

CAMUS PRODUCTIONS

Annual General Meeting Agenda

Notice has previously been given under Rule 13 of the Society's Constitution and rules that the Annual General Meeting for 2025 will be held on Wednesday 23rd April 2025 at 7.30pm at a venue in Camberley.

Date: Wednesday 23rd April 2025

Time: 19.30 hours

Venue: The IGC, Camberley

In attendance: (paid members) E Bloomfield, G Brown, D Bundy, J Clark, D Collier (19.40) J Dear, N Gibson, S Gibson, J Good, E Grant, I Grant, H Inger, A King, E King, P King, A Knight, R Lamber, I Millon, S Newey, T Ridgway, L Robertson, R Robins (19.43), R Stevens, F Wall, N York (non-members) K Jenkins, P Matthews, S Millon, S Mottershead, J Palmer, J Ryan, P Salt

Apologies received: Tina Craig

Meeting opened: 19.31hrs

1. Opening Address and Welcome

Chair: Nicola York (Interim Chairperson) welcomed all attendees.

2. Approval of previous AGM minutes

There were no minutes to approve from the 2024 AGM

3. Approval of Changes to Governing Document: Constitution and Rules

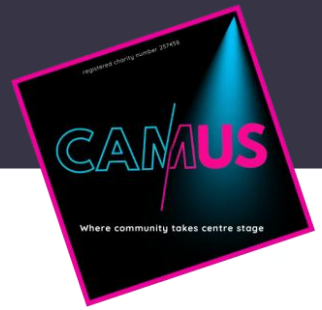
Key Proposed Changes:

i. Membership Structure:

- a. Option 1: Monthly Direct Debit of £13 for ongoing members.
- b. Option 2: One-off annual membership fee of £50, plus a variable show fee for those participating in productions.
- c. Proposed implementation of the approved membership structure from January 2026.
- d. LR enquired about instalment payments – GB confirmed this can be arranged via the Treasurer and Committee.

ii. Governance Updates:

- a. Replacement of the term *Executive Committee* with elected *Committee*.
- b. Clearly defined officer roles: Chair, Secretary, Treasurer, and the addition of a Vice-Chair.
- c. Introduction of a Force Majeure clause covering disbandment or resignation scenarios.



Proposed: Eddie King | Seconded: Hannah Inger
Approved.

4. Approval of documents that had been previously shared in the AGM pre-reading pack. NY asked if there were any questions or objections to the proposed documents. There were none. NY asked for agreement and approval of the following documents:

a. Safeguarding Document

Proposed: Ashleigh Knight | Seconded: Dan Bundy

b. Safe Touch Document

Proposed: Richard Lambert | Seconded: Laura Robertson

c. CAMUS Code of Conduct

Proposed: Neil Gibson | Seconded: Eddie King

d. Privacy Statement for Members

Outlines how member data is used solely for society purposes.

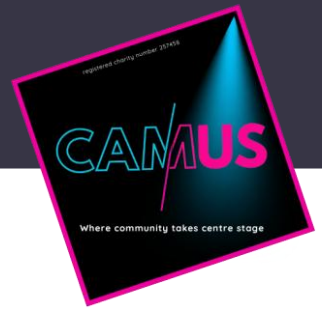
Proposed: Julie Dear | Seconded: Emily Bloomfield

5. Chairperson's Annual Report – Nicola York

Key items:

- Gratitude extended to all outgoing committee members and officers: Jenny, Sue, Julie, Tina, Debbie, Hatty.
- Acknowledged the success of *The Wedding Singer*, despite lower-than-expected ticket sales and necessary re-budgeting.
- **Highlights:**
 - November auditions for *Made in Dagenham* – strong turnout and enthusiasm.
 - Successful fundraising efforts: May Fayre, Surrey Pride, Autumn Quiz, Christmas Party – raised over £1,000.
 - Spring Quiz 2025 was cancelled, but Awards Night was a success.
 - Encouragement for more fundraising ideas – contact Tom Ridgway, committee's fundraising lead.
 - NY expressed pride in serving as Interim Chair.

