

Committee meeting minutes – 8th July 2025

Attended: HH, LB, CP, NG, CS, GM, SM, MC, JS

1. Apologies: PW/TC
2. Review of minutes of last meeting: 19 May 2025

HH welcomed committee. GM thanked NG for last minutes. On

ACTION: NG to change point 4 to 'not discussed'.

With this change – vote to accept minutes of last committee meeting:

Proposed: GM Seconded: CS All in favour: unanimous

3. Actions from previous meeting

Actions completed

4. Matters arising from previous meeting (not covered elsewhere within the agenda)

None

5. Correspondence / communications (HH)

HH received message about missing minutes from website. March April May 2024.

GM to ask BM if she can forward minutes to SM – (update BM doesn't have them – CS to check her records)

Last set of minutes from Feb 25 onwards to be forwarded to SM.

ACTION: CS to check her records and forward missing minutes to SM.

6. AGM

1. Welcome new committee members (HH) Thanked MC for his role as Chair and previously as Treasurer. Welcomed the executive committee: LB – Vice Chair, SM – Secretary, NG – Minute Secretary and CP returning as Treasurer. Welcomed back MC, CS, GM (and PW in his absence) and also welcomed new committee member JS (and TC in her absence)
HH promise to support, listen and encourage. Work as a team.

2. Code of Conduct (LB)

HH suggested that we all read and sign the Code of Conduct that LB has created.

Suggested by GM that we amend it for the wider membership. LB will do this.

LB read out the Code of Conduct. Available on website.

GM suggested that a paragraph included to cover use of social media.

ACTION: everyone to read, ready to sign off by next meeting and LB to update COC re social media

3. Review AGM minutes (HH)

YY to update AGM minutes to change Tash to Tasha.

Proposed: LB (once amendment made SM to send out to membership marked Draft) Seconded: SM All in favour:

Unanimous

4. General discussion (HH)

None

7. Treasurer's Report (CP)

£17,305.55 in bank @ 02/07/25

£673.63 Charity cheque paid to Age Concern Crediton

Membership subs down at the moment. YY chasing.

RGB sponsorship not received £120 – being chased. GM suggested maybe write the amount off but CP still wanting to chase.

CP suggests that if sponsor hasn't paid by the time show starts – they don't get to see the show.

Proposed: MC Seconded: GM All in favour: Unanimous

HH raised point about names on the account. CP, MC, YY, and SG are named on the account. YY is signatory but does not have access to card. CP happy it works.

8. Productions / Events

1. Choral concert: 19-20 September 2025

1. General update (MC)

Auditions held. MC spoke to successful auditionees to give feedback. Will perform again in front of everyone. Karen can't make three rehearsals. MC will be teaching acapella song. MC can't make 3rd Sept rehearsal. Will ask someone to cover. SM suggested, if no-one can cover, we can practice solos etc. AF can't come up on 17th Sept. MC happy.

HH reports that a casting vote was used on one of the acts. No-one has asked HH as chair of auditions for feedback.

HH had feedback that someone was upset that when MC was giving his feedback, it came across as it was the whole panel, not just him. HH suggesting that it's made very clear, who the opinion is coming from.

2. Production manager update (CS)

Clothing discussed and feel that ladies wear midi to long rather than 80s fashion. Men to wear black trousers, white shirt and colourful bow tie.

CW has been contacted but no reply. HC had contacted him to ask if we could use his equipment. Would like star curtains behind the choir. CS will chase him again.

Nothing more to report.

YY has had query about space for parents coming to see the youth choir perform. Do they have their own table, or gather in the hall and have a drink.

Can the children come through the Green room ten minutes before they perform in the interval, the parents can take them home. If individuals want to stay, they can buy a ticket.

LB suggested doing a shoutout in their Youth Group to see who is likely to want a full ticket.

CS will look at previous minutes to see what happened the last time.

Vote on Clothes for concert – formal wear modern and formal wear 80s.

Proposed: CP Seconded: NG All in favour: Unanimous

HH raised question about minimum age for general choir. Think it's from Y7 (Age 11 plus)

JS asking if that now we have the Youth academy that we should keep the adult choir is just adults (i.e. over 18). NG, HH and MC think it's positive to integrate.

Vote for Secondary age children in main choir:

Proposed: SM Seconded: CP All in favour:

Unanimous

3. Marketing manager update (HH)

HH – YY wants to sell to friends and members before HH advertises more widely.

MC concerned that with YY going away for a few weeks, that sales won't happen until she's back.

CP suggests we do mailchimp with number for box office.

