



FADS COMMITTEE MEETING

Wednesday 18th September 2019 at Netherton Cottage, 40 Main Street
commencing at 7:30pm

MINUTES

In the Chair: Cindy Gray.

Present: Ellen Ross, Sarah Walker, Rowena Laing, Paul Anderson.

Apologies: Jane Stephenson, Laura Cranstoun, David Smith.

1. Welcome & apologies (as above)

2. Minutes of 7th August meeting and Matters Arising

2.1. PAT testing & stage cleaning

Sarah confirmed all PAT testing of lights in hall had been completed, along with many of the items in the lighting loft. Red curtains still to be cleaned, which Paul advised will be a big job – also they need some repairs. Cindy proposed getting panto cast members to undertake jobs required doing before the panto (including cleaning the reds) - **@Paul** to come up with list of jobs that need doing **@Cindy** to attend panto rehearsals to ask for volunteers.

The lack of volunteers for cleaning in general was addressed and it was noted that the post-panto clear-up list of jobs will be populated with cast & crew members by **@David and Ellen** in October. **@Cindy & @Sarah** to chase up arrangements for One-Act post-production clear up (and party!)

2.2. Silver/gold curtain

Ellen confirmed the YFs' contribution has been received & banked.

@Paul still to make lid for box.

Paul recommended throwing away the extra metal pole currently in the box, which he has never known be used! **@Paul** to dispose.

2.3. Back wall

Paul has primed it and put up lining paper, which can be painted as many times as works, then stripped off and a fresh layer applied. Ready to go!

2.4. Green Room door security

Paul has made a 'temporary' repair to the door with a frame reinforcement and bolt. This is the best that can be done without rebuilding the door frame/surround and it was agreed it will suffice.

2.5. Costume store lights

Paul reported all D-lamps and half of fluorescents are currently out in the costume store. The original plan of Brenda buying all the lights, including for the squash courts (which Paul was going to fit for them) has come to a halt as they've now decided to put LEDs in the squash courts.

@Paul to now source and replace lamps and fluorescents in the next couple of weeks with Brenda paying for them.

2.6. Keyholders

Sarah has completed a list of all FADS member keyholders. Cindy suggested we need to establish a system for liaising with the Hall Committee to ensure responsible and tracked allocation of keys.

@Sarah to liaise with Sheila initially to ensure our list is correct and establish current procedure for keys being distributed and returned. **@Cindy** to ask to attend next Hall Committee meeting.

2.7. Member notification of Minutes being online

Sarah confirmed Minutes are simply uploaded once the Committee has approved them. **@Sarah** will send out notification to membership going forward.

To Carry Over: **@Jane** to update on army uniforms at next meeting she attends.

3. Treasurer report

3.1 Finances

Ellen reported £6,500 between the two accounts. Recent spending included £267.88 on drinks from the Fun Day (Gail Reid bringing stock to opening night of One-Acts) and £484.65 on insurance.

3.2 Membership

67 total: 46 adults, 12 Juniors, 8 Primary and 1 Student.

3.3 Sports club – membership forms update

Ellen stated that getting people to complete the forms and return them is a challenge and very time consuming. **@Cindy and Ellen** to discuss an easier process with Brenda in March meeting.

3.4 Insurance

Ellen has spoken to Andrew Haslam, Treasurer on the Hall Committee, who confirmed that our stage lights aren't covered by the Hall insurance. Ellen has increased our cover by £5,000, up to a total of £15,500. Andrew suggested we look at whether a joint policy might save both of us money – to be discussed. **@Cindy** to ask to attend next Hall Committee meeting.

4. Productions 2019-20

4.1 September One Act Plays (inc. technical requirements)

The Biscuit, The Worst Day of My Life & Housebound – all going well!

Publicity Banners are up in Kippen and Fintry; Tony yet to do Killearn

Sarah distributed draft programme and confirmed it's ordered.

No tickets for door, just payment. Jane has FOH in hand – prepared before she went on holiday. Ellen confirmed licence for bar has been received (although Alan Watson's name was on it!)

Ellen said she'd had feedback that the tickets are too cheap at £5 – although this had been agreed by the Committee at the last meeting. This will be borne in mind for future productions.

4.2 Mother Goose

Ellen reported (along with written update from David) that it's going very well. Strong cast and great atmosphere with lots of enthusiastic new faces.