[Full report attached]



6. Presentation of Accounts 2024 / 2025: Treasurer's Report - Gareth Brown

- *The Wedding Singer* ran at a loss of £827 due to low ticket sales, despite cost savings.
- The **general fund** is currently in deficit due to:
 - Reduced membership income.
 - Prepaid rehearsal venue costs for the cancelled *Murder Mystery* production.
- Controls and budgeting oversight have been improved.
- Exploring new income streams and partnerships.

Proposed: Richard Lambert | **Seconded:** Ashleigh Knight
Approved.

7. Elections of Officers and members of the committee for 2025 / 2026:

Stepping Down: NY, GB, PK, EK, TR (from current committee roles)

New Officer Appointments:

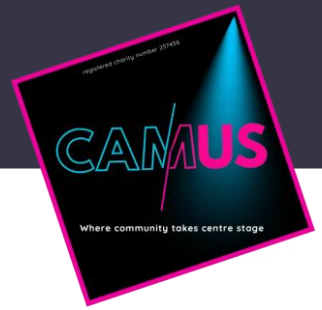
- Chair: Nicola York
Proposed: Sue Gibson | Seconded: Emily Bloomfield
- Secretary: Polly King
Proposed: Tom Ridgway | Seconded: Dan Bundy
- Treasurer: Gareth Brown
Proposed: Ashleigh Knight | Seconded: Laura Robertson
- Vice-Chair Nominees:
 - Dan Bundy – *Elected with 13 out of 23 votes*
 - Neil Gibson

Those standing/expression of interest to join committee TR, RL, AK, EK and Laura Robertson & Neil Gibson.

En masse election approved of the six members standing. Constitutionally there are only 5 spaces available so the committee will decide at the first meeting, who will stand in which role and who will be a co-opted member to the committee.

Committee Members (elected en masse):

Tom Ridgway, Richard Lambert, Ashleigh Knight, Eddie King, Laura Robertson, Neil Gibson
Approved.



8. Any Other Business / Matters Arising

a. October 2025 Production: *And Then There Were None* at Warbrook House:

- Directed by **Kieran Jenkins** to be staged at **Warbrook House** (23 – 25 October)
- KJ addressed the room and delivered a short introduction to the play.
- Period drama, 'in the round' or traverse staging, 10 actors required
- Auditions packs to follow; rehearsals likely on Sundays at the IGC.

b. June 2026 Production Announcement

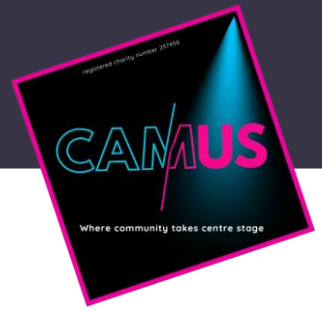
- Directed by **Victoria Jukes** to be staged at **Camberley Theatre** (June 2026)

A video was played from VJ as an introduction to the musical and initial staging and design concepts.

- Positive early feedback and good reception from those in attendance

c. General Discussion Points:

- NG: Questioned delay between cast announcements following audition and rehearsals starting – EK responded and suggested that this may improve with the October play addition.
- NG: Enquired why JH wasn't MD for *Made in Dagenham* – EK explained that Jake wasn't available on Wednesday rehearsals due to other commitments and that further to him being asked about MID felt that he was not able to commit. With issues regarding the MD in place, the committee introduced a replacement, Lizzie Hales, at the meeting. The intention was to inform the cast 'in person' rather than via a group message or email.
- JP: Suggested "Friends of CAMUS" membership option – NY agreed to raise with committee.
- JC: Proposed Summer Schools for children to raise additional funds for CAMUS – already under discussion by the committee.
- EB: Suggested incorporating improvisation into early rehearsals as just music may be perceived as 'boring' – especially to newcomers to the society.
- Phoebe: Suggested promotional presence in Camberley for MID – confirmed for 11th May as we have photographer booked.
- JD: Withdrew from MID due to rehearsal schedule clashes at the weekend – sparked discussion about Sunday rehearsals and availability. PK confirmed that all rehearsal dates are available at the time of audition, and these should therefore be diarised as 'commitments' when auditioning for the show.

