

## CODS COMMITTEE MEETING 10.12.24 7.30pm OTH

Present – MC, GM, PW, CS, LB, SM, NG, AB, HC

### 1. Apologies - CP

### 2. Review of minutes of previous meeting:

Proposed AB, Seconded PW All in favour Unanimous

### 3. Actions from previous meeting

3.1 to be covered during the meeting

### 4. Matters Arising from previous meeting

4.1 to be covered during the meeting

### 5. Correspondence / Communications

5.1 to be covered during the meeting

### 6. Treasurer's Report

6.1 report sent by CP MC to add £200 for sponsorship at the Winter Ball income, ball made a £900 loss Proposed GM Seconded LB All in favour Unanimous

### 7. Publicity / Marketing

7.1. Website AB is working on it but he really busy at work and have been working on getting the online ticket sales in place MC HH has had Mike Palmer to do some website amendments for us

7.2. Social media

7.2.1 HH my last post has had our biggest views reaching 4.9 thousand views for the cast announcement post

7.3. Online ticket sales

7.3.1 AB Ticket Tailor has two options for the ticket booking fee, 1. pay in advance 2. pay as you go if we use option one and buy vouchers in advance it will be 0.37p per ticket, if we use pay as you go it will be 0.60p per ticket based on 900 tickets sold NG what is the downside to the pay in advance option AB unsold tickets GM if you buy 700 vouchers but sell 900 tickets, can you buy more? AB yes MC if you buy 900 vouchers but only sell 600 tickets, what happens then? AB you can carry the credits over to your next production AB there will be a link on the main CODS site our page on ticket tailor MC MC September concerts and panto will be 0.83p as its unreserved seating but Joseph will be the same as BATB AB the money will go to stripe and then they will pay us, the payment processing fee is the stripe fee NG pay in advance is a no brainer as we can carry over the credits to the next production MC can we get ticket tailor so we can see it and have a play around with it? SM at ANTS we print off a spread sheet so we can just tick people off HC what do QE use if they use the same we could ask them and they can probably answer a lot of our questions LB QE use ticket source MC so we will vote to see if everyone is in favour of using the pay in advance option, all in favour AB practical question what happens if I'm not here? We will come back to this when HH is here

7.4. Other nothing to report

### 8. Productions:

8.1. The Men Who Marched Away – February 2025

8.1.1. Director's report - plans for rescheduling

PW we have had a successful rehearsal at the Congregational Church

8.1.2. Date / details of rescheduled production

PW the new dates are February 13<sup>th</sup> – 15<sup>th</sup> one cast member can't make the new dates so we are looking for a young male to fill that role GM you need a target date to have filled the role by PW it needs to be filled by January otherwise the show cant go ahead MC have we contacted Liz Dunton about Oliver? CS I've asked Pam Swan about her grandson GM has contact for Liz Dunton PW we have also lost Deborah Hamilton on violin, but I can find someone else for that CS Tasha has requested to take over publicity is everyone happy with that? All in favour PW the hire fee for the Congregational Church is £24 per hour for rehearsals but its £30 per hour for the performance, and we need a fridge PW there is a projector at the church but it wont work as its fixed to the wall, will Chris Welch still be able to supply a projector? MC you will have to contact him and ask PW I also haven't heard from Jo Ward MC have you settled the rehearsal payment with Allan Foreacre? PW yes, all sorted GM are you looking for the same levels for the staging? PW yes MC the OTH is available on Wednesday 18<sup>th</sup> December if you would like to use it for a rehearsal PW I think I'll leave it until after Christmas HH Tasha has sent me an image but you cant read the front on the background HH to contact Tasha to change the colour of the font so we can read it HH Nick is poorly so do we have the old promotional material so we can change the date? SM can change the dates for us  
Action Point PW to contact Chris Welch and Jo Ward, to send SM the promotional material to change

## **8.2. Beauty and the Beast – Easter 2025**

### **8.2.1. Auditions 01 December 2024**

MC the ladies were very strong and everyone did really well HC I feel that we should have had a group vocal warm up HH I had feedback from people that auditioned for Babette that the role was given to Cece but she didn't audition for the role, she didn't put Babette on her audition slip, this needs to be looked at GM when we reviewed the audition procedure we looked at this, we didn't add it because you discuss do we have the right to give it to them otherwise we have to get the whole audition panel together again and re audition which is very difficult. She did tick on her audition slip to say she would accept any role so that's the decision that was made on the day HH I think it's because she wasn't asked to read for Babette so you couldn't tell how she would portray the role MC that's why everyone sang the same songs as it would have taken all day to have everyone sing their own bits HH we were told for the singing not to portray a character it was simply for a singing audition, we need to put in a process for next time GM are you happy for me ping around a sentence to add it to the audition processes? All in favour

### **8.2.2. Casting of children – safeguarding details no issues**

### **8.2.3. Auditions – feedback relating to process**

GM I've had 7 requests for feedback and they have all been replied to PW I had to step in and give Paul the chance to sing again SM could we have done it where instead of Belle singing both song for the audition they could have sung one song and then call back a smaller group to perform the second song if capable of fulling the role.

