



# **PINHOE PANTOMIME SOCIETY**

*Minutes of Pinhoe Pantomime Society's Committee meeting held on Monday 26 April 2010 at 14 Oak Close, Pinhoe at 7.30pm*

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

1. **Apologies:** Helen Roberts
2. **Welcome and minutes of last meeting:** Emma welcomed everyone to the first meeting of the new committee. The minutes of the previous meeting were agreed and signed.
3. **Matters Arising**
  - a) **Health and Safety Policy:** We considered the policy which had been drafted by Penni Ball. Alex Piercey has been appointed as Technical Director and he will be asked to check the document before it is adopted. The committee would like to know what the draft was based on. In the future we will require a health and safety briefing of everyone involved in the production and we must have a fire drill at both the URC and America Hall. We hope to adopt this policy at our next meeting.
  - b) **Storage:** Emma outlined the two proposals to the new committee members, there was nothing further to report.
  - c) **Pantomime Calendar:** nothing to report.
  - d) **Sweatshirts etc:** Nikki Andrews offered to investigate suppliers for panto promotional clothing and some more simple society clothing.
  - e) **Members page on website:** Signed minutes and newsletters are now available on the website.
  - f) **Hairspray:** Emma still has 3 tickets available for this show in Plymouth. Tickets to be paid for by 19 May.
  - g) **Vocal Tuition:** nothing to report. Dick did ask that we do some training before the next pantomime.
  - h) **Under floor cabling at America Hall:** This needs to be followed up with Alex Piercey (Emma will contact him). Faye suggested we get a price for cable from Dan Victory – he can obtain with good discounts.
  - i) **Microphones:** This is to be considered after the 5 June show.
  - j) **Electronic Drum Kit:** this is to be considered when we have discussed it with the pantomime drummer.
  - k) **Children's workshops:** Tracy Adams has planned a rehearsal schedule on Wednesday evenings from 9 June to the 21 July at the URC. The 'show' would take place at America Hall; the suggested date is 24 July, although that might change! Sue will make the bookings when all the dates are confirmed. Richard will ask Tracy what budget she thinks she will need. There will be a production meeting soon.
4. **Secretary's report**
  - a) Our NODA insurance has been paid.
5. **Treasurer's report**
  - a) There has been very little financial activity and everything is in order.

6. **Annual General Meeting 2010**
  - a) **Charitable Giving:** The committee agreed to support the view of the membership and support Shelterbox as our charity for the coming year.
  - b) **30<sup>th</sup> Birthday Photograph Album:** This had been suggested by Martyn and it was agreed to ask him to go ahead with the project.
  
7. **Sing a Long – 5 June 2010**
  - a) **Setting up the hall:** Ian Robertson will set up the sound equipment from 6pm on Friday 4 June, the hall will be set up from 10am on the Saturday morning. Volunteers will be required.
  - b) **Production Meeting:** All other matters will be discussed at a meeting which will be set up shortly.
  
8. **Pantomime 2011 - Aladdin**
  - a) **Sunday and Friday bookings for painting and rehearsals:** Angela has pencilled in some provisional dates. Sue will book when she is given them.
  - b) **Readings and Castings:** Readings 19 May, castings 9 & 16 June.
  - c) **Production Co-ordinator:** will be Angela Roberts.
  
9. **Social Events**
  - a) **Calendar Girls - 8 July 2010**
  - b) **Hairspray – 11 August 2010**
  - c) **Skittles @ Jubilee Club - 12 March 2011**
  - d) **Treasure Hunt:** Faye will ask Pam and Adrian Chown if they can organise another Treasure Hunt for the summer.
  
10. **Any other business**
  - a) **Meeting Dates:** It was agreed to set dates for meetings for the year. It was also agreed to invite the producer to two meetings. Pantomime will be the first item on the agenda at those meetings.
  - b) **Banking:** We discussed the way forward when cheques are no longer available. Richard will investigate on – line banking and the possibility of having a credit/debit card on the account to make payments easier. We will also investigate having an on line payment system for the box office.
  - c) **Members Database:** It was felt we need a member's database available. This would need a private area on our website and everyone would have to give permission for their details to be on it. Faye will start some investigations.
  - d) **Panto Events Calendar:** Some members are in the process of setting this up and it will be available soon.
  - e) **Size of the Society:** We discussed if there should be a limit on the number of members we can have. No decisions were made. Some people do not pay membership and it was felt that we need to look into this for the future.
  
11. **Dates of meetings for the coming year:**

*24 May 2010 @ 1 Brookleigh Avenue, Heavitree, Exeter EX1 3BY*

*19 July 2010*

*13 September 2010*

*18 October 2010*

*29 November 2010*

*31 January 2011*

*14 March 2011*

*Venues to be decided*