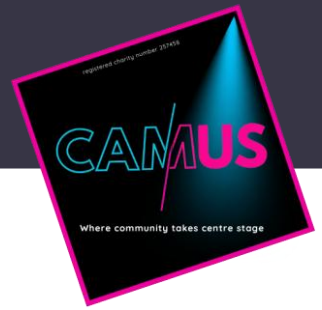


- JC: Recommended updating website with production details – agreed. The approved items from the AGM (Constitution, Code of Conduct etc would all be uploaded to the website post AGM approval).
- JC: Thanked the group for its welcoming environment at audition stage and beyond.
- RS: Asked about ticket pricing and budgeting – NY confirmed a shift to more realistic pricing models has been discussed at committee and would be used moving forward.

9. Vote of Thanks

NY thanked all attendees for their time and contributions.

Meeting closed at: 20.41



CAMUS Productions

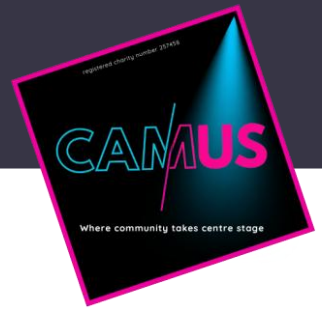
Chairperson's Report up to 23 April 2025

Welcome and thank you all for coming.

As Interim Chair for CAMUS, I would like to report to you on the society's activities over the past year:

- Firstly, I would like to thank you all for coming and your continuous support of CAMUS. It's been great to see us as a society grow and flourish with members old and new.
- Since our last AGM on 17 April 2024, CAMUS has seen much change. This time last year, Laura Robertson stepped down as a long-standing chair of CAMUS. Jenny stepped into the role, with a new executive committee for the rest of the calendar year, and since January we have had an interim committee in place. In the last 12 months, we have been very sad to say goodbye to several committee members, and I would like to take this time to thank Jenny Seddon, Sue Gibson, Tina Craig and Julie Dear for all of their work on the committee and for CAMUS over the years.
- At this AGM, Debbie and Hatty have also informed us that they wish to stand down, and again I would like to thank them for all they have done during their time on Committee. I sincerely hope that all members who have stepped down from committee continue to be part of CAMUS in the future.
- Our Spring 2024 production of *The Wedding Singer* was another successful show. It was wonderful to welcome more new members into the CAMUS family, and the rehearsal period included much laughter, throw-backs to the 80s and some very sweaty dancers! After a slow run of ticket sales in the build-up to the production, we adjusted our budget to reduce cost impact, including a cancellation of our Saturday matinee performance. Despite low ticket sales, with minimal spending, we minimised the loss made by the show to less than £1,000. I know, however, that everyone who took part in it had a wonderful experience performing to appreciative audiences. A huge thank you to Polly for all her work in directing and choreographing the show, and to Jake for his work as MD. He even got his very own glitter ball!
- November saw auditions for our next main show "*Made in Dagenham*" We had a wonderful turn out to the initial directors evening and one of the busiest audition days in CAMUS history! We are thrilled to have welcomed some lovely new members as well as a few returning members into the CAMUS family. Thank you to all those who came and auditioned.
- Fundraising picked up during the 2024 / 25 year, with plenty going on! We attended Yateley May fayre and our first Surrey Pride event in September, where we managed to pull in a few more interested members. We had a very successful 'On the Box' quiz night in October, hosted by the inimitable Tom Mercer as quiz-master extraordinaire, and our annual Christmas party, filled with games, prizes, mulled wine and lovely baked goods! In total, our fundraising efforts pulled in an impressive £1000 over the course of the year!
- Spring is a busy period for CAMUS, and we are deep into the throws of rehearsals for our next show, but it has been sad to postpone our first social event of the year, the 'Quiz and Chips' night. We will definitely be looking to rebook this for later in the year, as our Quiz Nights are always something special. Make sure that you look out for dates of upcoming fundraising or social events in our regular members newsletter and on our wonderful new website.
- Upon writing this, we are also fast approaching our third CAMUS awards night. The work that goes into this evening, designed to celebrate our members, is huge. It's such a lovely opportunity for us to reflect on our last show, recognise some of the amazing talent within our society and to have a chance to socialise together. I am sure that there will be stories from the event in the weeks to come!
- As we move to elect our new committee for 2025/26, I would like to say how excited I am about the future of our society. We have secured an autumn 2025 play, a spring 2026 musical and have lots of exciting options for future shows, events, venues, membership options and opportunities!

