



FADS COMMITTEE MEETING
Thursday 11th July 2019 at Spinners Lea
commencing at 7:30pm

MINUTES

In the Chair: Cindy Gray.

Present: Ellen Ross, Sarah Walker, Rowena Laing, Jane Stephenson, Laura Cranstoun, Paul Anderson, Helen Watson, David Smith.

Apologies: Jackie Smith.

1. Welcome and operation of committee

Cindy thanked everyone for coming and welcomed the new committee.

1.2. Meetings

It was agreed among those present that the Committee will continue with monthly meetings, to be reviewed in quieter periods. While several of last year's meetings were held on Tues or Thurs nights before rehearsals, it was agreed that this doesn't give some people enough time to get to Fintry and makes for a long night. Going forward, Wednesday evening suits everyone.

Minutes will be distributed to the Committee for consideration as soon as possible following each meeting, then approved via email, so they can be made available on the website more quickly than has been possible previously.

1.3. Roles

Cindy asked everyone to consider what they might like to do/achieve within their role on the Committee - to be discussed further at next meeting.

2. Minutes of last Committee meeting on 30th May & Matters Arising

2.1. PAT testing

Sarah has already chased Jonny, who had said he would help organize this.

Paul said he was happy to help. He emphasized the size of the job and the need for people who are (a) physically able to get up ladders and (b) technically capable/knowledgeable about lighting. They need to be taken down, cleaned, tested, put back up and then fine-tuned. Paul estimated it would take two days and require 4-5 people, including Martin Turner.

David suggested he could put out a request for help from local people on Fintry Buddies.

@Sarah to liaise with Paul, Martin, David & Jonny asap to get a date for carrying out the testing & cleaning.

Paul also highlighted that that curtains and pelmets need cleaning. This can be done in situ with a vacuum cleaner at the same time as the lights are being done. Ellen, Jane, Laura & Cindy all offered

to help.

2.2. Locks for/in Green Room

Jane stated again that the cupboard where the bar stock is stored is in desperate need of a new base, as the old one has collapsed, and also requires a decent lock.

It was agreed that we also need a better lock on the Green Room door – Paul said it needs a strip on the frame to make it secure. **@Paul** to organize these things.

Locks are also required on the other cupboards in the Green Room to ensure other users of the room can't access them – this to be discussed again.

2.3. Back Wall

Paul reported that this is almost completed, with just an archway panel to be made. It is c.6" further forward than the previous wall, giving more room for cast & crew to move behind, and has interchangeable panels to give greater flexibility for blanks & doors etc. Cindy noted that this project has been on the agenda for a year now; Paul responded that he had been asked for and given a quote almost two years ago, but nobody had ever come back to him with a go ahead. There seemed to have been a communication breakdown with the change of committee, highlighting the importance of making sure previous minutes are reviewed to ensure the right people are being contacted.

2.4. Silver/gold curtain

This has been bought at a cost of c.£142. **@Ellen** is going to contact the Young Farmers for a contribution.

Rather than being stored behind the back wall, as it was before, Paul suggested that he make a lid for the box, which is currently in the Lesser Hall, so that it can remain there. **@Helen** going to check with the Hall Committee that this is acceptable.

2.5. 'The Matriarch'

There is still no potential date for the viewing. **@Jane** going to liaise with Jonny to find out how plans are going.

3. Treasurer's report

Ellen reported there is £9,074 in the bank; c.£1,800 in the current account & £c.£7,200 in the deposit account.

@Ellen asked if she could buy an accounts software package recommended by Jill Smith, costing c.£30. All agreed.

Cindy reported that she and Ellen had given Tony the go-ahead to pay for a demo light to help decide on the new lighting to be purchased, at a cost of c.£36.

3.1. Membership numbers and requirements

There are 28 paid members to date. People involved in productions who have not yet paid have been chased.

In terms of who needs to be a paid-up member, it was agreed that we shouldn't put people off if they want to help out. **@Sarah** to put together a draft list of roles for which people do need to be members and those for which they don't - to be discussed at next meeting.

3.2. Membership form 2019-20

No objections were made to v8 of the form, which will be put on the website in Word format. To make it easier for people, it was agreed that we will no longer require the form to be physically signed; by returning it electronically to Ellen, members are confirming their agreement to the terms. **@Sarah** to add to form.

