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

**COMMITTEE MEETING MINUTES**

Monday 9th July 2018

Tesco Community Room

**Present:** Jo Hussey (JH), Chair, Sarah Cornforth (SC), Laura Harding (LH),) Dean Laccohee (DL), Bronte Beckett (BB), Rae Goodwin (RG)

Apologies: Marion Stribling (MS), Michelle Gibson (MG), Graham Crouch (GC);

**1. Minutes of the Last Meeting (11th June)**

All actions had been completed. The minutes were ***agreed*** as correct.

**2. Treasurer’s Report**

Nothing to add except St. Mary’s expenditure. The current balance was £7859.

**3. Autumn Production**

DL confirmed the auditions would take place next week at Tesco. Phil Leveret and Perry built set @ Needingworth, will need painters to help. Louise Richardson is Stage Manager; Max Richardson is Lighting design and operator; Jason is Sound and MS as Producer.

Check with Church availability for Thursday rehearsals. DL asked for support with auditions, RG applied.

**4. Incoming directors**

The committee discussed the application form/protocol for future directors. DL to make a submission form to put on Dropbox or a media PDF. DL to check and edit the submission form, will be added to newsletter, social media and to Venue section of the programme. Things we wish to know:

* Any previous experience in drama.
* Pictures
* Lighting ideas
* Colour schemes
* Costume ideas
* What support would you need (lighting, sound, directing)
* Mood boards: pintrest/music/videos.
* Are the rights available?
* Gender and age range.

DL to email form to Committee. It was also ***agreed*** once the committee has an application form we will discuss any issues. Last question to be discussed when applicate meets with the committee. DL needs support from Committee, James and Louise media.

**5. Venue requirements**

RG had put together a chart of venue requirements to use as a checklist when looking at new venues.

**6. Bridge Arts Festival - Update**

RG waiting to hear back on the 17th July about Bridge Festival. Commemoration Hall is not reliable. BB to email Library, BB will need Sharron’s address. Places to look at Godmanchester school Hall, Comrades Club. JH to contact Caroline about Clubs. RG to ask if we have confirmation on Commemoration Hall. RG to look into other venues in Godmanchester. Library is a popular choice for our location for the event, will only be able to so Saturday as library is closed on Sunday.

**7. Social Update**

LH and BB asked about funding for BBQ, going to buy then bring receipts in for GC.

**8. Date of next meeting**

It was ***agreed*** to hold the next meeting on ***Tuesday 2nd September, 7.30pm at Rae’s house.***

**9.** **AOB**

If we do other performances at events/festivals or for publicity, whether it would be a good idea to invest in a sign or banner. Idea of a fold away banner, similar to big company events.

Add to Agenda;

Clubs name,

3rd rehearsal,

Social.

**Summary of Actions Agreed**

|  |  |  |  |
| --- | --- | --- | --- |
| Who | What | When | Comment |
|  |  |  |  |
| MS | Add workshop item to September meeting agenda | Sept meeting | ongoing |
| JH | Check consition for protocol for changing Club’s name.Contact Caroline about Club. | Sept meeting | ongoing |
| RG | To confirm information about Commemoration Hall. | ASAP |  |
| DL | To edit application form for future directors and distribute. | ASAP |  |
| LH/BB | To report back on BBQ event. | Sept Meeting |  |
|  |  |  |  |