Nicola York
CAMUS Interim Chair



Additional Documents – all of which can be downloaded from the website

CAMUS Code of Conduct:

We would like to draw your attention to the Code of Conduct, which, in line with the latest guidance from NODA, should be considered alongside the Constitution and Rules.

This Code of Conduct is designed to ensure that all performers, production, and support teams have a safe and enjoyable working environment, allowing everyone to develop their talents and get the most from the hobby we love. We encourage all new members of CAMUS to read this document before applying to join.

CAMUS Privacy Statement for Members:

We would like to draw your attention to the CAMUS Privacy Statement for Members, which explains how we collect, use, and safeguard your personal information in accordance with data protection laws.

This statement is designed to ensure that all members can participate in CAMUS activities with confidence, knowing that their personal data is being handled securely and responsibly. We encourage all members to review this document to understand how their information is managed and protected within the organisation.

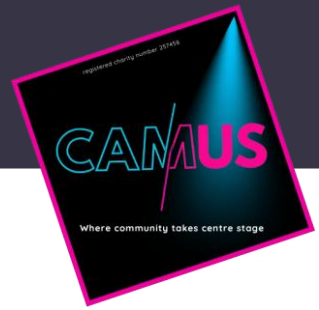
Safeguarding and Child Protection Booklet: (attached)

We would like to draw your attention to the CAMUS Safeguarding and Child Protection Training Booklet, which outlines our commitment to ensuring the safety and well-being of all participants, especially young people, involved in our activities.

This booklet provides important guidance on how to recognize and respond to safeguarding concerns, and it is essential reading for all members who work with children or vulnerable individuals. We encourage everyone to review this document to ensure a safe and supportive environment for all involved with CAMUS.

Safe Touch Guide Document: (attached)

We would like to draw your attention to the CAMUS "Safe Touch" Guidance Document, which provides clear protocols on how to maintain appropriate and respectful physical contact in all activities involving our members. This document is designed to ensure that all interactions are conducted safely and sensitively, particularly when working with children and vulnerable individuals. We encourage all members to review this guidance to promote a safe and respectful environment for everyone involved in CAMUS.



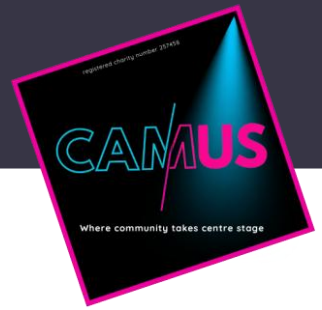
CAMUS CODE OF CONDUCT

The CAMUS code of conduct is designed to ensure everyone enjoys the work of CAMUS. Members of CAMUS and those who work with us should maintain the highest standards of behaviour in the performance of their activities by:

