

Tuesday 6th February 2018

Lovelace Committee Meeting

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

Apologies: Linda 🙄

Actions from previous meetings

- We have received letters from Viv (NODA still have her as our main contact) which have a name and a number for us to contact and sort out our NODA membership. **ACTION BEC M.**
- Bec M is not looking into DBS checks until we are part of NODA.
- Bec M has created savings card for Shrek and given to Bec T to pass on to Linda.
- Sam efficiently promoted the pantomime. He contacted radio stations re: publicity but got no response.
- Sam is going to put together a document on media training for directors should the local paper ever want to interview them. **ACTION SAM.**
- Pete is going to contact the centre re: noticeboard again now that pantomime is over. **ACTION PETE.**
- Bec M is going to change parts of the letter about the 50th anniversary and give to Linda to send out. **ACTION BEC M.**

Treasurer's Report

- We currently have £14,112.72 in our main account (but Jan rent is still to come out, which is almost £900) and £1,694.30 in our legacy account.
- We made of profit of £2,353.96 on pantomime – a significant increase since last year. Money was saved as no script rights, less rehearsals. We spent a lot on costumes (nearly £400) despite already having a lot of things up the loft. We had set a budget of £200 for costumes which wasn't kept to – this needs to be managed more closely in future.
- We need to sell tickets through centre in future. We need to make it so that centre can reserve tickets for free and give the audience member a receipt to show at the door. This way Seaty don't take commission.
- We need to clarify how online tickets works with group members. It doesn't make sense for cast to buy online because we lose money to Seaty. **ACTION BEC M** – Put together something for the group about buying tickets.
- Seaty gives us useful data about when tickets are sold – there are clear spikes in sales after both leaflet drops, which shows that the leaflet drops work!
- The Facebook competition was shared a lot – we should do this again.

Stage Manager's Report

- Pete will start looking at lighting now that pantomime is finished – replacing demo packs and control desk.
- Elise hurt her thumb during the final pantomime performance. John Godber Centre's first aid kit was not great. Pete has now bought a first aid kit for the group. We also rely on the centre for a registered first aider. We should ask members of Lovelace whether anyone has been on a first aid course – **ACTION TOM.**

Publicity Report

- Sam has spoken with Jess and Chris about Time, Murderer, Please. We need to think creatively about how to promote this as the play is not well known. We spoke about using quotes from the script, and maybe taking photos on location in a pub. Becky suggested video trailers. We need to start promoting soon. Sam will attend the production meeting on 12/2.
- Facebook boosting worked well for pantomime and reached new people. We will use this again. This works not just to promote the production but to promote the group and perhaps find us new members.

Secretary's Report

- Play reading group has been organised for Tuesday 13th Feb. We need to know who is coming as room cannot accommodate large numbers – **ACTION TOM.**
- There are several things in the constitution that are out of date or that we do not do. We should look at this over the summer and propose changes at AGM.
- Tom's beard is looking good.

Junior Group

- We should write the juniors a letter to thank them for their involvement with panto – **ACTION BEC M.**

Time, Murderer, Please

- The production will be cast on Thursday as Jess was ill last night.
- There are some concerns about the set – will need to be simplified as the set described in the script is very complicated. Lighting is also technical. We need to think carefully about this as some lines of dialogue refer to specific parts of the set.

Fundraiser

- Bec T would like to involve adult members, perhaps in a lip sync battle with junior members.

50th Anniversary Event

- We will discuss this at the next meeting when Linda is present.

Any Other Business

- We were contacted by a chaperone with concerns about the state of the dressing rooms and the discipline of the actors backstage. We will raise this at the panto post-production meeting on Thursday with cast members. Bec M will respond to this email – **ACTION BEC M.**
- We want to introduce a photo board for all productions which details everyone involved in the production – junior members knew who the cast were, but not everyone on backstage crew.

The next committee meeting has been arranged for 13th March. Tom to book room – **ACTION TOM.**