Costume team is in place: Helen and Sheila leading on advising, plus Cathy Haslam, Katherine Cowtan, May Anderson, Heidi Spence, Jane Wilde, Jeannie Woodburn, Michelle Baitrum and Ailie Law on board. Cindy raised importance of including all the support teams in after-show parties etc. and suggested giving them free tickets to the show. General agreement on this. **@Jane** to arrange.

Paul confirmed backstage crew is in place.

Licence for radio mics lasts for a year. **@Ellen** has spoken to Tony and is going to apply for it in October.

Paul also reported that a new wireless headset is required for the Stage Manager – Cindy confirmed this should be ordered right away. **@Cindy** to ask Tony. Paul also mentioned issue of reds 'creeping out' from behind the proscenium arch. To be addressed in general stage overhaul **@Cindy** Sarah pointed out that a 'Child Protection Policy' is referenced in the Parental Consent Agreement form, but we don't seem to have such a thing. **@Sarah** to check and **@Ellen** to follow up with Mairi as necessary.

PVG clearance: most of members suggested for PVG have either now got clearance or it's been applied for. Ellen happy there are enough for the panto.

4.3 *Spring Musical: Calamity Jane*

Rowena now has 8 librettos on loan (via Kevin Boland) for reading.

Rowena to speak to Ian Kidd about the musical score requirements, as full orchestral costs £215.

@Cindy emphasized band will need to be paid and will speak to Iain Howie about what the band received for Dance Derby.

Cindy would like to cast sooner rather than later and ideally begin rehearsals in December. While it was originally agreed that this would be an adult-only cast, it was agreed that secondary-school age children will be included. **@Cindy** to liaise with David over casting CJ.

Ticket prices probably to be same as for panto (£8 adult, £5 under-16s) but **@Rowena** to put together a rough estimate of costs, as it was agreed this is to be a money-making venture for the club and ticket prices *may* need to be increased.

@Sarah to get initial publicity to Killlearn Courier before end of the month **@Rowena** to provide synopsis.

4.4 *SCDA One Act Play Festival*

Sarah updated everyone on the dates, as confirmed at the Stirling District meeting on 11th September:

Stirling District
Cowane Centre, Stirling
Fri 6th & Sat 7th March
Adjudicator: Keith Phillips

Eastern Division Final
The Byre Theatre, St Andrews <https://byretheatre.com/>
Fri 20th & Sat 21st March (Fri eve, Sat matinee, Sat eve to try to save on clubs travelling back & forth so much)
Adjudicator: Alasdair Hawthorn

Scottish Final
Orkney Theatre, Kirkwall
Thurs 23rd to Sat 25th April
Adjudicator: Dave Bennett

British Final
Pavillion Theatre, Rhyl <http://www.rhylpavilion.co.uk/>
Fri 26th & Sat 27th June

Adjudicator: David Price

Sarah also reported that Lesley Syme had advised that SCDA has amended rules so that only constituted clubs can enter – i.e. we wouldn't be able to use the 'FAD Hoc' facility to potentially progress two plays. **@Cindy** to arrange meeting of current One Act Play directors to discuss FADS SCDA 2020 entr(ies) (and Killin Komedy Festival).

4.5 *Paddington, Christmas 2020*

Nothing new to report.

4.6 *Community events*

Sarah hasn't been back to Abbeyfield Killearn yet but suggested that once panto rehearsals are a little further along, we can take a group along to perform some songs. **@Cindy** to put on agenda for next time.

5. General news/planning

5.1 *Children in performances*

Ellen collecting panto child and parent forms this week. All in hand.

5.2 *Committee roles*

@All Committee to think about the various areas that need specific representation on the committee, e.g. FOH, tech, publicity, etc. **@Cindy** to put on agenda for next time

Annual Schedule for Committee updated and **@Sarah** to put on website.

5.3 *Green room tidy planning*

5.5.1 **@Cindy @Laura** talking to Tony & Lorna - ongoing.

5.5.2 Bar cupboard: **@Paul** still to do.

5.4 *Dunny*

Needs clearing. Paul said Sheila had expressed concern that if there's a leak and we need to get to the pipes, they're currently 'trapped' behind the stack of platforms. As Gavin Marshall is borrowing these for the Safari Park in October, it was agreed this would be a good time to have a clear out. **@Cindy** to speak to Tony & Lorna.

5.5 *Costume store update*

Helen confirmed to Sarah that she and Sheila have been doing a lot of sorting and tidying over the summer – ongoing.

