

## Minutes of Committee Meeting - 26 April 2023

Present: Hannah Bradley Croall  
Martin Foreman  
Siobhan McGovern  
Claire Morand  
James Scott  
Alastair Smith  
Kate Stephenson  
Claire Wood  
Robert Wylie

Non-Committee minute taker: Alma Forsyth

1. Apologies: None
2. The minutes of the previous meeting were approved by Hannah and seconded by Siobhan.
3. **Copenhagen update:** Co-production manager, Claire W, reported that everything was progressing as it should – contract signed with the Roxy, cast working well, publicity underway, programme being prepared, costumes sourced from Home Street in the first instance. Hannah reported that, in spite of media interest, ticket sales were slow. Given that tickets were later than usual in going on sale, potential spectators were proportionally late in coming forward. An extra sales push was necessary to guarantee good audiences for this exceptional play with an excellent cast. A request from director, Ross Hope, for help in finding a printer for the programme led to a full discussion of **item 8 on the Agenda**. Claire M wondered if digital programmes would be cheaper and involve less work. Siobhan, while agreeing that some spectators would favour digital, suggested that others preferred a detailed paper programme and cited that of last year's *Merchant of Venice* as an excellent example of combining information and clarity. Varying points of view were expressed including the work and cost involved in producing a paper programme which could lose money and the fact that there was not always someone on a production team with the skill to set up a programme for printing. In the end Hannah suggested leaving the director of the play to decide if they wished a) a paper programme, b) a digital programme, or c) a simple playbill such as that favoured by Arkle. Alastair agreed that there should not be one set rule for all productions, adding that some required good quality, artistically designed programmes, which would also enhance the reputation of EGTG. Martin thought that a production manager should be responsible for producing the type of programme desired by a director and Hannah suggested having a template for those who wished. Alma, in her role as co-production manager, added that Abbye E, assistant director for *Copenhagen*, had prepared templates which she was willing to share.
4. **StagEHd update:** Hannah reported that a contract, similar to that for the 2022 event, had been signed and that she was in the final stages of obtaining a public entertainment licence. The programme for the weekend would be announced on 10 May but she quickly ran through it, revealing a larger, more varied range of participants. A call out for front of house volunteers would soon be made.
5. **Fringe 2023 update:** Claire M, Fringe production manager, said there had been a good attendance at the auditions for both shows which were well on the way to being cast,

although Claire W would have liked more men. Hannah will issue a Newsletter in May to push extra publicity for *Copenhagen* and to announce casting for the Fringe productions. Claire W mentioned that several questions had emerged at a production meeting for *crackers* and *Shakers*, in particular with regard to hiring a van for the get-in and get-out. Alastair offered to advise on this. Claire W also sought clarification on what was covered by the £200 budget for each show. Hannah confirmed the director could spend the sum as desired and that van and flyer expenses were shared costs and, therefore, paid by EGTG. Because it is so difficult to ensure that a show's name makes its mark during the Fringe, Hannah wondered if the local groups performing at the Royal Scot Club might not club together for publicity purposes. Claire M and Claire W agreed and so Hannah will arrange a meeting.

6. **Home Street:** Hannah thought it was time for another clear-out and suggested after the *Copenhagen* run and before Fringe rehearsals got underway. A show of hands set the date at Sunday, 28 May, from 13h30 to 15h00. In her role of Head of Wardrobe, Kate mentioned that she had found sundry items lying around and asked that a proper procedure be set up for the borrowing and return of costumes, props etc. Martin offered to produce a formal notice requesting that Kate be informed when anything is removed from HS. Hannah announced that she might have found a washing machine which could be installed in HS but we need to collect it. It was agreed that we should check first that it was in good working order before taking a decision.
7. **Membership update:** Martin reported a total of 28 members, one more than at our last meeting. The next social activity for members is scheduled for June. It is proposed to attend a NT live screening, probably *Fleabag*. Martin will check on seating availability (Cameo, Festival Theatre) before informing the membership.
8. **Treasurer update:** Hannah has advertised our search for a treasurer on various sites, including Volunteer Edinburgh, with no success so far. In their interim role as joint-treasurer, she and Martin are not yet sure if the bank has added them as signatories for the EGTG account. In the meantime, with the public liability insurance due at the end of May, Martin has offered to pay it and be reimbursed by EGTG. Hannah appealed to the Committee to put out feelers for a new treasurer among accountant friends.
9. **Constitution sub-committee:** A sub-committee consisting of Alastair, Martin, Robert and Siobhan will meet on 27 April to examine the EGTG Constitution. They will report back at the next Committee meeting.
10. **AOB:** a) Martin and Robert proposed drafting a paper outlining the usefulness of putting aside a separate budget for general EGTG publicity. Hannah suggested waiting until preparations are underway for the 2024 season and asked the Committee to consider how large EGTG should become. Alastair favoured looking over Martin and Robert's proposal which Martin agreed to circulate for discussion at a later date. b) Kate confirmed she had completed 90% of EGTG policy on child protection and will consult with CW on its final form.

Hannah brought the proceedings to a close at 21h00.

The next meeting will be held via Zoom on **Monday 29 May at 19h45.**