

See Distribution

24 Jun 04

MINUTES FOR THE COMMITTEE MEETING OF THE RAF CRANWELL AMATEUR THEATRICAL SOCIETY HELD ON WEDNESDAY 23RD JUNE 2004

In Attendance:

- Flt Lt D Gilvary
- Flt Lt N Bradshaw
- Wg Cdr C Rackham
- Flt Lt P Watson
- Sgt S Graham
- SAC L Hales
- SAC C Yates
- Mrs J Fellows
- Mrs P Reading
- Mr D Owen
- Miss S Thrower
- Mrs R Shallcroft

Chairman
OIC

Technical Member
Publicity Member

Apologies:

- Miss C Dooley
- Mr J Oxby
- Mr K Reading
- Mrs A Hilliard
- Mrs J Davies
- Mrs J Wyatt
- Sgt K Baker
- Sqn Ldr S Barnes

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 P Reading confirmed that Mr K Reading has taken the black material found in Whittle Hall's dressing rooms.	
3. Financial Status	1. <u>Finances</u> . Owing to the recent departure of the Treasurer, this information was not available at the time of the meeting. A breakdown of the finances regarding the One-Act Festival and One-Act Nights will be forthcoming at the next Committee Meeting.	Keith Reading

<p>4. Next Production</p>	<ol style="list-style-type: none"> 1. <u>Director</u>. Flt Lt D Gilvary nominated Mrs C Saw as the Director of our next production – <i>S.S Farndale Avenue</i>. Seconded by Mr D Owen. Motion carried. 2. <u>S.S Farndale Avenue</u>. Mrs C Saw briefed the Committee on the production, stressing its technical nature. 3. <u>Auditions & Rehearsals</u>. Auditions for the roles in <i>S.S Farndale Avenue</i> will be held on Mon 28 Jun @1900hrs in the Clubhouse. A provisional rehearsal schedule has already been prepared. All CATS members to be made aware of the audition on 24 Jun by Mr D Owen. 4. <u>Sets</u>. Wg Cdr C Rackham will lead the technical challenges alongside Mr K Reading for <i>S.S Farndale Avenue</i>. 5. <u>Budget</u>. A budget of £150 has been agreed by the Committee to purchase <i>S.S Farndale Avenue</i> set materials. This budget was proposed by Flt Lt N Bradshaw and seconded by Sgt S Graham. Motion carried. 6. <u>Production Dates</u>. We hope to have Whittle Hall booked from Tue 7 Sep, with <i>S.S Farndale Avenue</i> being performed on Fri 10 and Sat 11 Sept. Flt Lt D Gilvary will check the College Diary for any conflicting events in Whittle Hall. 	<p>Dan Owen</p> <p>Chris Rackham</p> <p>Dom Gilvary</p>
<p>5. Pantomime</p>	<ol style="list-style-type: none"> 1. <u>OK Corral</u>. <i>Panto At The OK Corral</i> was officially agreed to be CATS next pantomime in Nov/Dec. Thirteen cast members are required, plus a Chorus of children from the Youth Theatre. 2. <u>Auditions</u>. Pantomime auditions will be held on 6 & 8 Jul. Publicity to be created and printed by VMD immediately, ideally for distribution on 28 Jun by Mrs J Fellows in Central Registry. 3. <u>Sets</u>. Mr K Reading will take the lead on building the pantomime sets before rehearsals begin (Aug/Sep). 	<p>Dan Owen & Jayne Fellows</p> <p>Keith Reading</p>

	<p>4. <u>Production Dates.</u> CATS have Whittle Hall booked from the 27 Nov – 6 Dec. The proposed production times will be: Fri 3 Dec (eve), Sat 4 Dec (mat/eve) and Sun 5 Dec (mat). Dates to be finalized closer to the time.</p> <p>5. <u>Panto 2005.</u> Whittle Hall will be pre-booked for pantomime in 2005 to ensure a better timeslot (i.e., second week in Dec).</p>	Dom Gilvary
<p>6. Committee Positions</p>	<p>1. <u>TOR's.</u> All Committee members are to read their Terms Of Reference (now available on the CATS website) and if there are any problems or concerns, ask the advice of more experienced CATS members – such as Mr K Reading, Mrs P Reading, Flt Lt S Barnes and Flt Lt D Gilvary.</p> <p>2. <u>Dual Roles.</u> It was confirmed by the Committee that members can assume more than one role on the Committee, if needs be.</p> <p>3. <u>Treasurer.</u> Wg Cdr C Rackham proposed that Mr K Reading assume the role of Treasurer, seconded by Mrs K Reading. Motion carried.</p> <p>4. <u>House Manager.</u> Mrs C Saw is unable to assume the role of House Manager, due to directing commitments in 2004. This role will now be taken on by SAC C Yates, unless the Deputy House Manager (Miss C Dooley) wishes to be promoted to this role.</p> <p>5. <u>Others Positions.</u> It was agreed that the vacant Committee positions of Wardrobe Member and Bar Member could be assumed by Mr and Mrs J Wyatt, if they are willing to perform these tasks.</p>	<p>All Committee</p> <p>Keith Reading</p> <p>Catherine Yates</p> <p>Joan Wyatt & Jim Wyatt</p>
<p>7. A.O.B</p>	<p>1. <u>Cambridge Footlights.</u> Flt Lt D Gilvary confirmed that the <i>Cambridge Footlights</i> theatre company will be appearing in Whittle Hall, as part of their 2004 national tour, on Tue 6 Sep. We must clear the stage for them to set-up that morning.</p>	All Members

OC Admin Wg
PSI
OC ACCTS Flt
All Committee Members

Information:

CATS Notice Board
CATS Websites (internet/intranet)
CATS E-Mail Distribution