

Ferring Amateur Dramatic Society

Minutes of committee meeting held on Wednesday 5th February 2025

President	Pat Attree	A	Committee	Judith Mason-Griffiths	P
Chairman	Veronica Cringle	P	Committee	Simon Weston	P
Hon Sec	Roy Stevens	P	Committee	Carole Holliday	A
Treasurer	John Croot	P	Box Office	Andrea Leisk	A
Tech Manager	Nigel Bubloz	P	Committee	Graham Batchelor	A
Membership	Elizabeth Toon	P	Committee	Steve Baker	A

1	<p>Apologies Graham Batchelor, Pat Attree, Andrea Leisk, Steve Baker, Carole Holliday</p>	Action
2	<p>Minutes of Last Meeting Minutes read and approved</p>	
3	<p>Matters Arising</p> <ul style="list-style-type: none"> • Silk flowers Pat has had an enquiry about the flowers – offers pending • Bar Manager Georgina Downs has agreed to take over the responsibilities of Bar manager from March. Simon, Nigel and Roy have had various discussions with her regarding obtaining the license, stock and prices. • Driveway to props store Nigel reported that the fallen fence panel has been fixed in an upright position again, presumably by one of the neighbours. No further action required. • FADS website Please see technical report for update 	CH
4	<p>Correspondence</p> <ul style="list-style-type: none"> • Nigel has received an email from Debbie Dilks on behalf of the WI. They are making knicker bunting to raise awareness for ovarian cancer and will be putting the bunting up at the hall and Simon Cornish suggested they ask FADS if we would collect on their behalf at our March production. This was agreed by the committee, Nigel to liaise directly with Debbie. • Email received from Simon Cornish. He has had an enquiry for a regular Saturday morning (10:30 to 12:00) hire of the Griffin Room. He noticed FADS have the GR booked all day on the Sat of play week (as well as MH), but recalled that the only reason we did this was to save the time putting the chairs away on the Friday night. He has asked if FADS would be agreeable to relinquishing the GR on a Saturday morning to enable them to hire it out, and FADS booking then starts later ? Short discussion ended with the committee agreeing to this proposal starting in March 2025 	NB

5	<p>Treasurer</p> <ul style="list-style-type: none"> • Report distributed via email prior to the meeting: • Final Copy of letter for submission to SumUp re Money Laundering distributed and approved. John will send this. • Final Trial Balance for year 2024. All figures sent to the Auditor for preparation of Final Accounts 2024. • November production of 1984 made a profit of approx. £800 which includes Patrons. • John mentioned that there were less Patrons renewing their subscriptions this year. • Current funds held by the Society was approx. £10,500 • There was no update regarding the move to electronic banking. • John also mentioned that he may have to go into hospital for major heart surgery, a possible date for this might be April this year - TBC. If John agrees to go ahead with this procedure he may be out of action and in recovery for several months. It is therefore important that Steve Baker is in a position to confidently take over the role of treasurer whilst John is recovering. John reported that he was planning to spend some time with Steve over the weekend of 8/9 Feb. 	<p>JC</p> <p>JC</p> <p>JC/SB</p>
6	<p>Technical Report</p> <p>Nigel reported:</p> <ul style="list-style-type: none"> • Sound System: Work on the sound system is progressing well. All the replacement kit (as reported last month) has been fitted, except the actual sound boosting microphones, which is the next stage. I anticipate being able to report it as 'complete' by next committee meeting (and certainly in good time for 'Pack of Lies'). Microphones are currently being tested in POL rehearsals. <p>Fence Panel (at Props/Costume store): I went to 'fix' the panel that was down, but found it had already been done - so problem solved (but not by me!).</p> <p>FADS Web Site: As agreed as last meeting, I contacted Alan Fryer, to see if it were possible for me to have access for updating the website. I have done this, and am pleased to report that I am now in a position to carry out updates (indeed I already have!). I aim to keep it as up to date as I can, until we are able to revamp/update it when required. I have also been in touch with Mark Lednor (on who's server our site is hosted), and he is keen to move our site to a better server. The current one is very outdated and is the reason why people may see a message saying 'Not Secure' when visiting our site. My suggestion is that we do carry on looking for someone to take on a site re-design, but we don't do this until the site is moved to the new server. Mark hopes to move the site 'later this year', so could be some months away yet.</p>	<p>NB</p> <p>NB</p>

