

See Distribution

10 Oct 04

MINUTES OF THE CRANWELL THEATRE CLUB COMMITTEE MEETING HELD ON 06 OCTOBER 04 AT 1900 HOURS

Present:	Flt Lt Watson Mrs Reading Wg Cdr Rackham Mr Reading SAC(T) Mylchreest Mr Owen Mrs Saw Mrs Hilliard Miss Dooley Mr Topping Mr Oxby	OIC Chairman Technical Member Treasurer Secretary Publicity Member Member Member Member Member	OIC Chairman Sec
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Item (a)	Discussion & Decisions (b)	Action (c)
1. Minutes of the Last Meeting	1. <u>Minutes of the last meeting.</u> The Chairwoman commenced the meeting at 1900Hrs. The Minutes of the last meeting were read and accepted as a true and accurate record.	
2. Matters Arising	<p>1. <u>Committee Member Roles.</u> TOR's have now been distributed and signed by all relevant Members. Any Member who has not done this is to contact the OIC as soon as possible to rectify the situation.</p> <p>2. <u>Treasurer Duties.</u> A full membership list has been drawn up and will be distributed amongst the Club Members at the Club night. The Treasurer is to confirm that all relevant paperwork has been received and understood with regards to the position.</p> <p>3. <u>Membership.</u> Membership forms have been filled out by the Club Members and the Secretary has produced an up to date list of details. However, some members are still required to pay the £10 subscription fee. A list of these people is to be given to the Treasurer who will chase this up.</p> <p>4. <u>Whittle Hall Bookings.</u> Dates for forthcoming productions, including the Pantomime, have been now confirmed. If anyone has any queries or concerns please speak to either the Publicity Member or the OIC.</p> <p>5. <u>Sound Equipment.</u> The Technical Member stated approx. costs for the required equipment as follows: £170 – 1 x Double CD Player £100 – 1 x Minidisk Player</p> <p>These costs will be written into the new Financial Plan for 05/06. The Financial year begins on 01 March 05. The new equipment is to be purchased in time for use at the One Act Play Festival, held in May 05. Costs are to be confirmed for the purchase of cables and connectors which are needed to run the speakers that are held in the wings effectively. The Committee agreed that the Technical Member is to source and purchase the relevant equipment at his earliest convenience.</p>	All Treasurer Technical Member

	6. Storage Space. The OIC is awaiting a response from OC SSS and will continue to chase up this matter. This Item is on going.	OIC
3. Treasurer's Report	1. The financial report was presented by the Treasurer. The balance of Club Funds as of 06 Oct 04 stands at £2074.97 (See attached)	
4. Productions	<p>1. Past Productions. The Chairwoman stated that she was disappointed with number tickets sold for the Farndale Ladies Play recently put on by the Club in the comparison to the turnout for the Footlights Play. With this in mind the Chairwoman made a formal request that for all future productions each Club Member is to endeavour to sell at least five tickets per person. This would help to ensure the ticket sales a CATS production deserves.</p> <p>2. Present Productions. The OIC stated that letter have been sent out to all Head of Sections on RAFC Cranwell requesting the Stations support of the Pantomime all future productions.</p> <p>a) The Treasurer is to produce a budget for the Director to work within.</p> <p>b) The Secretary is to contact Jasper Publications regarding the cost of the Licence for the Pantomime.</p> <p>c) The Director is chase up costumes, which may be donated by RAF Cosford for use in the Pantomime.</p> <p>d) The OIC is to contact the Fire Section regarding fire buckets.</p> <p>e) The Publicity Member is make amendments to the posters and flyers. All letters and publicity is to be signed off by the OIC at her earliest possible convenience.</p> <p>3. Future Productions. It was discussed and agreed by the Committee that the staging of plays, such as the One Acts, would take place on mid-week nights rather than at weekends. This will be discussed further at the relevant time.</p>	<p>All</p> <p>Treasurer</p> <p>Secretary</p> <p>Director</p> <p>OIC</p> <p>Publicity Member</p>
5. Any Other Business	1. No further business.	
6. Date of Next Meeting	1. There being no further business the Chairwoman closed the meeting at 1930hrs. The next meeting will be held on Wednesday 03 November 04 at 1900hrs.	

KL Mylchreest
SAC(T)
Secretary
Ext: 7243

Distribution:

All Committee Members