

Turvey Amateur Theatrical Society

Minutes of the committee meeting 19th February 2019

ITEM	Action
<p>1</p> <p>Welcome and Apologies</p> <p>Apologies received from Simon, Matthew and Kate.</p>	
<p>2</p> <p>Minutes of the Last Meeting</p> <p>Agreed</p>	
<p>3</p> <p>Matters Arising</p> <p>1. Press Issues</p> <p>Carrie said she:</p> <ul style="list-style-type: none"> • Had spoken to Karen about press copy tactics. • Had submitted updates to <i>Turvey News</i> – due delivery was 25th. • Written and submitted editorial for Olney Phonebox, but the issue is that the press like photos or an angle and the Phonebox is primarily based on paid-for advertising (as is <i>Turvey News</i>), so its hit and miss whether we get anything published – Stephanie is now trying to arrange a date with Kate to take some photos so that we can forward them to local Newspapers. • Had, as an interim measure, provided the Phonebox with some headshots, taken by Kate. • Had put something on all local Facebook sites • Would continue to look at other local societies and twitter accounts to see if we could get the message out further. <p>2. Newsletters</p> <p>The next newsletter was due out on 1st March, Phil had provided some topics to Matthew but if anyone had any other ideas, they should email Matthew directly.</p> <p>3. Set Up/Take Down sub group</p> <p>Simon provided a written report, key points were:</p> <ul style="list-style-type: none"> • A working party had been held and tidied under the stage and Deborah had replaced missing ties on the black drapes. • Simon was to personally refurbished some small platforms and the lighting/sound platforms • Several options for Flats have been discussed, with some ideas proposed – a focus group was proposed to discuss the options with a view to implementing by the June Show. <p>4. Wine provision/chiller –</p> <p>Simon noted:</p> <ul style="list-style-type: none"> • We could buy a new wine fridge for @£140 • We could buy 2nd hand for @£40 	Simon

<p>Committee agreed to the 2nd hand purchase. As Simon was currently away on business Penny would look for any fridges at Emmaus.</p>	<p>Penny/ Simon</p>
<p>Simon also agreed he would organise the wine provision for LSH</p>	<p>Simon</p>
<p>5. Website</p> <p>Phil confirmed that:</p> <ul style="list-style-type: none"> • Old website information/narrative has been added to the current website. • The information could be accessed via the 'Production' page. • Pictures would be reviewed and a policy adopted for adding these in due course as time allowed. 	<p>Phil</p>
<p>6. 2019 TATS Policies</p> <p>Phil informed the committee that:</p> <ul style="list-style-type: none"> • He had spoken to Bob Constant and the 2019 H+S Policy has been updated and signed off • He had reviewed and updated the 2019 GDPR policy • He had reviewed and updated both the 2019 TATS website terms and conditions and privacy policies. • He had reviewed and updated both the 2019 'little box office TATS' terms and conditions and privacy policies. 	
<p>7. TATS Social Events</p> <p>Nothing had been heard from Matthew in this regard.</p> <p>As the possibilities had been discussed and minuted previously it was thought perhaps Matthew misunderstood what was required of him.</p> <p>Phil agreed to clarify with Matthew that he was the 'controller and coordinator' and was not expected to personally 'implement' all the activities himself, there were other people who had agreed to do this.</p>	<p>Phil/ Matthew</p>
<p>8. TATS Quiz Review</p> <p>The QUIZ held in January was reviewed:</p> <ul style="list-style-type: none"> • Attendance had been disappointing given previous years and consequently only contributed @ £250 profit. • It was however an enjoyable evening • Karen had indicated it may be her last year organising the event, a final decision would be taken later in the year. <p>The committee thanked Karen and Phil for all their hard work in organising the event, and to those that helped on the night.</p>	
<p>9. Membership</p> <p>Mel explained that:</p> <ul style="list-style-type: none"> • As agreed at the last Committee Meeting, she was in the process of reviewing the master TATS database and asking people on the list to positively confirm they wished to stay on the list – from initial feedback it was expected that we would lose a large 	

	<p>number of names, but as these were often 'old' emails or none active participants this was not felt to be a big issue.</p> <ul style="list-style-type: none"> • Penny asked if she and Mel could do a final review of names to be removed in case there were any names she relied on for FOH purposes. <p>Rosemary said:</p> <ul style="list-style-type: none"> • There were still 3 of the new cast outstanding for monies. Kate was aware and would chase up. <p>10. Costume Barn Clearing</p> <p>Mel reported that this had now been completed.</p> <p>Thanks, were given to all who had helped.</p>	<p>Penny/Mel</p> <p>Rosemary</p>
5	<p>FINANCIAL REPORT</p> <p>Simon had pre-issued the finance pack, key points noted were:</p> <ul style="list-style-type: none"> • The society was @ £6800 in credit. • There had been expenditure of @£368 since the last report • Income was @ £850 up from the last review, a mixture of quiz profit, costume hire, membership and rehearsal fees and advance ticket sales. <p>Committee thanked Simon for another comprehensive update.</p>	
6	<p>SHOWS & EVENTS</p> <p>2019</p> <p>Little Shop of Horrors - March 27th – 30th March</p> <p>Phil reported that:</p> <ul style="list-style-type: none"> • The rehearsals were proceeding well • Ticket sales were disappointing especially the Turvey Box Office who had only sold 24 tickets in total <p>With the 60 tickets that had been sold online, the grand total of 84 sales fell considerably short of the 355 break-even target.</p> <p>An honest discussion took place which considered the possibility of either cancelling the show at this date or some point in the future to reduce losses. Key points noted were:</p> <ul style="list-style-type: none"> ○ At the date of the meeting, TATS had invested @ £1000 in the show which was none refundable. ○ With the current low number of ticket sales TATS stood to lose @ £3600 ○ Each ticket sale hereafter reduced this loss but it would still take another 271 tickets to break even. ○ It would take a further 196 ticket sales to reach a £1000 loss figure i.e. matching where we are today if we cancelled. <p>Committee were unanimous in not wishing to consider further the question of cancelling the show, for both 'loss of face' reasons and that they felt it was early days and we were actually ahead of usual ticket sale number 5 weeks before a show.</p>	

