

**NTC Minutes
of Committee meeting held on
Tuesday 17th April 2018 at Network theatre**

Present

Sue Small (Chairman), Moira Cane (Secretary), Fred Johnson (Treasurer), Alex Farrell, Rebecca Mason, Kay Murray, Shamini Bundell, Mark Johnson

Apologies

Jennie Rich, Mike Wyer, Ale Coyne, Judith Denwood

Minutes of 20th March 2018

The minutes were signed off as a true record of the meeting.

Matters arising

MW will contact Dan Young about the mandate form for the Arch 200 club - ongoing.

Chairman's report

Nothing to report

Treasurer's report

FJ will get back to the Network Rail about the methodology around the rent offer i.e the fact that the invoice for the increase arrived before any official notification of this increase - ongoing

The current bank balances are:

Main account: £5494.70

Bar account: £9408.68

Movements:

Income:

£4334.42 VAULT Festival

Expenditure:

£5752.16 - rent

The Dark Side expenses

£364.80 licence for *Cloud 9*

£120 for the cleaner

There is £1200 left from Nigel's legacy

GDPR - The treasurer presented a paper with the format of an "Opt In" clause which was discussed and agreed, subject to a few minor changes.

MJ will do the amendments and arrange for the document to be emailed out to all necessary parties.

A Privacy Notice was prepared by RM and circulated in advance.

MJ will put it on the website and let SS know when this has happened

FJ has looked at another ticketing provider (Brown Paper) who charge a booking fee instead of taking a cut from the ticket price, which is what TicketSource does presently. It was agreed to try this provider to sell tickets for Network shows.

MJ will put FJ in touch with Judith at the Nursery to find out how it works

Current production

11 new members have joined Network. The production is all going very well and the dress rehearsal was a great success. The new lights are up and working. Our patrons (Clare and Hugh Williams) are coming to see the show on Wednesday 25th April. SS will do a little presentation about the lights on that evening as they were bought with the legacy Nigel Williams gave Network.

Cloud 9 has been cast but crew are still needed for this production. SB took names of people that the Committee suggested to fill the vacant roles. Kay Murray volunteered to help with the wardrobe. Another call will go out in the newsletter.

SB will send the poster to MJ and RM to print out for the Green room and the box office

There is a template for the programme on the website.

Future productions

VAULT 2019 - it was agreed that it was necessary to talk to the VAULT Festival team to see if they could delay coming in to install the lighting for a week next year before finally deciding whether to go ahead with involvement in the festival. Mighty Finn have made a booking for the week in January which would normally have been set aside for the VAULT technical team to have a 'get in'.

AF will talk to them

It was decided that Network would do one show of 1&1/2 hours with a large cast. It was agreed that it would be ideal if the show could fill the last two slots of the evening. There would be 6 performances for this show across a week. For the remaining 5 weeks of the festival at Network 3 shows could be accommodated per night like this year.

FJ will send some dates to SS to have a de brief with the festival team on this year's festival

SB will invite proposals, with a director attached, for shows for 2019 immediately She will use all outlets to get the word out.

RM will send SB Mike Martin's details

The deadline for proposals of established plays will be June 30 and the deadline for new writing will be May 31st. The new committee will then discuss these proposals at the 17th July committee meeting. The 'Launch party' will be on 15th September.

MC informed the committee that there had been a production meeting for *The Pitmen Painters* on 4th April. SB suggested that there should be a piece in the newsletter inviting people interested in crewing for the next few productions to get in touch with the directors.

Diary

The diary was circulated in advance of the meeting.

MJ volunteered to cover the bar on 13th May.

Committee member's reports

Marketing

Facebook has rejected the the poster for AYLI.

MJ will alter it to see if it will be accepted. He will also link the instagram account to the website.

JR is doing a great job advertising AYLI on social media.

MJ advised that the committee follow the 'If you see it share it' philosophy with facebook in order for advertising to reach the maximum number of people.

Bar

Bar rota for AYLI is complete now.

Premises

AF will ask Paul Lunnon for a quote for building a passage leading to the bar and auditorium - ongoing

AF will buy a bin for re cycling for the kitchen

Technical

Everyone is delighted that the new lights up. Hopefully the old ones can be sold on ebay. Bernie Byrnes has expressed an interest in buying a couple.

AC will write something for the website to encourage more people to volunteer to be crew - ongoing

Reading Panel

RM reminded everyone that any new writing that comes through from the call for play proposals will need to go to the reading panel.

Also if obscure plays are proposed that none of the committee know or if there are plays proposed that the committee are very unsure about these too could go to reading panel for their opinion.

14th July was chosen as the date for the new writing festival. RM will coordinate.

Box Office

There was no report

Membership.

There was no report

Health and Safety

AF has been on a training course to be a fire warden.

The stage is well covered with hazard tape now.

Licensing

Nothing to report.

Any Other Business

RM invited the Committee to help her celebrate her 50th birthday. She will send out an email to the Committee with suggested dates and a venue for a meal out together.

Date of next meeting

Tuesday 15th May 2018 at Network theatre (MJ will take the minutes)

Apologies were given by KM, JD, FJ and MC for this meeting

Date of future meetings

Tuesday 19th June

Wednesday 20th June AGM

Tuesday 17th July

Tuesday 21st August

Tuesday 18th September

Tuesday 16th October

Tuesday 20th November

Tuesday 18th December