

MINUTES

CAMUS Committee Meeting

27th April 2025
12.30pm at IGC

In Attendance		Actions
GB, NG, AK, EK, PK, TR, JR, NY		
Apologies received from DB, RL, LR		
Approval of minutes		
The minutes from the AGM were approved with one amendment to the spelling of Lambert.		NY
1. Welcome from NY		
NY welcomed all members of the committee and expressed appreciation for their time and participation. NY then proceeded to guide the committee through each item on the agenda, providing an overview and setting the context for the discussions to follow.		
2. Allocation of Committee roles		
NY introduced the available committee roles (refer to role profiles that were shared on the committee group chat) and provided a brief overview of each. Agreed additions /amendments have been noted along with the nominated person to take on the Lead role. The Job Profiles will be added to the Production Handbook by PK – then made available to all committee members. The Subcommittee members will be co-opted into the subcommittee if they are not already a member of the CAMUS committee.		
<ul style="list-style-type: none">• Fundraising Secretary: Tom Ridgway<ul style="list-style-type: none">○ Manage the fundraising sub-committee: AK, SMO, LR, RS○ Liaise with the Social Secretary and Marketing Secretary re events○ Report back to committee on a monthly basis.• Marketing Secretary: Laura Robertson<ul style="list-style-type: none">○ Manage the marketing sub-committee: PK, TR, RS plus Aeden King as required○ Manage website updates and social media presence.○ Ensure all CAMUS artwork aligns with the production / Creative team's guidelines and arrange the submission of artwork for events as required in a timely manner.○ Liaise with the Fundraising and Social Secretaries○ Report back to committee on a monthly basis.• Membership Secretary (to be assumed under the new Vice-Chairperson): Dan Bundy<ul style="list-style-type: none">○ Manage and maintain a record of society members, ensuring all memberships are current.○ Work closely with the Treasurer.○ Explore initiatives to recruit new members.○ Investigate using Mailchimp for member communications.		

- Report back to committee on a monthly basis.
- **Company Production Manager: Jordan Ryan**
 - Serve as the liaison between the committee and the production/creative teams.
 - Attend rehearsals to support the director as required
 - Work closely with the Technical Manager.
 - Manage budget and risk assessments for non-technical aspects of productions.
 - Report back to committee on a monthly basis.
- **Safeguarding Officer: Nicola York as DSL**
 - Manage the Safeguarding subcommittee: AK, PK, RL, JR and Sarah Millon
 - Ensure that a safeguarding team is in place and protocols are upheld during rehearsals, production and all events.
 - Report back to committee on a monthly basis.
- **Social Secretary: Neil Gibson [subsequent to the meeting, AK stepped back as joint Social Secretary as she wishes to remain more heavily involved in the Fundraising Subcommittee]**
 - Manage the social sub-committee: RL, SMO, TR
 - Re-engage with the membership to understand and meet social event needs.
 - Report back to committee on a monthly basis.
- **Technical Manager: Eddie King**
 - Liaise with the technical team and the Company Production Manager.
 - Oversee all technical aspects of productions.
 - Report back to committee on a monthly basis.

Some of these roles may be incorporated into officer roles as needed.

Committee Structure:

- JR and RL are to be co-opted onto the committee.
- Therefore the Committee will now be made up of the following people:
 - Chairperson: Nicola York [Designated Safeguarding Lead]
 - Vice-Chairperson: Dan Bundy [Membership Secretary]
 - Treasurer: Gareth Brown
 - Secretary: Polly King [Marketing and Safeguarding Sub-Committee]
 - Committee member: Neil Gibson [Social Secretary]
 - Committee member: Eddie King [Technical Manager]
 - Committee member: Ashleigh Knight [Fundraising Sub-Committee]
 - Committee member: Tom Ridgway [Fundraising Secretary and Marketing Sub-committee]
 - Committee member: Laura Robertson [Marketing Secretary and Fundraising Sub-Committee]
 - Co-opted Committee member: Rich Lambert [Safeguarding and Social Sub-Committee]
 - Co-opted Committee member: Jordan Ryan [Company Production Manager]

The remaining persons co-opted into sub-committees are: Aeden King, Sarah Millon, Steph Mottershead and Ryan Stevens

3. Code of Conduct and Constitution

The committee must adhere to the Code of Conduct (C&C) and the Constitution at all times. All members are required to review and understand the safeguarding documents prior to participating in rehearsals. NY will lead a Safeguarding session to all members in attendance at the rehearsal on Sunday 18th May.

Policies and Documentation:

It was noted that a *Dignity and Respect Policy* may be needed as it is referred to in the Code of Conduct.

Action: PK to investigate whether such a policy already exists. If not, collate relevant information and draft a new policy and bring to next Committee meeting for review.

PK

Language Update:

Use "*protected characteristics*" in place of "grounds of..." to align with current equality and diversity standards.

Bullying Clarification:

Clarify the definition of bullying for CAMUS *members and anyone working with or for CAMUS*.

Proposal to create a booklet that defines bullying as a "*repeated, deliberate, and targeted attack*."

Provide clear guidance on identifying, reporting, and addressing bullying.

