

**NTC Minutes  
of Committee meeting held on  
Tuesday 30th May 2018 at Network theatre**

**Present**

Sue Small (Chairman), Moira Cane (Secretary), Fred Johnson (Treasurer), Rebecca Mason, Kay Murray, Mark Johnson, Mark Wyer

**Apologies**

Jennie Rich, Alex Farrell, Ale Coyne, Shamini Bundell, Judith Denwood

**Minutes of 17th April 2018**

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

**Matters arising**

SS will contact Dan Young about the mandate form for the Arch 200 club.

MJ will contact Simon Worthington about changing the Privacy notice for cookies on the website.

**Chairman's report**

- GDPR - all is going to plan. The members have been notified of the revised Privacy Policy.
- AGM - nominations are coming into the Secretary and there should be a full list by the next meeting. It was agreed that there should be a recommendation at the AGM that the role of President should be for as long as the incumbent wishes to remain in post.
- Distribution of the Newsflash - a discussion on this topic was postponed until the next meeting when more committee members could express their views.

**Treasurer's report**

The current bank balances are:

Main account: £7954.97 ( including £1108.52 remaining of Nigel's legacy)

Bar account: £9873.26

Movements:

Income:

£1400 People Show Ltd, £1988.63 net receipts from TicketSource for AYLI

Expenditure:

£450 paid as backdated service charge to Network Rail

£120 for the cleaner

£179.24 AYLI expenses

Early indications are that bar takings on the card machine were in the region of £960.90 net. 2 members paid their membership using the machine.

The Annual Accounts production is in progress and will be distributed before the AGM via email for questions before they are presented at the AGM.

**Sharing and distribution of Network theatre documentation**

There was a short discussion about SLACK as some people are still unsure how to use it. Documents for Committee meetings will be emailed out but all other correspondence should be conducted on SLACK. Further training will be arranged.

## **Current production**

*Cloud 9* has been cast but crew are still needed for this production.

SS will talk to Lewisham college.

MW doing lighting and sound design. Kay Murray volunteered to help with the wardrobe and Rebecca Mason offered to be AD.

SS will follow up with SB to see if these offers are going to be taken up.

## **Future productions**

*Odes to Joy* 9th -14th July

RM has sent out the scripts that have been submitted to the panel but it was agreed that RM should make the choice from the submissions.

Bernie Byrnes has offered to help.

RM will send out a structured schedule for the festival closer to the time.

RM will print a poster for it.

JD to put it on Ticket source (£5)

*The Pitmen Painters* - there will be set design meeting on Tuesday 5th June at Network theatre @ 6 pm.

*Death Before Marriage* - Paul Lunnon has given a set design to RM. She has concerns about the sash window that will be required.

VAULT Festival 2019 - The organisers are happy for Network to do one longer show. The theatre will be offered for 6 weeks for the festival, starting on 24th January. They will be looking for a theatre manager, which is a paid position. TBA by new committee.

## **Diary**

The diary was circulated in advance of the meeting.

## **Committee member's reports**

### Marketing

Cloud 9 facebook event is up. Mail will be going out this week to publicise the production.

network theatre has 1000 twitter followers

### Bar

Bar profit for AYLI was £890. Thanks go to SS for training up 2 new bar staff.

Bar staff are needed for the run of *Cloud 9* ( Wed 27th - Sat 30th June).

Bar staff are also needed for 5th- 8th July (*Art Fabric*) also 14th, 15th and 18th July

### Premises

Toilets are the biggest concern. Ants are also a problem

SS has contacted George to come and have a look at the drains.

Paul Lunnon has given a quote for building the wall along the passage leading to the bar and auditorium.

MW will verify the measurements before a final agreement is given.

RM is in the process of removing the gas canisters.

AF will buy a bin for re cycling for the kitchen - ongoing

### Technical

Louie Renn has joined Network crew and has been working very hard which is much appreciated.

There is the ABTT show next week which some crew members are attending.

MW is overseeing this sale of the lights.

PAT testing still needs to be done.

MJ will ask at his school to see if he can borrow a PAT tester.

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

#### Reading Panel

RM has received 4 submissions of new writing for 2019.

3 of these are out with the reading panel. In future it was suggested that the scripts don't go out at the same time but are staggered and that each piece is accompanied by a synopsis.

#### Box Office

2 tickets sold for *Cloud 9* so far.

#### Membership.

109 members

#### **Health and Safety**

Nothing to report

#### **Licensing**

Nothing to report.

#### **Any Other Business**

Going forward there will no longer be automatic members' discount rates for hiring the theatre. Any discount will be given at the discretion of the committee.

#### **Date of next meeting**

Tuesday 19th June 2018 at Network theatre

#### **Date of future meetings**

Wednesday 20th June AGM

Tuesday 17th July

Tuesday 21st August

Tuesday 18th September

Tuesday 16th October

Tuesday 20th November

Tuesday 18th December

The meeting was closed at 9.00 pm