1. Performing their role to the best of their ability in a safe, efficient and competent way.
2. Acting honestly, responsibly and with integrity.
3. Treating others with fairness, equality, dignity and respect.
4. Raising concerns about possible wrongdoing witnessed by a member in the course of their role within CAMUS, with the Chair.
5. Communicating respectfully and honestly at all times.
6. Reporting any health and safety concerns to the Chair.
7. Reporting any safeguarding concerns or potential concerns in accordance with the CAMUS Safeguarding Policy.
8. Declaring any interests that may conflict with their role or the work of the CAMUS (e.g. business interests or employment). If any doubt arises as to what constitutes a conflict of interest, members may seek guidance from the Chair.
9. Exercising caution and care with any CAMUS documents, material or devices containing confidential or personal information.
10. Seeking authorisation from the Chair before communicating externally on behalf of CAMUS. Where communication on behalf of CAMUS is necessary, authority must be sought from any member of the group who is referred to in those communications or the organisation they represent.
11. Respecting the content of the CAMUS Dignity and Respect Policy.

Volunteers are expected NOT to:

- Bring CAMUS into disrepute (including through the use of email, social media and other internet sites, engaging with media etc.)
- Engage in any activity that may cause physical or mental harm or distress to another person (such as verbal abuse, physical abuse, assault, bullying, or discrimination or harassment on the grounds of gender, civil status, family status, sexual orientation, religion, age, disability or race).
- Be affected by alcohol, drugs, or medication which will affect their abilities to carry out their duties and responsibilities while volunteering.
- Provide a false or misleading statement, declaration, document, record or claim in respect of CAMUS or any of its members. Where a member is found to be in breach of the standards outlined in this Code of Conduct this may result in membership being terminated upon agreement of the majority of the members of the committee.



Privacy Statement for Members

Camus Productions is committed to the protection of personal data that is acquired from its members and supporters. This privacy statement outlines the ways in which we acquire, store and utilise your data. For the avoidance of doubt, a member is those individuals who pay a recurring fee or one-time payment to be a part of our society. Our supporters include individuals who are involved with supporting the activities of the company. These include (but is not limited to) scenery construction, costumes, properties, publicity, front of house arrangements, stage management, sound, lighting, direction, choreography, music and orchestra and other parties who voluntarily work with our society. Supporters also include lapsed members, as such lapsed members normally wish to remain in contact with the company and may wish to renew their membership at a later date.

What Data do we hold?

CAMUS Productions holds personal names, email addresses, telephone numbers and, in some cases, addresses of the members and supporters. For members, we hold data regarding your subscription, including enrolment date and dates payments made. We may also hold your photograph and biography on file for use in publications; your consent will always be requested before anything is published.

How will we use your information?

We will use your information to send you newsletters, letters or e-mails to give you details of General Meetings, Shows, Rehearsals, Production Meetings and social & fundraising events that are likely to be of interest to you. Your name, and possibly photograph and biography, may appear in our show Programmes and newsletters. Your information may also be shared with our committee members as required. This use is in our 'Legitimate Interest'. You will be aware that our show programmes are public documents and that our newsletters are shared amongst our membership and with our supporters. We will not share your information with other third parties without your consent.

How we store your information?

CAMUS Productions assures our members and supporters that reasonable security measures are in place to protect against unauthorised access or damage to information that is stored.

What if my data changes, or I am no longer a member?

Please let us know if your information changes as it is important that the personal information we hold about you is accurate and up to date. We will keep your information indefinitely after you remain an active member or supporter of the Company. We keep your information because you may resume your connection with CAMUS Productions and take part again in our activities.

However, you can ask us to remove your personal information from our records at any time and we will do so and stop sending you any further newsletters. You have the right to request a copy of all the personal information we hold about you in a Subject Access Request. To do this, simply write to us at the e-mail address below. We will take all reasonable steps to confirm your identity before providing you with details of any personal information we may hold about you.

How to contact us?

For any questions or concerns relating to this Privacy Policy or our data protection practices, to have your details removed from our databases, or to make a Subject Access Request, please contact us by e-mail:

secretary@camusproductions.com