Action: PK to create a 'Bullying' document and bring to next Committee meeting for review.

PK

Dealing with Issues: NG asked what the process was for dealing with issues brought to the committee.

It was agreed that any reported concerns will be handled firstly through an investigation and discussion by the committee. Constitution Clause 14b provides a framework for managing such matters.

Issues will be addressed on a *case-by-case basis*, ensuring a fair and consistent approach.

4. Financial Update

Treasurer's Report

- GB circulated financial information to the committee prior to the meeting.
- It was noted that some members have not yet paid their membership fees.
 - GB will follow up with those individuals and provide a full update at the next committee meeting.
- A list has been compiled of members who have not yet submitted their Gift Aid forms.
 - These are needed to enable the society to complete the Gift Aid claim.

GB

Event Financials:

- A report was attached regarding the Quiz Night admissions.
 - All refunds should now have been processed, but GB will follow up on two queries.
- **Silent Auction:**
 - £490 was raised through the silent auction, however a portion of the proceeds was used to offset the costs of the event due to lower than expected attendance.
- **Awards Night Costs:**
 - Total costs: £1,241.90 (venue, food, and bar) and £355.47 (awards-related expenses).
 - Total income: £1,350 (event income) + £490 (silent auction proceeds).
 - Net profit: £242.63.

Request from NY for GB to add NY and PK as signatories on the bank and for oversight of Quickbooks.

5. Fundraising

Event Updates

Yateley May Fayre (5th May)

- Preparations are progressing well. TR is managing logistics for the event. TR
- GB to provide a cash float and Zettle device for transactions.
- PK is organizing a new banner and flyers to promote the society at the event.
- **Performance:**
 - 12 performers have signed up so far.
 - Further promotion will be done at the end of rehearsals to encourage more sign-ups.
 - Suggested songs for the performance are "*Made in Dagenham*" and/or "*Everybody Out.*"
- **Stall Activities:**
 - Lucky Dip will be running – everyone wins a prize.
 - AK and LR have looked at a "*Name the Jelly Cat Car*" competition; however it was agreed that the cost was a little too great.
 - The idea will therefore be moved to the Farnborough event and replacing it with a "*Name the Ford Teddy Bear*" competition. TR has offered to purchase the Teddy at cost. TR
 - "Guess the Number of Sweets" game will also be set up – designed to attract children.
 - EK to purchase a bucket of sweets from Booker.

Farnborough Donkey Derby (26th May):

- Attendee list being organized. Games and Activities will be similar to Yateley May Fayre with additional promotion for *Made in Dagenham* EK

Summer Party at The Mall (Camberley):

- TR has sent an email to Luke at The Square regarding the Summer Party in July. If CAMUS performs, a stall will be provided free of charge. A planned performance: 20–30 minutes showcase in the town centre.
 - Further details on the performance program to follow.
 - RS will assist with musical direction and PK will help with programming the set list.

Admin:

- TR to send GB a full list of expenses already paid for stall activities / Purchase Order RS/PK

Rushmoor Pride:

- AK has secured a 20-minute performance slot for the event in September. CAMUS will also be provided with a free stall at the event. Further details to follow. TR

6. GDPR Guidance / Policy

There was a potential data breach involving the *Made in Dagenham* cast when an email was sent with recipients in CC rather than BCC. It was agreed that the audition form will be updated to

include a GDPR statement, along with a consent section allowing members to agree to their data being shared internally within the group.

7. AOB

1. Production Update – *Made in Dagenham*

- EK reported that *Made in Dagenham* rehearsals are progressing well. For the purposes of minutes it was noted the Gigi Kuo has withdrawn from MD'ing the show and a replacement has been found. Lizzie Hales took the first rehearsal on Wednesday. It should also be noted that Mike Wood has had to withdraw as Cortina Man and has been replaced with Dale Barrell.

Publicity - Cast Protest Event – Sunday, May 11th:

- Plans are underway for a cast protest event. Cast to wear Ford uniforms and carry protest placards. EK
- Action: EK to liaise with Ford to confirm whether this activity can be supported or permitted.
- Action: PK to invite local press to cover the event. PK

Marketing and Outreach Suggestions:

- A suggestion has been made for a targeted mailout to schools to promote the show

Proposal:

- Create an educational group offer aimed at secondary schools and colleges, with an advisory note on age-appropriate content. PK
- Action: PK to contact Ryan at CT to obtain their schools contact list for distribution.

2. Committee Planning:

- Meeting dates for the remainder of the year will be set and circulated shortly.
 - Monday 12th May 2025: 18.30 at the IGC (final prep for MID)
 - Monday 9th June 2025
 - Monday 14th July 2025
 - Monday 11th August 2025
 - Monday 8th September 2025
 - Monday 13th October 2025
 - Monday 10th November 2025
 - Monday 8th December 2025
 - Monday 12th January 2026
 - Monday 9th February 2026
 - Monday 9th March 2026
 - Monday 13th April 2026 [pre AGM meeting] ALL
- Suggested date for the **CAMUS AGM 2026 on Wednesday 15th April** followed by the **Awards night 2026 [Saturday 18th April]**.

Meeting closed at 13.55