

## Minutes of Committee Meeting - 15 February 2023

Present: Hannah Bradley Croall  
Wendy Brindle  
Martin Foreman  
Alma Forsyth  
Siobhan McGovern  
Alastair Smith  
Kate Stephenson  
Claire Wood  
Robert Wylie

1. Apologies: James Scott
2. The minutes of the previous meeting were approved by Claire and seconded by Martin and Wendy, after a small amendment requested by Hannah (stating in full the name of the funding board for StagEHd – the National Lottery Awards for All Scotland).
3. Hannah gave a warm welcome to Robert Wylie, as did the other Committee members.
4. **SCDA one-act play festival:** Being among the judges for the festival, Kate left the meeting for this item. a) *Tunnel Vision* update: Martin reported that rehearsals were going well, in spite of a cast member having to withdraw. She has since been replaced. Set builder, Alastair, reported that he had used material already in our Home Street stock and so cost would be minimal. He also confirmed that the set would fit into a van which he planned to hire for only 2 hours at get-in and 2 hours at get-out. Martin informed us that the SCDA, having received a paper copy of *Tunnel Vision*, had asked for a digital script although had not specified this requirement beforehand. Replying to a question from Robert, Hannah explained that EGTG receives no income from the festival but publicises it via EGTG social media. b) SCDA call for volunteers: Martin passed on the request for volunteers to help Front of House during the festival. Alma, Claire, Hannah and Martin announced they were available. It was proposed to offer 2 tickets to *Copenhagen* for the traditional raffle and so director, Ross Hope, will be approached on this.
5. **Copenhagen update:** Kate re-joined the meeting. After an excellent turn out to auditions, the play has been cast as follows: Laurence Wareing as Niels Bohr, Helen Goldie as Margrethe Bohr and Alan Patterson as Werner Heisenberg. The rights have been paid and a discussion ensued as to whether the extra cost of perhaps giving five performances as opposed to our usual four would be beneficial. A copy of the contract with the Roxy has been received. Hannah has met Ross Hope to discuss publicity. Front of House will be organised by Alma (with advice from Claire W). Hannah requested that an additional key for HS be cut for Ross to go with his BP key. The production would thus have two full sets of keys.
6. **Fringe 2023 update:** Claire W has contacted Hilary Spiers and they will meet before the early bird Fringe registration date to decide times and running order. Auditions dates have not yet been set. Claire will ask Michael Mulligan about entry time to the venue each evening since it was not specified in the contract. Hannah wondered if we can arrange with the Fringe box office a discount for EGTG members. It was agreed that the Production Manager (when appointed) should deal with that and also organise Front of House teams.

7. **StagEHd update:** Hannah has submitted a second application for funding, specifically for extending publicity sites. The programme has been drawn up and only one free slot remains. Half consists of participants from last year who will be joined by new companies. Although two youth theatre groups have applied, no adult amateur group has, which is disappointing since the event was initially aimed at them. In reply to a question from Robert, Hannah explained that last year Eventbrite issued a feedback survey to participants, spectators and volunteers, which has been useful in pin pointing areas where improvement could be made. Hannah was sorry to announce the untimely death of John Priest who was the photographer for last year's StagEHd. Her profound thanks and appreciation for his work was echoed by the Committee.
8. **Home Street - costume sales:** Kate reported an income of £450 from the sale of Victorian costumes of mediocre quality to a contact who is interested in other items we might have.
9. **Treasurer update:** Wendy formally confirmed her intention to step down from the Committee at the AGM. She will meet Rob MacKean at the weekend to have the accounts signed off. After receiving clarification on some items in the draft accounts, Martin gave his approval for the accounts to go forward. The Committee has until the end of Friday 17<sup>th</sup> to make further comments. Martin enquired as to why it is the Treasurer and not the Secretary who sends the Treasury Report to the OSCR. In EGTG it is traditionally the Treasurer. Hannah requested that the minutes show that Angela Harkness Robertson was President until her resignation in September 2022, and was replaced temporarily by Claire W.
10. **2023 show budgets:** Hannah had drawn up a table showing potential income for each of EGTG's 2023 productions. After taking into account the expenses common to all (eg. venue hire) the Committee discussed how much should be given to each director to use at their discretion (i.e. for van hire, costumes, special effects etc.). Hannah agreed to circulate her proposal for perusal and agreement of the Committee.
11. **Membership update:** Martin reported 19 members to date. Kate offered to host a members' social event in the summer. Hannah suggested that when tickets for Copenhagen go on sale, it would be an appropriate time to remind people of the Members' discount. Robert asked if we had access to membership lists of amateur groups in Edinburgh. GDPR laws do not allow this and, in any case, EGTG would not wish to 'step on the toes' of other groups. Hannah also explained that, after our first social event, we should understand better who to target.
12. **Policies update:** Kate is drawing up documents outlining our policies on Equality, Diversity, Child Protection and Health and Safety. They will be put to the Committee for approval.
13. **New Committee Members:** Two expressions of interest had been received. Martin proposed accepting Claire Morand and was seconded by Claire W. The other candidate had little theatre experience and so Martin will contact her explaining that there is no further vacancy at present. In the search for a Treasurer, Siobhan offered to contact Hilary Davies who is an accountant. Having had previous experience of accounts, Martin said he could stand in as Treasurer as a last resort. Hannah proposed putting out a call on Facebook, while Kate mentioned Volunteer Edinburgh. She will ask them for a template of a job specification. Robert, who has experience in this, offered his assistance. Kate also wondered if Gregor M., who has business expertise, might be interested and offered to approach him.
14. **AGM:** Date – 22 March, place – the lower bar of the Royal Oak. a) motions from the Committee – to amend the Constitution to allow a rolling membership date and to scrap the show fee; b) agenda – Martin and Hannah to draw it up; c) convocation – to be sent to all on

mailing list with regard to scratch night and inviting those who are not yet members to pay the £25 membership fee in order to attend the AGM and be eligible to vote. The convocation must be sent at least 30 days before the AGM. Wendy will prepare the Treasury Report and Hannah the President's report.

15. **AOB:** 1) Being members of SCDA, Martin proposed we include its news in our Newsletter and submit our information to Susan Stewart for inclusion in the SCDA local drama news mailing. 2) Martin has had a request for help in finding accommodation for a group participating on the Fringe in August. He will put its details on social media. 3) Kate asked if any of our Insurers have health and safety requirements. Wendy will check our documents.

The next meeting will be held in the **lower bar of the Royal Oak, 1 Infirmary Street, EH1 1LT** on **Wednesday, 22 March 2023 at 18h30** to be followed by the AGM at 19h30 and a scratch night.