	<p>Nigel said that he was quite happy to keep the website up to date for the time being. Veronica said that she had spoken to Niall who indicated that he may be willing to take it over later in the year. Mike Lednor has agreed to continue to deal with the hosting of the site. It was agreed that a small gratuity would continue to be paid to Mike in recognition of this. Perhaps vouchers ?</p> <p>Veronica asked if there was a way to upload sample documents ie; Show Pack, to be used by members when required. Nigel mentioned that he had found several useful documents on the laptop that was being used to operate sound. There was some doubts expressed that the FADS website was the right place to store these documents and that FADS Google Drive may be a better location. Mike Smith had previously done some work on this, Nigel agreed to investigate this further and report back</p>	NB NB
7	<ul style="list-style-type: none"> • Chair report The sale of the land housing the props/costume store is still a work in progress. Veronica has looked into the cost of renting storage space, approx. £185pcm this compares with approx £166pcm for upkeep of the current arrangement. • We have not yet consulted with an architect with a view to seeking planning for a new or extended store behind the village hall. Roy mentioned that his daughter works for ECE Architecture in Worthing and may be able to recommend a junior associate who would be able to draw up the plans required for planning permission and give professional advice in that respect. 	VC RS
8	<p>Props/Costumes/Scenery</p> <ul style="list-style-type: none"> • Proposed new scenery/costumes/props hut: see above 	
9	<p>Publicity</p> <ul style="list-style-type: none"> • Publicity continues for Pack of Lies via Social Media. A press release from Simon was published in the February edition of <i>All About Ferring</i> and <i>The Worthing Journal</i> . A further press release has been issued for the March publications. 	RS SW
10	<p>Future productions</p> <ul style="list-style-type: none"> • Pack of Lies – March '25 Rehearsals are progressing well. Lacie Strochacker has taken over the part of <i>Julie</i> from Grace Tickner who has had to withdraw due to personal reasons. Posters have been printed and are in the process of being distributed. Ticket sales have started reasonably well, Friday is 75% sold and matinee is also selling well. Tickets for the other performances have started slowly. • The Mirror Cracked – June '25 Show Meeting is Monday 17th February 2025. Roy to send MailChimp email to encourage members to attend and also to promote on Facebook. Auditions Tuesday 1st April 2025. 	RS RS

	<ul style="list-style-type: none"> • Boeing Boeing - November '25 Niall has now obtained the license and scripts. The play will be featured in the February play reading session being held on 10th February. Show talk 19th May auditions 1st July. Suggested audience layout will simulate the seating in a Boeing airplane ie; 3-4-3 with two isles and refreshments served from airhostess trolleys. Judith suggested that these could possibly be obtained from Northbrook College. 	NC
11	<p>AOB</p> <ul style="list-style-type: none"> • POL posters – Nigel to give some to Pat for libraries and Liz to cover shops in North and South Ferring. • Bar – Georgina is keen to try G&T in a can. • Simon suggested T-shirts be purchased and printed for FOH teams to wear. It was thought that this would be expensive as we would need to buy in a lot to cover all the sizes and have enough available for different teams at each show. Nigel came up with an alternative idea of purchasing badges for FOH teams to wear. These could be collected and reused and would be a much cheaper option. FOH should be asked to wear black to distinguish them. Nigel has agreed to make enquiries as to where such badges can be obtained and cost. • It was suggested that black T-shirts be purchased for backstage crew. • If Su Uren agrees to act as FOH Manager for March show, Liz T will look up contact details for members who may be able to be part of her team. <p style="text-align: center;">Meeting closed at 8:50pm</p>	<p>NB/PA/LT</p> <p>SW</p> <p>NB</p> <p>LT</p>
Next meeting Wednesday 5th March 2025 - 7.30 pm		