5.6 *SCDA*

5.6.1 Sarah reported from Divisional meeting that roles and office bearers would remain the same for the next year and, other than One-Act Festival, the only other news was a request for nominations for the position of Eastern Division Secretary, which is currently vacant following the sad death of Susan Wales Hampson.

5.6.2. **@Paul** is still to liaise with Margaret Irvine re. SCDA full-length plays scoring. **@Cindy** to put on agenda for next time.

5.6.3. Sarah informed on 2021 photo calendar competition:

2021 SCDA calendar, to be launched at Scottish Final in Orkney in April

- Looking for photos that depict one or more of these words:
 - SCOTTISH
 - COMMUNITY

- DRAMA

- Maximum of 5 entries per club
- Min 300 dpi
- Name of photographer will be on the calendar
- All 4 Divisions will be represented
- Photos to headquarters@scda.org.uk by 1st December 2019.

It was agreed that **@Sarah** will email out to the club and ask members to submit a maximum of two photos for consideration. All photos will be printed out and put up during the first week of the panto for people to vote and Sarah will submit 5 most popular ones.

6. Growing capacity – future plans for club

6.1 Refurb of stage area – report from Mark Ritchie

@Cindy to discuss Mark's response with Paul.

Tony has got new microphones and mounting kits and has also bought new speakers.

6.2 Grant opportunities

6.2.1 Application to Robertson Trust 'Wee grants'

Tony has been trying out new Stag RGB Zoom Profile lights and has recommended we buy 4, at a total cost of £3,600 (incl. VAT). It was agreed that if we could get a grant for £2,000, we can afford to pay the balance ourselves, as we have the money in the bank and will also have revenue from the panto in December. **@Cindy** volunteered to take the lead on the 1st draft of the grant application.

7. Communications & Publicity

7.1 Mailing list update

Sarah confirmed that all members had received the BBQ email. One of the mailshots from the website list had bounced from 8 **BTinternet** addresses but that was unusual. Both Mailchimp and Wix show: how many emails have been received, opened, bounced, etc. so Sarah asked everyone to keep reporting when people say they haven't received things as she can easily check.

7.2. Upcoming productions

7.2.1. **@Sarah** to give 'Save the Dates' flyer (produced by John Laing for Fintry Fun Day) to Jane for distribution to ticket outlets and to have available FOH during One-Acts.

7.2.2. Parklife – We weren't in for One-Acts as Sarah missed it!

7.2.3 Sarah gave update on print & online publicity:

One-Act Plays

What's on Stirling <http://www.whatsonstirling.co.uk/event/079483-three-one-act-comedies/>

The List, Visit Scotland <https://www.list.co.uk/event/1381327-three-one-act-comedies/>

Facebook:

FADS

Fintry Buddies

What's on in Scotland <https://www.facebook.com/groups/whatsonscotland/>

Fintry Focus Sept issue (Cicely putting poster in)
Killearn Courier Summer edition – publicity info

Programme printed – arriving this week

Panto

Fintry Focus magazine Oct issue – sent 1.9.19

Park Life magazine Oct/Nov issue – sent 1.9.19 – Katrina confirmed will be in 😊

Killearn Courier mid-Nov issue – sent 9.9.19

@David @Ellen to get a volunteer to lead social media campaign like Sarah has done for One Act Plays.

8. Social Committee

7.1. The Rising play reading night

Postponed until next year as we have too much else going on at the moment. **@Cindy** - to be discussed again in December.

7.2. Viewing of 'The Matriarch' & Journey's End DVD

@Jane liaising with Jonny ongoing - no update for now.

7.3. Burns Quiz Night

Planned for Saturday 25th Jan in Menzies Hall – quiz and food (May will do haggis, tatties & neeps). Open to anyone, **@Sarah** to publicise via website with 'save the date'.

7.4. Casino night/FAFTAs

This was penciled in for Nov but is now going to be on Saturday 2nd May at the Sports Club - Ellen has booked with Brenda. Club Members only. It was decided the Casino night is strong enough on its own and will be held later in 2020, so the night in May will just be the FAFTAs. Social Committee to liaise with Ian & David about putting a presentation together. **@Sarah** to send 'save the date' to members.

9. AOCB

Sarah mentioned entering the Killin Comedy Festival, Fri 15th & Sat 16th March. This to be discussed following One-Act evenings.

10. DONM

Wednesday 23rd October, 7:30pm, Sports Club meeting room **@Ellen** to arrange when she speaks to Brenda.