They felt every effort should be spent in trying to promote ticket sales further and particularly encourage ALL member to buy tickets.

- Kate had now invited a NODA reviewer to the show and they had accepted the invitation for the Saturday night performance.
- A production meeting had been held and outline staging requirements had been summarised by John Murray in Simon's pre-circulated 'set up' report. Staging would be simple with drapes rather than flats.

As the committee was unclear if we had enough black drapes to surround the stage, Penny and Rosemary agreed to undertake a stock take.

Note: Penny has subsequently reported back:

- *that there are six black, heavy drapes each approx, 100"wide by 152" drop. There are also two heavy "silk" material curtains with curtain heading and hooks, each 108" x 160" drop approx. We have 5 "felt" curtains each 70" wide x 60" drop (we use as black out for Village Hall windows) We have sometimes used a heavy drape to black out the large rear window but perhaps a "silk" black curtain could be used for this show?*
- Kate had asked if the raffle for LSH could be silent (i.e. the numbers drawn and stuck to prizes)
- It was unknown whether Kate wished safety announcements or whether these would be written down (as used for FSN). Phil would raise with Kate.

Note: *Kate has since confirmed with Phil that she would prefer NO FORMAL announcement. Phil will organise the necessary written announcement based on Mel's FSN template.*

Phil

Jan advised:

- Most things seemed to be progressing, but Ian could no longer do the sound desk. Phil said that he had never done this before but with Tom's help he would look to cover off this role.

Farndale Christmas – June 2019 - Pauline

Stephanie confirmed that:

- She would be the producer for the show
- Read throughs would be on 4th and 7th March in the boy's clubroom
- Auditions would be on 11th March in the boy's clubroom and manor room if required.

VoD 2 – November 2019 - Deborah

- Nothing new to report.

2020

Phil reported:

- There had been no new bids for productions for 2020.

	<ul style="list-style-type: none"> • That Karen and Michele were still progressing their thoughts in regard to Brassed Off – they ideally would like this to be staged in November 2020. <p>Jan reported:</p> <ul style="list-style-type: none"> • That she would like to stage Half a Sixpence, ideally in November 2020. Phil asked Jan to consider alternative options for dates and shows with Andy and Keeley for 2020. A decision would be made at the earliest opportunity in regard to slots for 2020. 	
7	<p>CORE DISCUSSION 1 – Production Strategy</p> <p>Phil Summarised the reason behind this item:</p> <ul style="list-style-type: none"> • We had a reducing number of directors willing to produce plays • Our Core membership was getting Older • Casting was becoming ever more problematical • Audience numbers were dwindling • MD's were difficult to come by • Musicals were becoming on the verge of none economic <p>Given the above - What should be the current TATS strategy in regard to productions and what suggestions did we have for new shows.</p> <p>A discussion took place and the following key points were noted:</p> <ul style="list-style-type: none"> • TATS should stage productions for our own and the audience's enjoyment – we are not an out and out profit-making society so a good play that all members enjoyed doing was more important than profit. • We could consider reverting to the old way of finding productions by deciding what plays/musicals we wanted to do as a society and then find a director interested in staging this. • Plays are available with several suggestions given: <ul style="list-style-type: none"> ○ The Hollow by Agatha Christie ○ Funny Money by Ray Cooney ○ The Darling Buds of May by H.E. Bates ○ Ladies Day and Ladies Down Under by Amanda Whittington ○ Visitors by Barney Norris ○ The Importance of being Ernest ○ Brian Clemens plays <ul style="list-style-type: none"> ▪ Act Your Age ▪ The Edge of Darkness. • An informal play reading evening should be arranged after LSH. Phil to organise. • The Production Pack produced by Phil was generally well received, however it was felt we needed to strike the right balance on areas of responsibility between Director, Producer and Committee. Several members had comments and ideas and 	<p>Phil</p> <p>All</p>

	these would be sent to Phil for consideration and incorporation into the latest version of the Pack.	
8	Other Core Committee Area input Nil	
9	ANY OTHER BUSINESS Nil	
10	DATE AND PLACE OF NEXT MEETING Tuesday 2nd April 2019 at Simon's	
11	CLOSE The meeting closed at 2155	