

	<p>protocol and procedures regarding ticket sales for the purpose of audits. The OIC will supply the relevant paperwork.</p> <p>3. Terms of Reference. The OIC stated that Terms of Reference would be issued to all relevant Committee members for signature as soon as possible.</p> <p>4. Cambridge Footlights. The OIC passed on her apologies for being unable to attend the upcoming Footlights performance. Volunteers for the evening are as follows:</p> <p>Front of House – Mrs Reading Bar – Mr Reading Main Gate – Mrs Fellows Tickets on Door – Mrs Hilliard Fire Brief – Wg Cdr Rackham</p> <p>The OIC stated that she would organise the supply of drinks and glasses for the bar. These are to include red and white wine, lager and bitter, coke, diet coke and orange juice. The OIC will contact Flt Lt Gilvary for further information regarding the arrival time, requirements, etc of the Footlights.</p> <p>5. Key List. A new key list was completed and will be handed into the Main Guardroom. Anyone who has not signed the list and requires access to the keys is to contact the OIC at their earliest convenience.</p>	<p>OIC</p> <p>OIC</p>
<p>3. Treasurer's Report</p>	<p>1. The financial report will be presented by the Treasurer at all further meetings.</p>	
<p>4. Any Other Business</p>	<p>1. Membership. It was proposed that membership fees for the new year should be £10 per person, or, for late arrivals, £1 per month up to a maximum of £10. This would hopefully encourage long-lasting membership and reliability from cast and crewmembers alike. The Membership year will run from 01 September to 31 August. Mrs Reading stated that these new membership fees would be same for the Kittens Youth Group.</p> <p>Decision. The Committee agreed the proposal. The Publicity Member is to advertise for new members, actors and stage crew, for both the CATS and Kittens via all channels available including SRO's.</p> <p>2. Whittle Hall Bookings. At present there are some uncertainties as to which dates have been booked for performances for the 04/05 season.</p> <p>Decision. The OIC is to contact Wendy Kirman to confirm which dates are currently held in the Whittle Hall diary.</p> <p>3. Sound Equipment. The Technical Member requested funds to purchase some new sound equipment for the Club. 2 Mini Disc Players would cost approx. £150 each. 1 Pyro Flash Box would cost approx £200.</p> <p>Decision. It was agreed by the Committee that the purchases should go ahead. The Treasurer is to make funds available at the earliest convenience.</p> <p>4. Storage Space. Storage space for the Clubs assets (props, materials, costumes, etc) has become restricted and inadequate. For the Club to continue putting on performances with the excellent standard of sets, props and costumes currently achieved, more space is urgently required.</p>	<p>Publicity Member</p> <p>OIC</p> <p>Treasurer</p>

	<u>Decision.</u> The OIC and Committee agreed that this was an important issue. The OIC stated that she would speak to OC SSS with a view to alleviating the problem.	OIC
6. Date of Next Meeting	1. It was agreed by the Committee that Club Committee meetings would be held on the first Wednesday of each month from hereafter. 2. There being no further business the OIC closed the meeting at 1950hrs. The next meeting will be held on 06 October 04 at 1930hrs.	

KL Mylchreest
SAC(T)
Secretary
Ext: 7243

Distribution:

All Committee Members