SM will do mailchimp advertising and chase up membership fees.

NODA coming on the Saturday.

ACTION: SM to send mailchimp advertising concert and a reminder for membership fees to be paid.

4. Sound desk update (HH)

HH chasing CW re sound desk. Can Mike Kingsley operate sound? Oscar Moden will support. David Simms is doing lights. Katt D-Y happy to help with backing tracks.

ACTION: CS to contact Mike K and David Simms

2. Youth Theatre Academy

1. General update (HH/LB)

All going well.

Sarah Lewis had to cancel audition and performance confidence workshop last week, but rebooked for following week.

Buffy May had to cancel vocal workshop due to work commitments.

HH has her chaperone licence and current DBS.

Membership fee for Youth Academy – original suggested £20 for the year. Then YY said Junior fee not increased, still £10. HH & LB worked out a system to even it out to those who already paid £20.

Youth Academy should be the same as Junior Members. Those who have paid more can get five weeks free.

YY asked if we can accept membership in instalments as adult and junior member. HH happy for that, we just let Craig know.

2. October 2026 show update (HH/LB)

HH & LB to come up with date to present the three options. MD (Simon Carter) in place for whichever show it is.

3. Pantomime: 20-22 December 2025

1. General production update (LB)

Production meeting booked for Tues 15th July. LB would like to do an introductory evening for 1st September.

2. Auditions update (LB) (14.09.25 - LB, BM, NG, +1)

CP has agreed to be on the audition panel.

ACTION: LB to ask BM if she would be chair of the audition panel

4. Joseph 2026

1. General production update (MC)

GS not going to be choreographer. MC looking for others. Daisy Down has agreed to choreograph. £500 agreed. She will start in Jan 2026.

Vote for Daisy

Proposed: CP Seconded: CS All in favour:

Unanimous

SM to contact Daisy to confirm.

Simon Carter is keen to MD Joseph but this needs confirming.

Simon to contact HH. HH contact with Simon was for band and last

two weeks for a fee £900. MC thinks £1500 offered to Simon from Jan to show (26 sessions).

Launch date: 6th October

There was a discussion about the Launch night and the possibility of running some promotion activities, such as costume ideas, choreography and set design sketches. MC was happy to accommodate this within the evening but would like others to take responsibility for delivering this, whilst he concentrated on teaching the music. Still need some roles to fill.

HH has a contact for costumes and props.

May be able to borrow the coat from Bridgwater

2. Auditions update (MC)

Sunday 7th December

9. Safeguarding update (LB)

Safeguarding issue that arose has been dealt with. LB was thanked for the way this situation was handled.

10. Compliments / complaints / feedback (GM)

None

11. 3-year plan:

1. Music Director update (MC)

None as yet

2. Future Directors discussion (HH)

Two directors contacted. HH proposing a date in October for them to present their shows for 2027 – Dirty Rotten Scoundrels and Rock of Ages.

3. Discussion relating to annual schedule / sub-groups (HH)

Some people are keen to be on show selection sub-committee for 2028 show. LB will head this up. A short-list of three to be presented to committee & membership.

12. Communication to members (AGM minutes, calendar of events, production positions available, and meet your committee) (SM)

SM – starting early promotion for jobs, events and introducing members of the committee.

Additional items

1. Audition technique workshops (SM, on behalf of TC)

TC would like to propose a workshop for audition techniques. Have a panel to help. Build confidence. TC singing teacher has offered to help with this. £50 for 2 ½ hour session – Sarah Lewis (50% discount)
HH to get dates.

2. Facebook groups - removal of past members not involved with current productions (MC)

MC suggesting we give people a month to say whether they need to be in the new FB group for the current production. If not, remove them. Can be added back in if needed. Admin for FB group can remove.

HH will give a warning on FB that names will be removed if not involved in that particular performance.

3. Fundraising ideas (HH)

HH would like fundraising ideas by the next meeting. Ask people in the membership if they have any ideas.

4. Companies House Directors and Company Secretary (GM)

Company Secretary just does annual statement confirming directors. GM and YY have done this. GM asked if anyone else wants to be a Company Director. Five at the moment. Their only role is if the committee say CODS need to be wound up and where the assets go. Only disqualification to become a Director is if you've ever been bankrupt.

Details of future meetings:

- Second Tuesday of the month:
 - 12 August (apologies: TC)
 - 9 September
 - 14 October (apologies: TC)
 - 11 November
 - 9 December
- Send agenda items to Sadie by the first Tuesday of the month
- Papers available in Google Drive by the Friday before the meeting