the committee | Next meeting |  |
| DL/JH | DL to ask JH to approach Vicky/Sandra about joining the committee. | ASAP |  |
| JH | Update committee on storage facility business rates request | Next meeting |  |
| DL/GC | Send Crucible license invoice to GC for payment | ASAP |  |
| SC | Send link for Crucible merchandise to the committee | ASAP |  |
| RG | Take forward a club workshop following the RSC weekend | Ongoing (after Xmas) |  |