3.3. Sports Club

The issue of FADS setting membership fees in May at the AGM and the Sports Club not setting their fees until their AGM in September is still unresolved. Ellen has spoken to Brenda, who confirmed FADS is treated like any other member, but it will be discussed at their next committee meeting.

@Cindy & @Ellen to arrange another meeting with Brenda and Sandy.

Helen reported that almost all the costume store lights are out. She's informed the Sports Club, who said it's our responsibility to replace the bulbs, but they will refund the cost. **@Paul** will sort this out.

4. Upcoming productions

4.1. One-act plays

Sarah gave update on rehearsal schedule for 'The Biscuit'; Laura on 'The Worst Day...', both going well; **@Cindy** to check with Gavin on 'Housebound' progress.

4.2. Mother Goose

David reported he'd had a reasonable response from initial email to FADS members & contacts but was going to follow up with others individually before confirming his production team.

He has made a good start on sound – will be using recorded music & is already working with Gavin, Sam Yoffe and Ian Kidd to find best solutions. Cindy reported that tracked vocals had worked extremely well at a recent children's show she had attended. David was not intending to use these at the moment.

Margo Campbell and Fiona Paterson have agreed to be vocal coaches for cast and it is hoped that this will help move the singing aspect along.

Helen offered to help with costumes; Paul wanted it noted that May had previously offered help but felt she had been ignored. Helen said that May had helped in the past and her efforts had been most valued.

Children's Etiquette Forms to be distributed & explained in person by David at first meeting with children. **@Sarah** to reformat the agreed version put together by Mairi, which it was agreed must be signed by both the child and parent.

@Sarah to publicise reminder in due course about reading/casting meeting on 28th August.

4.3. Spring musical

Rowena is very keen to produce a musical in the Spring and the Committee felt it would be a good, inclusive production for the Club.

Rowena had hoped 'Oklahoma' would be available, but another club in the area is already doing it, so we can't get permission. However, they did say it would be available in 2021, so **@Cindy** is going to ask if we can reserve it.

'Dirty Rotten Scoundrels' was investigated and Rowena felt it would be a fun production with good casting possibilities, but it was felt it would be too much of a challenge for the club, musically.

Rowena then suggested 'Calamity Jane', which was met with a very positive response! **@Rowena** is going to check whether the licence is available.

Also going to look at the 'Threepenny Opera', which Martin suggested previously, as back-up.

4.3b. Ticket prices were also discussed. Rather than a blanket price for the year being agreed at each AGM, it was felt that pricing each production based on its merits would be a better way forward. It was agreed that prices for the Autumn one-act plays should be £8 each / £15 for two. Cindy likes the idea of offering a discount for the first night, as it takes a bit of pressure off the cast and director. Panto prices and ticket 'packages' for families to be discussed with David. Most people felt a musical should be priced higher than a panto.

4.4. Roles and Responsibilities

The Production Checklist was approved. The Post-Production clear up list was amended and approved. Paul highlighted that it always seems to be the same, small number of people who clear up and Cindy said that there always used to be a rota for tidying up after performances. It seems that things have slipped in recent years, so it's hoped that the introduction of the new expectations and responsibilities documents and checklists will help reverse this. These are to be enforced by Directors, with support from the Committee where necessary.

Cindy also felt it was important to encourage and support the Directors in delegating responsibilities to other members of the cast and crew, making productions much more of a team effort.

5. General news

5.1. Matters arising from the AGM:

- 5.1.1. **@Cindy** to liaise with Mairi and Tony about blanket 'Body of Persons' approval for children in productions. **@Cindy** also going to ask if Mairi has a list of people in the club with PVG.
@Laura offered to be child liaison during panto performances and is going to look into what the position might require/involve.
- 5.1.2. As OSCR currently only has the version of our Constitution from August 2008, it was agreed that the May 2009 updated version - accepted at the June AGM and for which Sarah & Cindy had corrected typos and other errors – should be signed and submitted to OSCR. **@Sarah & @Ellen** to liaise on this. **@Sarah** to distribute to Committee for consideration as to what other amendments might be made for the 2020 AGM.
- 5.1.3. The SCDA response regarding timing and the definition of 'professional actors' for one-act plays was discussed, with new members, Rowena and Laura, unaware of what had gone before. A copy of the full communication was provided by Sarah.
Sarah felt the responses were adequate on the two matters but expressed concern that the issue of SCDA accepting a professional production company as a member of a community drama association should also have been addressed. **@Sarah** to draft a response letter to SCDA and send to Cindy.

