

## CODS COMMITTEE MEETING 30<sup>th</sup> APRIL 2024

**Present:** Mike Canning (MC), Carol Stoye (CS), Gillian Mackenzie (GM), Simon Gould (SG), Lyndsey Betts (LB), Holly Harris (HH), Craig Phoenix (CP), Paul Walker (PW) & Yvonne Youles (YY).

**Apologies:** Alan Baker (AB) & Helen Clarke (HC)

MC opened the meeting with a recap from the EGM on 24<sup>th</sup> April. He asked HH to reiterate her acronym THINK – Truthful, Helpful, Inspiring, Necessary, Kind. The EGM draft minutes will be sent to everyone, with a deadline for their response.

**1. Minutes from 21<sup>st</sup> March 2024:** CP proposed, GM seconded. All happy.

**2. Treasurer's Report:** CP emailed his report to everyone. He reported the bank balance was healthy and QE will be paid about £2K. GM queried two items – which CP will check, the store and the charity figure. MC also queried the numbers, so CP will rework the spreadsheet. HH proposed, GM seconded. All agreed.

**3. EGM 30<sup>th</sup> April:** GM reported Fenella Rundell had suggested putting the committee photos on the OTH noticeboard, as several members had said they didn't know who they were. GM said people will not volunteer for committee as they don't know what goes on and we should invite interested members to a meeting. We also need a 'complaints liaison' person within the committee.

**4. The Wedding Singer:** Nicky Gould emailed a copy of her report to the committee and SG acted as Nicky's voice for a run through. She had highlighted areas she thought went well or needed attention.. It was suggested we need a list which can be used each year. SG will produce a generic list. **Set** She noted the set build went well but as CP was only available at weekends, clear instructions need to be left in future as to what needs doing. The curtain mechanisms were not brought from the store with the curtain tracks. All of this is now in a clearly marked container for future use. **Sound & Lighting** If possible an extra sound/lighting practice to be held after the plotting. Sound configuration went well but the band were still too loud for the room. LED lights as well as being more efficient, cut back on the heat in the room, making cast & audience more comfortable. **Costumes** Having an unofficial dress rehearsal the week before was hugely beneficial & allowed Leala & team to make any adjustments. Also helpful the cast returning their costumes as they finished with each of them, which allowed them to be packed away on the final night, easing time restraints for the get out. **Props** Director & props lead need to discuss exactly what is required to save time and effort. **FOH/Box Office** MC would like suggestions on how to modernise and simplify the box office system. **Publicity** Communication is a huge part of working with a team & Nicky thought this was sadly lacking. **Social Media** Awesome! **Transport/Logistics** A plan is in place to put fridges & freezers on a wheeled pallet to ease movement. Items were missed off the get in list – heads of department need to read and reply to messages to ensure this doesn't happen in the future & negates the need for extra runs. **Chaperones** A suggestion was made to stagger the next round of training so we always have someone trained. Nicky also added some comments for the future, concerning the QE business manager. In reply to the Publicity comments, PW said he wasn't invited to the first two production meetings and said Nicky was working directly with Phil Chivers, who was in charge of collating the programme. GM suggested we give the Production manager a pack, with the names of all the people already in place as heads of department. SG will take the comments back to Nicky. Proposed PW, CP seconded. All agreed. CP told us the flooring will need replacing as it is falling apart. He suggested 12mm plyboard, available through RGB. He said we should consider a £2k spend for the next show. He will have costings for the next meeting. HH asked if we just have

NODA to review the shows? She mentioned Rose Bowl & was told we had gone down that route before.

**5. Choral – To Eat or Not to Eat?** MC has spoken to Nikki Wilkes and she would rather keep the food for this year, so as to not change another part of our usual format. We can tell our audiences this will be changing for 2025. HH suggested we should fully change the format next year. CP proposed we keep the food this year, GM seconded and agreed by majority. The tickets will remain at £20.

**6. The Men Who Marched Away:** MC asked how would PW like to start? He would like an introductory evening on the 3<sup>rd</sup> June, with a MailChimp being created, He suggested sending links to the script, music, characters. A Courier article could attract crew and cast. He will speak with AB and Mike Felstead about the feasibility of adding a PDF. GM felt June was too late to assemble the production team. PW said the costumes could be sourced from the store but uniforms would have to be ordered. GM said she is happy to design the set but at present we have no one to build it. PW is planning it to be simple and make use of sound and lighting instead. He would like different stage levels. CP said he will assist on the build but not lead. We will contact the children who are currently members.

**7. Beauty and the Beast 14<sup>th</sup>-19<sup>th</sup> April 2025:** MC who is the director, said he is happy to start looking for production crew. A MailChimp will go out asking for crew and SG suggested adding the names of those already on board to act as a positive. HH has already said she will take care of Publicity and would like the logo pack from the publishers, MTI. CS proposed, LB seconded, all agreed. YY will order. HH will put a 'Save the Date' on the Facebook page.

**8.2026 Show:** Should we plan for Easter or the Summer? PW and MC have expressed an interest to direct with Wind in the Willows and Oliver respectively. If Oliver is still unavailable MC will turn to a membership shortlist instead. GM asked how long do we wait to see if Oliver is available? CP said it could be an option for the 2027 director? HH said we need to get the membership involved in choosing to make them feel valued. We should form a subcommittee to choose the 2027 show, which she is happy to chair.

**9. Hiring the Risers/Seating:** CP said he has said an enquiry about hiring. He is concerned about our liability if someone is injured using our equipment. He suggested a waiver be put in place. Dawlish have made the request and SG said he will erect the staging and supply a list for them to take it down. We should still have the waiver and make sure they have public indemnity insurance. ANTS form North Tawton have asked to hire the seating but this has been refused by CP as it is too easily damaged.

**10. CODS 60<sup>th</sup> Anniversary:** HH is taking this on in the form of a Winter Ball to be held at the Waie Inn at Zeal Monachorum. She already has a quote for James Billington's band of between £1600-£2k.

**11. Update of Processes:** AB has been looking at these and has the following suggestions:

**Issue 1** – At present CODS documentation is stored in variety of locations **Recommendation** – Review and rationalise how documentation is stored and managed.

**Issue 2** – CODS new Members. What information are they given when they join and in what format? **Recommendation** – 1. Review current process to see if it can be improved. 2. New members process to be reviewed annually.

**Issue 3** – Job Descriptions – Are the current ones fit for purpose? Do we have all the job descriptions in place for the all the roles which are currently undertaken? **Recommendation** – 1. Review the

template used for job descriptions. 2. Review current job descriptions. 3. Determine if additional job descriptions need to be created. 4. Job descriptions to be reviewed annually.

**Issue 4** – There are various documents in place which describe how to undertake certain functions – e.g website admin, MailChimp admin. **Recommendation** – 1. Identify all processes which need documenting. 2. Agree on location for documents to be stored (see point 1). 3. Review existing documents. 4. Write documents where none exist. 5. To be reviewed annually.

**12. Any Other Business:** HH said Buffy May needs to be deleted on the website as Minutes Secretary. GM said we need a template of our Code of Conduct. A show of hands was taken as to whether to take the remuneration for members to the AGM. We will vote on this at the AGM.

**13. Date of the AGM:** Wednesday 12<sup>th</sup> June.

**14. Date of Next Meeting** – Tuesday 21<sup>st</sup> May at the Old Town Hall at 19.30

The meeting closed at 22.00