

## Ferring Amateur Dramatic Society

## Minutes of committee meeting held on Wednesday 7<sup>th</sup> May 2025

|                     |                         |            |                   |                               |            |
|---------------------|-------------------------|------------|-------------------|-------------------------------|------------|
| <b>President</b>    | <b>Pat Attree</b>       | <b>No</b>  | <b>Committee</b>  | <b>Judith Mason-Griffiths</b> | <b>Yes</b> |
| <b>Chairman</b>     | <b>Veronica Cringle</b> | <b>Yes</b> | <b>Committee</b>  | <b>Simon Weston</b>           | <b>Yes</b> |
| <b>Hon Sec</b>      | <b>Roy Stevens</b>      | <b>No</b>  | <b>Committee</b>  | <b>Carole Holliday</b>        | <b>Yes</b> |
| <b>Treasurer</b>    | <b>John Croot</b>       | <b>Yes</b> | <b>Box Office</b> | <b>Andrea Leisk</b>           | <b>Yes</b> |
| <b>Tech Manager</b> | <b>Nigel Bubloz</b>     | <b>No</b>  | <b>Committee</b>  | <b>Niall Conlan</b>           | <b>No</b>  |
| <b>Membership</b>   | <b>Elizabeth Toon</b>   | <b>Yes</b> | <b>Committee</b>  | <b>Steve Baker</b>            | <b>No</b>  |
|                     |                         |            | <b>Committee</b>  | <b>Martin Oakley</b>          | <b>Yes</b> |

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| 1 | <b>Apologies</b> <ul style="list-style-type: none"> <li>RS, NC, SB, NB, PA,</li> </ul>   | Action                    |
| 2 | <b>Minutes of Last Meeting</b> <ul style="list-style-type: none"> <li>Minutes read and approved</li> </ul>   |                           |
| 3 | <b>Matters Arising</b> <ul style="list-style-type: none"> <li><b>Silk flowers</b><br/>Link to Romania expressed an interest in taking the flowers for free. Veronica and JMG to decide which of the flowers to keep for future FADS requirements. JMG will then contact Link to arrange collection.</li> <li><b>Treasury Shadowing</b><br/>Liz shadowing the Treasurer and doing well</li> <li><b>FOH - Bar Manager</b> – Unable to find a willing volunteer. LT suggested paying someone but there are complications associated with this. VC to apply for the license. Andrea is willing to buy the goods but has said she will need a float beforehand so she can purchase the items required. John to provide Andrea with £200 2 weeks before the show. Simon will run the bar.</li> </ul> | VC/JMG<br><br>VC/JC/AL/SW |
| 4 | <b>Correspondence</b><br>Pat has sent an email regarding the reinstatement of the matinee. She has concerns that some people have expressed disappointment at FADS abandoning the matinee and may not attend future shows if this does not change. Pat had concerns that this might impact on ticket sales but all agreed that this would be counteracted by the savings associated with hall hire etc through NOT having a matinee.   |                           |
| 5 | <b>Treasurer</b> <ul style="list-style-type: none"> <li>The March play was profitable, helped by the alcohol sales. John had trouble with ticket source. Andrea has emailed John the sales from ticket source but he said he did not receive them. John to check his computer trash bin and Andrea to send again. Current funds held by the society are now approx. £11,167.00.</li> </ul>   | AL/JC                     |

