

**Tuesday 3<sup>rd</sup> October 2017**

**Lovelace committee meeting**

In attendance: Claire, Bec M, Pete, Tom, Sam, Bec T, Linda

- Claire began by welcoming new members to committee. There were no apologies and no inconsistencies found with previous minutes.

**AGM 2017**

- End of production meetings should be reinstated and open to all members. It was suggested that this should be done after October production, perhaps at 6.30 prior to pantomime rehearsal. Linda to discuss with Kim and book a room – **ACTION LINDA**.
- We have received cheque from Helen O’Grady – thanks Linda for sorting this.

**Treasurer’s Report**

- A mandate has been requested from the bank to get everything swapped over to Bec T.
- Our account currently stands at £11,011.38, with the Legacy account at £1,624.08.
- Michael Corbidge has been paid for his workshop – thanks to Linda for sorting this.
- It was decided that Linda should stay on a signatory as she can get to the bank. We discussed changing the constitution with regards to signatories.

**Stage Manager’s Report**

- We are getting a new digital lighting desk and replacing 4 control boxes. Viv has details about insurance for lighting – Pete is going to contact Viv about this **ACTION PETE**. It was decided that we should have the final say on who can use the lighting. A hire form should be drawn up for use of lighting. Hiring the hall doesn’t include hiring the lights. We should arrange a meeting with the centre to discuss this **ACTION PETE**.
- We need to set limits of number of people allowed in lighting box and also ages of people allowed in lighting box.
- The centre is being refurbished. The red curtains will be replaced in 2018 when the main hall is redecorated. The back curtains were installed on 29/9/17.
- Claire suggested having our own noticeboard in the reception area of JGC with information about the group and upcoming shows. Pete to discuss with Kim **ACTION PETE**.
- A new vicar is starting soon at the church.

**Publicity Officer’s Report**

- Sam created a detailed document about our social media outreach – see attached.
- A Facebook chat between committee members has been set up and everyone agreed that this had been useful.
- Sam has requested access to Seaty to allow him to track ticket sales.
- It would be nice to set up a mailing list for friends of Lovelace and regular audience members.

- All publicity must be approved by majority of committee (at least 3 members + Sam) before it is made public. Claire is to have final say on any publicity.
- Sam and Bec M to discuss programme for Will of the People. **ACTION SAM + BEC M.**
- Becky has suggested using bookmarks to promote pantomime at WotP. Tom Stevenson has designed a poster for pantomime to include photos of main characters (played by Rhian, Jen and Sam). These photos will require costume and makeup.
- Two leaflet drops have been organised. 9/12/17 will be a leaflet drop in the town centre and around new housing estates. 6/1/17 will be outside Tesco – Tom to contact Tesco to organise this **ACTION TOM.** Events to be set up in Facebook group for leaflet drops.
- The Christmas carnival is on 6/12/17 from 4-8pm. It is £15 for a stall. We decided to use this not just to promote pantomime but also the group – it would be useful to have a date set for May play rehearsals by this point. Only a select few will be invited to help out at carnival as some people did not take too seriously last year. Linda to talk to Kim about carnival **ACTION LINDA.**
- Pete suggested using discount codes on flyers in order to work out how effective leaflet drops were. Bec T suggested asking people on the night of pantomime how they found out about the production.

### Secretary's Report

- A spreadsheet has been made with all members details and will be shared with committee members only.
- Junior membership forms will be updated to include information on signing out during rehearsals, and signing in and out on performance nights – **ACTION TOM.**
- A newsletter will be produced every four months starting in October after WotP. The next newsletter is to include information on the Christmas carnival, directing for May play, trips, important dates, centre refurbishments, Michael Corbidge's workshop, leaflet drops and members' birthdays. Sam suggested using a programme called MailChimp to assist with formatting. Tom to create and distribute newsletter – **ACTION TOM.**

### Junior Group

- We have 11 new members in the junior group. This is the biggest intake for years.
- We currently only have 1 junior member committed to pantomime. Chris is not coming to junior rehearsals yet.
- It was suggested using legacy fund to pay for a workshop for the children. Bec M suggested asking Lucy Ellinson to come and run a workshop for them – **ACTION BEC M.**

### October Production

- We have currently sold 15 tickets.
- Cast members not attending rehearsals needs to be addressed.
- Bec T has agreed to be in charge of front of house.
- Linda's stamp is out of date – it was suggested buying a stamp with theatre masks for future productions **ACTION SAM.**

- Bec M was very impressed with Tom Inglis's tech support during recent rehearsal. He was very respectful of cast.
- We need to push sales of tickets in Facebook group – **ACTION SAM.**
- Bar to be booked for before and after the show. Pre-ordered drinks only will be served during interval. Linda to discuss with Kim **ACTION LINDA.**

### **Pantomime**

- Pete concerned about how much time it will take to paint rollers and the lack of helpers he has this year.
- We had a lot of people turn up to auditions.
- Bec M has drawn up a contract to protect Tom's script.

### **May play**

- Vicki and Viv have expressed an interest in directing.
- We need all suggestions of scripts by early December – the date of 5<sup>th</sup> December was mentioned. Tom to send out email **ACTION TOM.**

### **50<sup>th</sup> Anniversary Event**

- Many suggestions were thrown around, including a party, a formal dinner, a ball or a performance. Linda said it would be nice to invite past members and supporters of the group. We will ask members for more suggestions and discuss further at next meeting.

### **AOB**

- The magicians guild are using the lighting on 26/11. Carl + Ethan to be present on the night. The magicians guild always make a donation to the group.
- We need to check if we are still members of NODA **ACTION CLAIRE.**

The next meeting of committee has been set for 7/11. Tom to confirm with Tesco **ACTION TOM.**