

See Distribution

Feb 04

MINUTES OF THE ANNUAL GENERAL MEETING OF THE RAFC CRANWELL THEATRE CLUB HELD ON 20 JAN 04

In Attendance:

Flt Lt N Bradshaw  
Flt Lt E Collier  
Sqn Ldr S Barnes  
Mrs A Hilliard  
Mrs J Fellows  
Mr K Reading  
Mrs P Reading  
Mrs D Hales  
Miss C Dooley  
Mr J Oxby  
Mr D Owen  
SAC K Harries

OIC  
  
Wardrobe Member  
  
Artistic Member  
Technical Member  
Treasurer  
  
Publicity Member  
Secretary

Apologies:

Flt Lt D Gilvary

Chairman

Item	Discussion and Decision	Action
1 Minutes of the Previous Meeting	1. The minutes of the previous meeting were read and accepted as a true and accurate account.	
2 Matters Arising	1. Mrs D Hales would become the inventory holder, with Mr K Reading as her deputy.  2. The Treasurer asked for any receipts to be forwarded as soon as possible.	
3 The Club Constitution	1. A draft copy of the club constitution was shown to the committee members.  2. <u>Decision</u> . It was agreed that the OIC would take on board comments made by the committee and would produce the final Constitution for the next committee meeting.	Flt Lt N Bradshaw
4 Ratifying of New Committee	1. It was proposed by Flt Lt E Collier that the club constitution reflect that committee posts, would only be filled by members elected from within the club, and can only be asked to resign at an AGM. Seconded by Mrs D Hales. Motion carried.  2. <u>Decisions</u> . The Following Decisions were agreed upon:	

Item	Discussion and Decision	Action
	<p>a. Flt Lt N Bradshaw proposed that Flt Lt D Gilvary assumes the post of Chairman. Seconded by Mrs D Hales. Motion carried.</p> <p>b. Sgn Ldr S Barnes proposed that SAC Harries assumes the post of Secretary. Seconded by Mrs P Reading. Motion carried.</p> <p>c. Mrs A Hilliard proposed that Mrs D Hales assumes the post of Treasurer. Seconded by Flt Lt E Collier. Motion carried.</p> <p>d. Flt Lt N Bradshaw proposed that Mr K Reading assumes the post of Technical Member. Seconded by SAC Harries. Motion carried.</p> <p>e. Flt Lt Bradshaw proposed that Mr D Owen assumes the post of Publicity Member. Seconded by Mrs A Hilliard. Motion carried.</p> <p>f. Mrs P Reading proposed that SAC P Wade assumes the post of Bar Member. Seconded by SAC K Harries. Motion carried.</p> <p>g. Mrs D Hales proposed that Mrs A Hilliard assumes the post of Wardrobe Member. Seconded by Flt Lt N Bradshaw. Motion carried.</p> <p>h. Mrs P Reading proposed that Sqn Ldr Barnes assumes the post of Artistic Member. Seconded by SAC K Harries. Motion carried.</p> <p>i. Mr D Owen Proposed that Flt Lt E Collier assumes the post of House Member, with Mrs C Dooley acting as her deputy. Seconded by Mr K Reading. Motion carried.</p>	

Item	Discussion and Decision	Action
	<p>j. Sqn Ldr Barnes proposed that Mrs P Reading assumes the post of Youth Group Member. Seconded by Flt Lt N Bradshaw. Motion carried.</p> <p>k. Mr K Reading Proposed that Mr J Oxby assumes the post of Entertainment Member. Seconded by Miss C Dooley. Motion carried</p>	
<p>5 Statement of Accounts</p>	<p>1. The Treasurer stated that the fund remained in a healthy state, with the sum of £1891.37 available.</p> <p>2. <u>Decision</u>. It was agreed that the OIC would contact the Chairman requesting for any outstanding bills to be forwarded to the Treasurer.</p>	<p>OIC</p>
<p>6 Membership</p>	<p>1. The Sum of £5 for Membership fees was to be paid to the Secretary by all Committee Members. Membership fees would be reduced for new Members joining later in the year, by 50p per month from April onwards.</p>	
<p>7 Forward Plan for 2004</p>	<p>1. The Events for 2004 were discussed.</p> <p>2. <u>Decisions</u>. It was agreed that Cranwell would perform in the following:</p> <p>a. An Evening of One Act Plays (Apr/May 04).</p> <p>b. The RAFTA (Royal Air Force Theatrical Association) One Act Festival 28-31 May 04.</p> <p>c. Summer full-length play (early Jul 04).</p> <p>d. The RAFTA UK Drama Festival full-length play (Sep/Oct 04).</p> <p>e. A Christmas Pantomime (Dec 04).</p> <p>f. Youth productions dates tbd.</p>	

Item	Discussion and Decision	Action
<p style="text-align: center;">8 Any Other Business</p>	<p>1. <u>Decisions</u>. It was agreed that:</p> <p>a. The Publicity Member would look at Whittle Hall's forthcoming events diary, to assess availability of the Hall.</p> <p>b. The Club Nights would now be held on Wednesdays 1900hrs for 1930hrs.</p> <p>c. The Rehearsal Nights would now be on Tuesdays and Thursdays, dates and times would be confirmed as and when rehearsals were required.</p> <p>d. Members to submit any ideas for changing The Cranwell Theatre Clubs's name and logo to the OIC or Chairman.</p>	<p>Publicity Member</p>
<p style="text-align: center;">9 Arrangements for Next Meeting</p>	<p>1. The Secretary was to arrange for the next meeting to be held at the clubhouse at 1900hrs on 18 Feb 04.</p>	<p>Secretary</p>

*K A Harries*

K A Harries  
SAC  
Secretary

Distribution:

Action:

OC Admin Wg  
PSI  
OC ACCTS Flt  
All Committee Members

Information:

Theatre Club Notice Board  
Theatre Club Intranet Web Site.