5.2. Committee ambitions (discussed earlier in point 1.)

5.3. Committee calendar of deadlines

Sarah suggested having a calendar of regular annual dates/deadlines/events would help the committee in planning agendas and making sure things don't get missed. **@Sarah** to circulate draft to Committee for additions/amends.

5.4. Stand at Fintry Fun Day

Sarah reported we've taken a stand again at the fun day but said she would not be available to organise or help man it this year.

Sarah highlighted the things that worked well last year: registering new members, 'guess the sweets in the pigs' game, handing out 'save the date' flyers for panto, selling tickets for next production.

@Sarah to send an email to members asking for volunteers to man the stand.

Final arrangements to be discussed at next meeting.

6. Growing capacity – future plans for the Club

6.1. Refurb of stage area

Paul said that in addition to the lighting needing to be updated, the book flats are very unwieldy and

could do with replacing. The hoist rigging is not effective and having to clamber about on the rafters is not very safe. Back canvas rolls could also do with replacing as they have almost too much paint on them now. It had previously been suggested the scaffolding poles were too heavy and should be replaced but when Paul & Tony inspected them, they found they are already aluminium and therefore can't be made lighter.

Cindy suggested we engage a professional stage designer (or similar) to visit, make an assessment and recommend what we could do and how much it might cost. We can then make a proper plan for works as & when we have the funds.

@Laura is going to speak to colleagues at the Macrobert and see if someone could give us ideas and quotes. Cindy suggested we can afford to pay them a small fee. Once a date has been agreed,

@Sarah to send out a mail to members to get as many as possible to attend meeting.

6.2. 'Wee grants' from the Robertson Trust

Sarah put forward the option of getting a grant from the Robertson Trust, which could be anything from £500 to £2,000. Scheme was launched end of June and intended to run for 6 months but may close sooner if oversubscribed, so we should consider an application asap.

7. Communications & publicity

7.1. Mailchimp list and website mailing lists

Sarah reported that she had 'tidied up' the 'FADS Big List' of old contacts who hadn't received mailshots for a couple of years, according to GDPR guidelines. Of 140 people, 25 replied 'yes' to stay on our mailing list, 3 asked to unsubscribe, 9 emails had errors and 104 didn't respond. Cindy agreed all historic addresses should be deleted as per GDPR. **@Sarah** to make sure this is done.

With regard to the Mailchimp Members list, most people felt that there should be some leeway before the previous year's members were deleted, as some don't pay their fees until the panto – Ellen even had some paying in March 2019 for the 18/19 year.

It was agreed that members from 2018/19 would remain on the list until the end of the year. If they have not rejoined by then, they will be removed from the list at the start of January 2020. **@Sarah** to send out a reminder to members in November.

8. Social Committee

8.1. Report on Social Committee meeting on 3rd July

8.1.1. Summer barbecue at Tony & Lorna's: Invitation went to FADS members only, not publicised. 25 people had responded saying they'd come – with Laura & Cindy also saying they'd be there, Rowena said they'd be up to c.30, which was deemed enough for the venue.

8.1.2. Rowena reported that they were also intending to have a Casino evening in the hall in November (evening dress, roulette, etc.) and a Scottish Burns-themed quiz in January.

8.2. Play reading evenings, including 'The Rising'

Helen said Jim Thompson is very keen to have this play about the weavers' uprising in 1820, as it's the 200th anniversary next year and many of the affected weavers were based around Fintry, with a number beheaded by the Tolbooth in Stirling. Jim has given FADS 'first refusal'. Jonny has the script at the moment; **@Jane** is going to get it from him and pass on to Lorna, who has said she would like to read it. Cindy suggested having an evening reading, using Tony's projector to allow the singe script to be used. **@Rowena** to lead on organizing this.

9. AOCB

- 9.1. @Laura going to set up a WhatsApp group for the Committee.
- 9.2. Sarah confirmed a congratulations card had been sent from FADS to Susan Wales & Walter Hampson, who were married at the end of June.
- 9.3. Sarah mentioned again Abbeyfield Killearn's request for us to take some comedy performances down to the residents. @Sarah going to liaise with Laura to arrange a visit.
- 9.4. Jane has been offered two army uniforms for our costume store – Helen very keen as one of the jackets is 42" and we're short on larger sizes! The only 'payment' the donor requires is 2 tickets to our next production.

10. Date of next meeting

Wednesday 7th August, 7:30pm, Spinners Well (Ellen's).