

MINUTES

CAMUS Committee Meeting

8th September 2025

6.30pm at The IGC

In Attendance

Actions

GB, DB, AK, EK, PK, RL, JR, TR, LR, NY

Approval of minutes

The minutes from the last meeting were approved.

RS has been asked to MD the Christmas Carols and has agreed.

LR has asked the theatre for show reports for the last few years to review marketing strategies.

T-Shirts have been actioned.

Updates on website – Safeguarding procedures and Committee Headshots need to be sent.

PK

1. Finance Update - GB

Finance Update – as of 31/08/25

- **Bank balance:** £8,269.39
- **Savings:** £67.98
- **Cash in hand:** £942.12 (to be banked after the Rushmore events this weekend)

GB

Outstanding items:

- Missing memberships and show payments.
- **GT** still has outstanding fees – **GB** to follow up.
- **GB** to catch up with **SM**.
- **KJ** also has outstanding payments.

Gift Aid:

- December 2023/2024 Gift Aid can only be calculated at year end.
- A claim for **£1,265.00** will be submitted at the end of this week.

Other actions:

- Mandate form changes to be signed after the meeting by **GB / NY / PK**.
- A further meeting will be arranged between **NY** and **GB** to discuss outstanding financial matters.

2. Membership / Committee Update - NY

- **H&S Complaint:**

A Health & Safety complaint was received from an **anonymous individual**. This was fully investigated by **NY, EK, and PK** alongside the **EHO**, who was satisfied with our current processes.

Page 1

ACTIONS:

1. Additional details will be incorporated into the **Risk Assessments**.
2. An **accident log book** will be purchased to record any accidents and near misses.

- **Personal Injury Claim (NG):**

A subsequent **personal injury claim** has been received from NG relating to a **broken finger** sustained the day before the *Calendar Girls* get-in. The claim cites both physical injury and impact on mental health. NY has submitted all relevant information to the insurers, including responses and evidence addressing the claim's validity. A meeting with **Anna** is scheduled for **next Monday**. **Witness statements** are required from **GB** (van pick-up) and **EK/PK** (pre-load at NG's residence). A query has been raised with the **van hire company** to check for any reports of a faulty latch. We will continue to follow **insurance company guidance**. It is not believed that the organisation is liable, as NG was the only competent person to drive the van, did so both before and after the incident, and completed the show.

GB,
EK, PK

ACTIONS: The **committee should refrain from discussing** this matter externally.

- **Membership Structure Update:**

The **new membership structure**, effective **January**, is now live on the website. It introduces a **flat membership fee** plus an additional **show fee**. A reminder will be included in the next **newsletter**.

PK

3. Current Production – And Then There Were None - NY

- **Rehearsals:**

Rehearsals are progressing well. Most of **Act One** has been blocked and will be run through in full tonight.

- **Ticket Sales:**

- **Friday:** 28% sold
- **Saturday:** 60% sold

- **Promotion:**

- There has been strong and positive interest from **Reading Pride**.
- **Open Dress Rehearsal:** Thursday night for **CAMUS members and their families** (two tickets per person).

LR

- **NODA** invitations to be sent.
- Send to the **'CAMUS and Friends'** mailing list.
- **Special ticket rate:** £21.00.
- **LR** to update mailing lists on behalf of **PK**, as she is unable to do so.

NY

- **Media & Marketing:**

- The **photoshoot** went very well – many thanks to **TR** for taking the photos.
- **LR** will release the trailers, with a new *"Meet the..."* character feature every Wednesday.
- **Warbrook** are also sharing promotional content and have been very supportive.
- Additional **rehearsal shots** will be distributed soon.

- **Production Meeting:**

Scheduled for **21st September** with **JR, EK, KJ, NY, JP, SM, and LR** to review production details.

- **Technical Support:**

Mark Thomas has expressed interest in assisting with technical elements and has been invited to attend rehearsals.

- **Eventbrite:**

- **NY** to share the **Eventbrite login** with **LR**.
- **EK** to assist **NY** with Eventbrite setup and management.

4. Forthcoming Productions – 2006 Sweeney Todd - PK

Sweeney Todd

- **Auditions:**
 - PK to speak with Vicky Jukes regarding audition dates.
 - Provisional dates: 15th & 16th November.
 - Panel: Vicky, MD, and Jordan.
 - Musical Director (MD): Potential candidates include Sarah Jones, Anton, or Tom Worrall.
- **Tickets:**
 - Ticket price set at £25.00 (commission to be deducted from this amount).
- **Production Meeting:**
 - To be scheduled in due course.
- **Rehearsals:**
 - January: Rehearsals to take place in IGC for principals and note-bashing sessions.
 - February onwards: Move to a larger venue for blocking rehearsals – High Cross?

PK

Wind in the Willows

- Performance dates to change in line with theatre availability.
- To include mid-week matinee performances as this is half term.
- Planned as an immersive co-production with the theatre.

5. Social / Marketing / Fundraising – LR &TR

Reading Pride

- The event went very well, despite rain interrupting proceedings.
- There was strong interest in learning more about the society.
- TR handed information to LR.
- £122.00 was raised on the day.

LR

Rushmore Pride – 13th September

- Some concern regarding the performance slot.
- **Five performers** expected; no triple CCC performance planned.
- Planned format: *Stand and Sing* – solos and/or duets.
- Confirmation of performers will be gathered via a **poll**.
- Stall activities: **Lucky Dip** and **Guess the Sweets**.

Quiz Night

- **Venue:** Yateley
- **Date:** 4th October
- **Quizmaster:** Tom

Christmas Cracker / Christmas Carolling

- RS to coordinate with MD.
- TR to confirm the date.
- Potential locations: Tesco, Sainsbury's, and local **Old People's Home**.

6. AOB

PK to do a newsletter.

PK

Meeting closed: 19.30