



## **PINHOE PANTOMIME SOCIETY**

*Minutes of Pinhoe Pantomime Society's Committee meeting held on Monday 24 May 2010 at 1 Brookleigh Avenue Heavitree at 7.30pm.*

**Present:** Emma Pateman, Sue Salter, Richard Adams, Emma Guerin, Peter Mitcheson, Dick Court, Faye Browning, Gill Sercombe, Nikki Andrews, Kaz Oinn and Helen Roberts

1. **Apologies:** There were no apologies.
2. **Welcome and minutes of last meeting:** Everyone was welcomed to the meeting and the minutes of the previous meeting were agreed and signed.
3. **Matters Arising**
  - a) **Health and Safety Policy –consideration of draft policy.** Alex Piercey has been asked to check the document and a reply is still awaited. The document was drawn up from a policy, found on the internet, for a theatre in London and from a local drama based source. The committee agreed, subject to Alex's approval, we adopt the policy.
  - b) **Storage:** Nothing to report
  - c) **Pantomime Calendar:** Nothing to report
  - d) **Sweatshirts etc.** Nikki is still investigating and was given a business card for another source.
  - e) **Vocal Tuition:** Plans are being made to hold a day workshop followed by a showcase at America Hall. There will be children's tuition for half a day. Emma G is awaiting confirmation from Kathy Rufulo for either Saturday 7 August or 14 August.
  - f) **Under floor cabling at America Hall:** Some cables have been purchased – Alex will check what we have bought and arrange purchase of any others required.
  - g) **Microphones:** Nothing to report.
  - h) **Electronic Drum Kit:** Nothing to report.
  - i) **Children's workshops:** Richard will ask Tracy for a budget for these and Sue will book America Hall for Sunday 25 July from 10.30am to 4.30pm.
  - j) **Members' database:** Faye to follow up with Tracy Adams.
  - k) **Membership - numbers and payment of subs:** over half the members have paid and Diane will collect more over the next few weeks.
  - l) **Panto events calendar:** Emma P has one copy to check and will then arrange for it to be sent to the committee and to go on the web site.
  - m) **30<sup>th</sup> Birthday photograph album:** Martyn Goss has this in hand.
4. **Secretary's report:**
  - a) **Family Fun Day 26 June 2010.** This event is taking place in and around America Hall. It was agreed we would try and arrange face painting and glitter tattoos. Some people volunteered to arrange for children to try on costumes and Ben Fricker could arrange 'instant' photos. It was unlikely we would be able to entertain with musical items unless we had some volunteers.
  - b) **Information Sheet from Devon Partnership:** Handed to Emma P to fill in her details and return.

**5. Treasurer's report**

- a) **Financial report:** We currently have £4,462.04 in the bank.
- b) **Banking – on line banking and credit/debit card:** If we use internet banking we would only have one authority on payments. It was suggested we could make forms available for a signature to agree large payments. Anyone can pay us electronically if they have our sort code and account number. A machine for card payment would cost us money – it was suggested we investigate how much it would cost for the period we sell tickets. Richard will apply for a debit card on the account and will draw up rules for its use.

**6. Sing a Long – 5 June 2010**

- a) **Setting up the hall:** Everyone was asked to try and help set the hall up from 10 am.
- b) **Refreshments:** Cream teas with cakes should cost about £1 per head
- c) **Draw:** The committee agreed we could purchase draw prizes to the value of £25.
- d) **Ticket sales:** To date 61 tickets have been sold.

**7. Pantomime 2011 - Aladdin**

- a) **Sunday and Friday bookings for painting and rehearsals.** Still awaiting Sunday dates for painting. Kaz will speak to Martyn on Friday.
- b) **Readings and Castings:** Readings have taken place and the script was well received. Castings to take place on the 9<sup>th</sup> and 16<sup>th</sup> June. As Jonathan Salter was not able to attend the readings Sue requested his name was down for chorus.
- c) **Pianist/keyboard player required:** John Thorndyke might have a lead – he will give Richard a contact number.
- d) **Someone to shadow June as Wardrobe mistress with a view to taking over for 2012 show:** Suggestions were made that we make an advertising poster and try and put it up in suitable places. Craft and fabric shops and if possible at America Hall. Therese May might know of venues in connection with her craft work.
- e) **Ticket prices:** It was agreed to increase ticket prices to £6 and £5
- f) **Person required to take over responsibility of props:** We will put something in the newsletter. Kaz is willing to help.

**8. Social Events**

- a) **Calendar Girls - 8 July 2010**
- b) **Hairspray – 11 August 2010**
- c) **Skittles @ Jubilee Club - 12 March 2011**
- d) **Remember Roy @ Tipton 10<sup>th</sup> and 11<sup>th</sup> June:** Some members re attending this event.
- e) **Treasure Hunt:** Pam and Adrian still to be asked. It was noted that Treasure Hunts can be purchased from the Tourist Board for £5

**9. Any other business:** There was no other business.

**10. Date of next meeting: 19 July 2010 @ 7.30pm – 27 Sheppard Road Exeter EX4 5DD.**