

CODS Committee Meeting Minutes 6<sup>th</sup> August 2024, 7.30pm at The Old Town Hall

Present Mike Canning (**MC**) Gillian Mackenzie (**GM**) Craig Phoenix (**CP**) Holly Harris (**HH**) Lyndsey Betts (**LB**) Nicky Gould (**NG**) Carol Stoye (**CS**) Paul Walker (**PW**) Alan Baker (**AB**) Helen Clarke (**HC**)

### 1 Apologies

None

### 2 Review of minutes from previous meeting 09.07.24

Proposed **HH** Seconded **CP** All in favour Unanimous

### 3 Actions from previous meeting

Letter from Debbie Allen displayed on upstairs notice board **MC**

online booking to be discussed in 6 of additional items

Email received from Parkinson's charity, too late for this year they need to get in touch next year before the next AGM **HH**

Hillbrow care home singing for residents **HH** to email and suggest Christmas carols in December

Annie Kershaw Powder and Paint song video to be removed from website by **AB** **HH** to reply and ensure it has been removed

### 4 Matters arising from previous meeting

**HH** as requested standard email reply containing all information for new members

**Action Point** **AB** to look at it on website

**GM** suggested we need a new process for new members **PW** suggested mental system **CS** to meet people outside the door as daunting for new members to come up on their own **HH** to get new members to complete form so we have contact details

**GM** suggested we display membership pamphlet on noticeboard at OTH

### 5 Correspondence and communications

Emails from website now going to **HH**

### 6 Treasurers report

QE booked for Easter production 2025

Ball ticket sales so far £360

Railings have arrived Coast covered by £1000 grant

**MC** balance of bank after 18 0724

**HH** to liaise with **CP** for box office tickets for Winter ball

Proposed **PW** Seconded **NG** All in favour Unanimous

### 7 Productions Choral concerts walking the West End September 2024

**MC** Menu beef bourguignon, potatoes and vegetables, cheesecake, vegetarian alternative available

**MC** Meeting at Boniface Centre to cover issues logistics on a Thursday with **MC**, **SG** and **Elaine**

Chris Welch to do lighting on Friday

**SG** to order van for get in but needs to know timings

**MC** ticket sales slow from members **HH** to sell tickets on door at rehearsal If ticket sales from members does not increase, we will advertise externally

NW coral numbers cut to 12 and will cut more if needed full attendance is required as only five rehearsals left

**HH** dress code for concert, we need to make a decision, evening dress ladies smart dress for men

## **8 The men who marched away October 2024**

**PW** sent Email all happy to self cast from people interested **MC** as chairman we need to follow the correct procedures and have an audition panel to hear cast sing the songs for roles, auditions will be held on Monday, the 12th of August audition panel consisting of **LB, HH, PW, PW** to inform us of audition results

Kelly Wheatman and Hannah Zulu are chaperone leads

**GM** requested production meeting a week on Thursday

Online booking to short notice to be in place for the men who marched away

**Action point HH AB CP** to get in place in the New Year

## **9 Beauty and the Beast 2025**

**MC** emailed **LB CP** to reply in regards to pictures set design meeting **NG, MC, CP, GM** and **BM**

## **10 Social events**

### **a. Barbecue 2024**

Sam to cook, food ordered from Chins and Creedy Carver, all happy

### **b. Winter ball 2024**

**HH** 30 tickets sold seven rooms left to book at Waie Inn

**HH** James has offered two bands All Jazzed Up and Pocket Full of Groove with Buffy for second half hour, Pocket Full of Grove more dancing songs and atmosphere, Buffy happy to sing but will be an extra £190

Vote taken six in favour three abstentions vote passed

Auction of promises to be discussed at next meeting

## **11 Safeguarding**

**GM** no issues at present time

## **12 Complaints compliments feedback**

None

## **13 Three year plan to include**

### **a. Choral 2025**

**MC** theme and chorus master, All happy to open up role of chorus master to all membership

**GM** whoever takes on the role needs to be clear on what the role consists of

**AB** job descriptions need revising to make everything clear small group/sub committee to review job descriptions

Theme 80s or 90s theme but happy for chorus master to suggest their own theme

**GM** mentioned we may have to consider paying somebody to take on the role of chorus master

**Action points AB** to send mail chimp to advertise role of choral master after speaking to Nikki Wilkes

### **b. Easter musical 2026**

Subcommittee formed to suggest alternative show if license isn't available for Oliver subcommittee to consist of Jason Bonford **LBHH HC Buffy May** Action points **HH** to arrange zoom meeting before next committee meeting

### **c. October 2025 play or Panto**

**Action Point** mail chimp to advertise for directors Action point for committee meeting

## **Additional items**

1. Subcommittees membership/non-committee members

**GM** are we going to have sub committees? We need one for marketing?

**HC** we need to make clear two membership what sub committees are and that we need non-committee members to be on subcommittees

**MC** no response to remuneration subcommittee so suggested to defer for a year **HH** said we cannot do this as membership voted Yes, needs to be non-committee members otherwise all work is left to committee.

**GM** complicated issue is putting people off coming forward we need to add to the mail chimp and stress the importance, of non-committee members on subcommittees

**LB** suggested all members put comments for the re-numeration should be invited to join subcommittee to put the points forward

## 2. Publicity events before BATB

**PW** no responses to link on mail chimp **HH** to do publicity for BATB **MC** commented lots of publicity needed before BATB **HH** suggested perhaps a newsletter instead of a mail chimp would be better as we don't get responses from the mail chimp

## 3. Review of policies and procedure

### a. Safeguarding

**LB** committee to review policy annually **LB** to edit safeguarding policy before MWMA and BATB in order to get license

**Action Point LB** to edit, review and circulate safeguarding policy

### b. Auditions Procedure

**GM** will leave to next meeting

**Action Points GM** will find and circulate current audition procedure before next meeting

## 4. Winter ball Buffy

Already covered **HH**

## 5. Hazels Christmas Lights

**CS** Hazel has lost her Christmas lights that she used for the Christmas Tree Festival which was then used for panto, lights are silver and blue.

**CS** has looked everywhere but will try looking on the mezzanine if anybody knows where they are please let **CS** know.

## 6. Website

**AB** meeting with Mike Palmer who will show him everything he does logins on the website only thing to bring to attention photos who is doing them and how do we upload them?

Next meeting 12th of September 2024 meeting finished 21.39pm