

MINUTES

CAMUS Committee Meeting

28th July 2025

7.00pm at The Crabtree

Actions

In Attendance

GB, PK, RL, TR, LR, NY

Apologies: DB, AK, EK, JR

Approval of minutes

The minutes from the last meeting were approved.

1. Committee and member updates - NY

NY updated the committee regarding the complaint submitted by NG. CAMUS had been called to a meeting with Michelle, H&S Officer from Surrey Heath Borough Council. Concerns were raised about the RA for shows including the use of high platforms without sufficient safety measures. There was also reference to an incident noted (a broken nose) due to lack of H&S.

An email was received from the EHO requesting details from CAMUS; we responded within 24 hours with all relevant paperwork including risk assessments for all shows in the last 4 years, plus CAD designs for *BG* and *MID* indicating all safety measures and mitigations that were put in place for any 'high risk' staging, ie the high platforms.

Meeting held with NY, EK, PK, and the EHO. No further action required. The EHO commended the company for the strategic planning and sufficient safety works, but requested that, although actions were being carried out, they should all be noted in a more detailed written RA is needed and should be shared with the group prior to the production so that everyone can read it. We did raise that no other group does this, but that we would start this process from our next show.

CAMUS accident recording book to be maintained.

The EHO will respond to the complainant (cc'ing us). She confirmed she was satisfied CAMUS is mitigating and reducing risks as far as possible.

EK to draft and circulate a more detailed RA, specific for our on-location production of *And Then There Were None* at Warbrook House.

EK

2. Financial Report - GB

GB circulated PDF reports ahead of the meeting.

- Outstanding queries:
 - **Script hire** – GB to investigate.
 - **Membership fees** – RA, GT, KJ have not paid.
 - **FW** missing July payment.
- Payments received from the theatre for *MID*. Royalties, licence, and director expenses settled.

Balances:

- £8,169.37 total (£650 cash from FOH & fundraising, removed from Zettle).

- £1,000 paid to MDS for *Willows* costumes.

MID Financial Summary:

- Income: £20,726 (ticket sales, audition fees etc; 67% sales).
- Expenditure: £19,960.38 (all inclusive).
- Profit: £765.62
- Net Profit: £535.93

Notes on Variances:

- Ticket sales were budgeted at 85% capacity; achieved c.70%, variance £4341.
- Expenditure lines largely under budget.
- Overspends:
 - Audition costs (+extra day).
 - MD fee miscommunicated (+£200) with the last minute change of personnel
 - Orchestral materials (+£810) and logo pack (+£150) not included in original budget.
 - Set & dressing: reduced budget to £1,500 but overspent by £200.
 - Travel costs increased due to larger van hire.
- Sound was provided FOC (originally budgeted £1,500).

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

The production is now fully cast, with Nigel Dams confirmed as Wargrave. KJ and NY confirmed that there had been a very strong audition day. Performance dates: 23–25 October. Only last two nights on public sale with the 23rd October open for CAMUS members as a special pre-view night. Tickets are beginning to sell already (Friday – 7; Saturday – 14) and with a current venue capacity of 60 per night, there is potential to extend to 80–100 if demand requires.

Thursday preview night: VIP (industry contacts and reviewers) and NODA reps would be invited.

- CAMUS members +1 would be invited at reduced cost via private event link at a cost of £21. Public tickets £24.

Rehearsals: begin 31 August, running Sundays and Mondays through September and October. There will be a photoshoot on 12 August at the venue, in costume. Thanks to James Palmer for sourcing all the costumes.

- **Marketing:**
 - Short promotional video to be filmed on the 12th August
 - First advert released 10 weeks out from performance, then one character per week leading up to performance. Warbrook will continue to share on socials.
 - LR updating website with cast information.

4. Forthcoming Productions – 2006 Sweeney Todd - PK

PK will talk to Vicky Jukes about audition dates and circulate to committee when ready.

5. Marketing - LR

The CCC event went very well and it was well received on the day. Luke (event manager) was really engaged and gave positive feedback. We had good engagement on our social media with the 'All that Jazz' video gaining traction. Good engagement was also reported on the stall with the Lucky Dip. £114 profit generated.

- Stall engagement was strong.
- Highlighted importance of filming content for future use.

Next steps:

- Explore opportunities for Christmas slot/set and possible CAMUS Carol Singing group. PK
- Suggestion: Ryan to MD again – shorter rehearsal period effective. PK to enquire over ICG studio use
- LR to contact theatre for reports to assist with Marketing and Promotional opportunities with future shows. LR

6. Fundraising

TR will look into more embroidered CAMUS t-shirts as they created a good, uniform appearance. T-shirts (£10) and polos (£12) now in stock; Once the invoice is settled all remaining money is profit. There was a request for hoodies.

TR/LR

LR to manage stock and orders. Need to confirm budget for initial outlay/stock levels.

Upcoming Events:

- Reading Pride – Saturday 30 August. CAMUS stall (no parade). LT to run "human fruit machine." Cost: £48 + VAT.
- Rushmore Pride – Saturday 13 September. Rehearsals: Thurs 28 Aug & Thurs 4 Sept.
- TR returned cash box to GB.

7. Socials - TR

- Proposed events: PK
BBQ/Movie night.
October Quiz Night at Runways End (possible dates: 4th or 18th) or alternative venue High Cross Church.
Rock & Roll Bingo Night (SM/PK) – TR to contact Crown & Cushion.
Christmas Social: 3 December at High Cross Church.
- Pub Night: Thursday 14 August 2005, 7pm.

8. AOB

LR: Policies to be added to website.

PK: To send committee photos.

NY: To send membership summary for 2026.

Meeting closed: 21:09

