

**NTC Minutes
of Committee meeting held on
Tuesday 16th January 2018 at Network theatre**

Present

Sue Small (Chairman), Moira Cane (Secretary), Fred Johnson (Treasurer), Kay Murray, Alex Farrell, Rebecca Mason, Judith Denwood, Mark Johnson, Simon Worthington

Apologies

Shamina Bundell, Mike Wyer, Jennie Rich

Simon Worthington (Webmaster) did a short presentation to the committee on the NTC website. There are 1500 visits to the website each month. SW invited suggestions on what could be improved. It was agreed that there could be

- more in the sections on 'Get Involved' and 'Auditions' to encourage people to join NTC
- More space for photos
- More alerts about reading dates and ticket prices
- A committee page

A facility for creating posters for shows has been created which was very well received. The pictures for the posters need to be in a ratio of 4/3.

Minutes of 28th November 2017

They were signed off as a true record of the meeting after the month had been changed to November rather than December.

Matters arising

SS will go back to the film company again and ask for some compensation for the broken lock

MW to select an appropriate lock for the box office - ongoing

MJ to do a template for programmes - ongoing

AF will talk to MW and George Laurie about the sheeting for the roof of the box - ongoing

KM has contacted Dan Young about the mandate form - he needs to respond

MW to get a phone to work with card reader

MJ will meet with Joanna Coulton to talk about fundraising ideas - SS will give him her contact details.

Chairman's report

This was circulated in advance.

SS has bought a heater.

SS and KM will meet with Network Rail to discuss a rent review on 18 Jan 2018.

SS has received an email from Lambeth Council confirming that the NTC licence covers weekdays from 10.00 am - 11.00 pm and Saturday from 10.00 am - 12.00 midnight.

Treasurer's report

The current bank balances are:

Main account: £5561.26

Bar account : £13414.00

Movements:

Income: Ticket sales for *The Dark Side*, £2668.80 and Jermyn Street Theatre £110.00 for theatre use.

Expenditure: Rent and service charge £5408.84, repairs to front door lock £478.80, electricity £172.79, licence for "Say something happened" £260.00, Little Theatre Guild membership £110.00 and License for Pitmen Painters £412.80.

The Treasurer also reported that the sum of £5000.00 has been received from the estate of Nigel Williams and he suggested that at the next meeting the Committee should discuss how best to spend this money.

'Argentica' will provide insurance for NTC for 2018. RM was thanked for her work on this.

GDPR - FJ will report back on the implications of the General Data Protection Regulations for NTC after having attended a training on it next month.

Current Production

As of today 17 seats have been sold for *Say Something Happened*

14 seats have been sold for *Work Makes You Free*

2 reviewers are coming on the 31st Jan (first night) to SSH.

WMYF need to let the Crew coordinator know what technical requirements they have for the production.

Future Productions

On reflection Daniel Carter did not feel comfortable directing *The Odd Couple*.

SB proposed 4 alternatives for the Committee to consider. They were :

Loot (Joe Orton) directed by Daniel Carter

Cloud Nine (Carl Churchill) directed by Daniel Carter

Monstrous Regiment (Terry Pratchett) directed by Lorenzo Peter Mason

I Love You, You're Perfect, Now Change (Joe DiPietro) directed by Owain Jones

The Committee voted 7/2 in favour of *I Love You, You're Perfect, Now Change* directed by Owain Jones

Diary

The diary was circulated in advance of the meeting. There were no changes.

Document Update

SS and RM have been reviewing and editing both the 'Theatre User's Guide' and 'The Production handbook'. This work is ongoing.

Committee member's reports

Marketing

MJ will send out tweets and update the facebook page during the Vault Festival

SS will handle marketing for *As You Like It*

Bar

£1363 was taken on the bar during 4 nights of *The dark Side*. £580 was the profit.

Premises

SS and AF thanked all those who helped at the Work Day.

George Laurie will mend the toilet before the Vault Festival starts.

KM felt that the hole in the black tab could be repaired in house. She will take charge of this.

There are 6 gas cylinders which need to be removed from the back arch.

MJ will research whether it is possible to get some money for them otherwise KM will take them to a place convenient to her.

Technical

The control room has been cleared and tidied in readiness for the Vault Festival. Useful feedback was given to the crew from Tim Gilles Jones, the Stage Manager on *The Dark Side*, about things that need fixing. CCTV, comms headsets, show relay microphone were mentioned and have been on the technical team's list for a while. Progress is now being made.

MW will put a proposal together for 6 new lights (fresnets) to be bought and then rigged at the end of the Vault Festival

Reading Panel

FJ will forward a play from someone involved with the LTG to RM

Box Office

No participation fees have been received for the SSH and WMYF so far. It was agreed that the crew do pay £10 participation fees as well as the cast.

Membership.

There are 111 members.

Health and Safety

Lights have been installed on the steps to stage left.

Licensing

As in Chairman's report.

Any Other Business

The gate code is C479X

RM pointed out that 'A look back at *The Dark Side*' had been omitted from the agenda. The view was that the director (Shamini Bundell) had done a very good job and it had been a very happy show for all involved. It had also inspired some of the actors to become interested in becoming crew members.

However some disappointment was expressed that there had not been a programme. In future the Committee expects all productions to produce a programme. It was also noted that the theatre had been left in a bad state after the production.

Going forward the marketing team will take responsibility for producing advertising for future shows in the form of a poster and fliers for the Green Room.

Paul Lunnon was thanked for building the wall outside the Green Room.

Date of next meeting

Tuesday 20th February 2018 at Network theatre

Date of future meetings

Tuesday 20th March

Tuesday 17th April

Tuesday 15th May

Tuesday 29th June

Wednesday 21st June AGM

Tuesday 17th July

Tuesday 21st August

Tuesday 18th September

Tuesday 16th October
Tuesday 20th November
Tuesday 18th December

The meeting ended at 9.05 pm