MC LB had a good suggestion as James is rehearsing on Sundays for Les Miz so will struggle to make the dress rehearsal so if we did the dress rehearsal on Monday

and do a Friday and Saturday matinee it's the same amount of performances and our opening night will be Tuesday, there are no issues with the children's licence, MTI, or the band MC to ask the cast on Wednesday GM we need to have a cut off for a decision for marketing purposes CS what will happen if we have to have a dress rehearsal without James? NG if we have to have a dress rehearsal without James we can work around it but if the cast can't do the Friday as not everyone has bank holidays off we can't change the performances MC if everyone is happy I will ask the cast if they can do a Friday matinee? All in favour

MC HH when are you going live with the box office? HH as soon as possible

#### 8.2.4 Sponsorship Package Proposal

HH so we are going to have different levels of deals

- Beast and Belle it would be £160 to include and 1 page advert, 2 free tickets, 2 free drinks and a program
- Gaston, Lefou, Chip and Mrs Potts £120 for the same as above
- Maurice and Babette £80 for a half page add and same as above
- Ensemble, Director, Musical Director, and Choreographer £10

So with 30 members we could make £1780, PW last year RGB paid £360 for a full page advert, 4 free tickets drinks and nibbles GM no nibbles its too much hassle HH we can look at the prices but that's the idea PW we need to be careful the program isn't all adverts SM to take over the graphics MC well done HH GM Thank you HH

### 8.3 Choral Concerts 2025

8.3.1 HH we only had one applicant for chorus master for the September concerts 2025 sounds of the 80's and that was MC but he had a stipulation that we serve food but that is something we could ask if he would be willing to negotiate PW what other choice do we have NG we could do picnic type for HC we would just have to be careful of people with food allergies GM are you to offer MC a proposal of chorus master with a stipulation that he is open to a discussion on the food? Proposed GM, Seconded AB All in favour Unanimous. HH the committee voted in favour of 2025 Sounds of the 80's with a discussion around alternatives to a sit-down meal MC we can't afford to go a year without a concert

### 8.4 Panto 2025

8.4.1 LB has been officially appointed as the director of our 2025 Panto Robin Hood and Babes in the Wood Proposed AB Seconded HH All in favour Unanimous LB I will look at dates and have them in January MC the hall will be busy in December HH we could look at alternative venues Sandford or Yeoford village hall

## 9. Social Events

### 9.1 Winterball 2024

HH it was a superb evening GM HH you worked so hard on the night getting around all the tables and talking to everyone, taking pictures and talking to everyone HH I tried to get around to everyone, I thought the seating plan worked really well with the committee spread around different tables All everyone agreed it was a fantastic evening, great food, the band were great and everyone had a fabulous evening MC CP thought it would be a good set for a Christmas do for 2025 with a disco to save money and a casino

## 9.2 Carol Singing

MC feedback from our first carol singing event at Tesco was very positive customers commented the singing was brilliant we have three more dates to do Treelands on the 17<sup>th</sup>, and Hillbrow on the 19<sup>th</sup> at 11.00am & Johnathon Woods on the 19<sup>th</sup> at 18.30pm

## 10. Safeguarding

LB nothing to report

## 11. Compliments/ Compliments/ Feedback

11.1 LB has looked everywhere at Haywards for Hazels Christmas decorations but they aren't there

11.2 The Committee would like to thank Hazel and Rose for their beautiful decoration of the CODS tree at the Christmas Tree Festival at the Holy Cross Church it looked lovely

## 12. Three Year Plan

12.1 2025 Choral already covered

12.2 2026 Easter Musical nothing to report

12.3 Future directors / Productions: applicants

HH I've had two applications for director of the Easter Musical 2027 but we need to make a decision on whether we choose a show and then find an interested director or we let the director choose the show MC we can put that as an agenda item for January, we will also choose a date for an EGM in January to choose the show for 2027

### Additional Items

1. Already discussed

2. Support tasks

2.1 Purchasing

HH it's all sorted Yvonne Youles is still happy to bulk buy and me and Dani will keep an eye on the milk situation

2.2 Opening and closing the Town Hall

MC there is an assumption that I will always do it, but if I can't do it who will? GM would we expect an external director to do it? MC no an external director wouldn't do it, it needs to be a committee responsibility and we will set up a rota

2.3 Photocopying

CP is happy to pay for photocopying but it shouldn't all be down to one person PW I'm happy to do photocopying SM there is a really cheap place in North Tawton that does it and you can send it and then collect it

3. Stage floor

CP has made the decision for repair the existing floor, he is going out every Saturday and doing the floor and building the set for BATB

Action Point AB to send mailchimp asking for help at the store on Saturdays

4. MC wanted to thank CS for all her hard work organising the costumes for TMWMA

Next meeting Thursday 9<sup>th</sup> January 2025, Meeting closed 21.37pm





12.1. Choral Concerts 2025

12.1.1. Chorus Leader – formalise appointment (HH)

12.2. Pantomime 2025: Director – formalise appointment (MC)

**13. Social Events:**

13.1. Winter Ball 2024 – review and financial outcome (HH)

13.2. Carol Singing

**14. Safeguarding (LB)**

**15. Compliments / Complaints / Feedback (GM)**

15.1. Follow-up from 2023 Pantomime: Christmas decorations – outcome of enquiry with Haywards School

**16. 3-year plan, to include;**

16.1. 2025 Choral

16.2. 2026 Easter Musical: Review of EGM 18 November 2024

16.3. Future directors / productions: applications (HH)

16.4. Discussion relating to annual schedule (GM)

16.4.1. Plan of dates of shows to consider the pantomime being scheduled for December (HH)

16.4.2. General discussion around the principle of Musical Directors selecting the show for 2027, versus the society selecting the show and then seeking a Director (to be considered also in the context of the timing of either option, for inclusion in the 3-year plan.

**ADDITIONAL ITEMS**

1. Review of policies /procedures – N/A

2. Support tasks: (MC)

2.1. Purchasing

2.2. Opening / closing (Town Hall)

2.3. Copying (music / scripts etc)

3. Stage floor: new proposals (CP)

**Date of next meeting**