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|   | <ul style="list-style-type: none"> <li>• He has also set up an account relating to the props and costume store project.</li> <li>• Signatures are now correct on the mandate and he is going to go to the bank with a view to setting up electronic banking.</li> <li>• Liz is upskilled and really getting to grips with treasury issues. She now has access to the spreadsheets and IT packages used by Treasury.</li> </ul>   |    |
| 6 | <p><b>Technical Report</b></p> <ul style="list-style-type: none"> <li>• <b>Stage Sound Reinforcement:</b><br/>At the last meeting Nigel stated that it was his intention to add two more microphones on stage (to make a total of four). Unfortunately, the cost of this is greater than anticipated and instead of the estimated figure of £150, it has come out at approx. £240. All agreed to still continue to purchase the additional microphones.</li> <li>• <b>Clearing the Props Store.</b><br/>Following the clear out of the Props/furniture store on 26<sup>th</sup> April, NB contacted a rubbish clearance company to clear away the unwanted furniture etc. As the cost for this was £450, the decision was taken for FADS to clear it themselves. Last Saturday, a small team did indeed accomplish this task with most of the unwanted items taken to the dump.<br/>There are a few items remaining (namely a bed, with 2 mattresses, one sofa and 2 filing cabinets). These will need to be disposed of.</li> <li>• <b>Potential storage of scenery/props/costumes (when we will need it)</b><br/>There has been talk of hiring a container. Whilst this is necessary, we might be able to accommodate some items under the stage. NB has already cleared three areas under the stage which could be used for small/medium-sized items (props). The areas under the stage cleared for this possible storage are: <ul style="list-style-type: none"> <li>1) The paint store area</li> <li>2) The 'nuts and bolts etc' area (opposite end to paint area)</li> <li>3) Large area (towards back right as you look under stage)</li> </ul> </li> <li>• <b>Next Steps</b> <ul style="list-style-type: none"> <li>a) A further clear-out of props</li> <li>b) Boxing up of props (there are crates under the stage) and storing as much as is practicably possible under the stage</li> <li>c) Clear out of scenery shed.</li> </ul> </li> </ul> | NB |

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|   | <p>Peter Lewis suggested trying to store the stage flats 'locally'. In particular, he referred to the garages behind the shops. Could some be sitting empty and if yes, could we ask the owner if they might consider letting us temporarily store the flats there. First, we need to establish who owns the garages.</p> <ul style="list-style-type: none"> <li> <b>Name Badges and T Shirts</b><br/> The badges for FOH have been a success and so Veronica will order T shirts for the technical staff – Stage Manager, Props, Lighting, Sound etc. She will order 6 – large and extra large. </li> </ul>  | VC  |
| 7 | <p><b>Chair report/ Props/Costumes/Scenery</b></p> <ul style="list-style-type: none"> <li>Estate Agent update – everything is still going ahead as planned. VC met with the architect. He is looking at seeing how he can provide us with a building that maximizes the best use of space including a mezzanine level for costumes and props etc. He is drawing up plans that will make a building with or without windows. Also, the materials the hut will be made of – possible cladding as well as the more expensive option of using wood. A meeting with the architect will take place with VC and NB.<br/>The architect will seek the planning and is included in his initial fee of £600.</li> <li>Still need to prune the costumes and props further. For example, there is a collection of telephones which might be valuable. Perhaps call in an expert and get them to estimate the value of individual items with a view to selling them.</li> </ul> | VC/NB   |
| 8 | <p><b>Publicity</b></p> <ul style="list-style-type: none"> <li>NC has got in touch with the photographer and will arrange a photo session with the cast for Mirror Crack'd. SW has also put an article in 'All About Ferring.' Regarding the posters - NC is on the case. For this production, the seating will be cabaret style. Advertising will encourage the audience to book tables and enjoy the show by buying a bottle wine etc.</li> <li>Simon still considering ideas for the March 2026 play.</li> <li>Liz T is currently compiling the next newsletter – it will include ticket information for the next show. It was agreed that the tickets will go on sale on the 18<sup>th</sup> May with cast being able to order from 11<sup>th</sup> May. Andrea will be at rehearsal on the 13<sup>th</sup> for cast to be able to purchase their tickets.</li> </ul>   | NC<br><br><br><br><br><br><br>SW<br><br>LT/AL |
| 9 | <p><b>Future productions</b></p> <ul style="list-style-type: none"> <li> <b>The Mirror Crack'd</b><br/> Act 1 and 2 plotted. Costumes are in hand as are props. Liz to do Props. List needs to be compiled of items we don't have and will need.<br/> Martin, Niah and Veronica to meet to discuss the set. </li> </ul>   | VC/NC/MO                                      |

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|    | <ul style="list-style-type: none"> <li>• <b>Boeing Boeing</b><br/>Everything all on track. Poster sorted. Ideas for set all sorted.</li> </ul>  |              |
| 10 | <b>AOB</b> <ul style="list-style-type: none"> <li>• Martin asked whether there was a Bar Manager – job description. Veronica to send through to Martin</li> <li>• Display board for cast needs to be improved. Martin has some ideas regarding the lighting of the board so that it is more effective or possibly consider purchasing a new board.</li> </ul> | VC<br><br>MO |
|    | <b>Next meeting 4 June 2025</b>   |              |