

**NTC Minutes
of Committee meeting held on
Tuesday 21st August 2018 at Network theatre**

Present

Sue Small (Chairman), Moira Cane (Secretary), Fred Johnson (Treasurer), Rebecca Mason, Alex Farrell, Judith Denwood, Kay Murray, Owain Jones, Shamini Bundell, Mark Johnson, Alistair Callcutt

Apologies

Lee Copp, Paul Evans

Minutes of 17th July 2018

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

Matters arising

Marketing plan - SB and RM will get together to work on this - ongoing
OJ would like an email address set up for readingpanel@networktheatre.org - PE

Chairman's report

SS will chase up St James and Westminster players to check that they still want the slot in October.

Treasurer's report

The current bank balances are

Main account: £6382 (£1200 from Nigel legacy)

Bar account: £10441.98

Movements: Income: None

Expenditure: Cleaning £120 and electricity £196.64.

Notification of the income from *Ode to Joy* received from TicketSource totalling £113 net. The treasurer now has the ability to pull reports from Paypal and will analyse the income from the various productions in respect of the bar and advise the Bar Manager and also transfer the funds to the bar account.

Feedback from Daniel Carter, Director of *Cloud9*

DC handed over his receipts for *Cloud9* to FJ.

DC acknowledged that Mike Wyer had done an accurate retrospective for this show. As a new director to Network himself he felt that it was important and useful for the Committee to know that he had encountered problems getting a crew together as he knew so few people. He emphasised how important it was to have an Assistant Director and a Producer on a show. He thanked both SB and AF for stepping up to help him. He was reassured to know that in future all productions will have someone from the committee assigned to a production in order to lend support. Directors will also be invited to the committee meeting before their production starts to explain their vision for the production and to request the support that they may need.

It was agreed that a generic email will go out to the membership once the season has been confirmed for next year, asking for those interested in helping on any of the productions to contact the show director. Closer to the production date a more specific email will go out to the membership outlining the individual unfilled roles available on a production should there be any.

SB will action this

Review of *Odes to Joy*

RM was the coordinator of this project and would be happy to do it again. She thanked AF for her hard work throughout the week. It was a very successful event. One play was lost but the remainder were enough for the evening. About 26 people were involved as actors or directors and there were 44 people in the audience. There were 16 people who were new to Network.

SB noted that some of the new writing would have benefitted from feedback. SS requested that a new writing festival should not take place in August going forward as too many people are away. It was agreed that this event should take place every two years.

Current production

The Pitmen Painters

The play has been cast now and rehearsals will start on Wednesday 29th August. There will be a painting day on Saturday 1st September when Jenny Price (Artist), a friend of the director, will lead a workshop on painting for the cast and some of the crew.

Paul Lunnon has requested transport for the set and the audience side panels as they need to be moved from his home to the theatre.

MC will action this

Future productions

All is progressing well with *Death Before Marriage*. AF will help with the set build. The read through will be on Thursday 20th September.

To complete the season next year it was agreed that:

Fred Johnson will direct *When We Are Married* in the December slot

John Irvine will be asked to direct *Love and Money* in the April slot if he can get a licence for it. If he is not successful then SB will go back to the membership and ask for more proposals. John Irvine will be encouraged to propose again.

Committee members reports

Marketing

Mark Johnson explained that he is no longer able to attend committee meetings on Tuesday evenings due to work commitments. SS thanked him for his work on the committee and hoped that he would return after taking a sabbatical. He asked if the Improv night could be moved to another evening.

SS will look into this

SS will advertise for more help with marketing in the newsletter.

Bar

£458 was taken in July from the 2 productions.

OJ expressed a wish to do bar training and will shadow SS and AC on 15th September during the Launch party.

Premises

There is a light in the costume cupboard now. The theatre is back as a black box. A lot was achieved on the working day. All the decking for the seating was repainted.

Technical

PE sent a detailed report in advance of the meeting. The lighting desk is the main issue but PE is confident that he can find a solution before the next show goes up. He is liaising with Mike Wyer about outstanding work including the purchase of LED lights and improving the internet availability within the theatre.

Reading panel

RM handed over all responsibility for this role to OJ. He will put out a piece in the newsletter asking if the present people would like to continue and if there are any other members who would like to join the panel.

Box Office

The Pitmen Painters - Wed. 12 tickets sold, Thurs. 5 tickets sold, Fri. 0 tickets sold, Sat 27 tickets sold

Death Before Marriage - Fri. 2 tickets sold, Sat 2 tickets sold

Membership

There are 107 members.

AC sought clarification on a few issues.

It was agreed that if a cast member says that they cannot pay, then AC must involve the director who will make the decision on how to move forward.

Everyone, including the director and honorary members, pays the participation fee.

Compliance

SS sought clarification from RM on what this role would involve. RM explained that it would include keeping all NTC documents up to-date and overseeing risk management.

RM will report back at the next meeting on the status of the Director's Handbook which she and SS put a lot of work into last year.

Diary

The diary was circulated in advance of the meeting.

Diversity

RM and AF feel that NTC should be more representative of the community in which it is located. They have a long term plan to address this issue. AF will research the strategies used in her own work place. OJ is happy to be co-opted onto this subcommittee.

Health and Safety

All accidents should be recorded in the book.

Licensing

We are still waiting for Lambeth to send out a new updated copy.

Any Other Business

MJ will message PE to see if he is happy to take over the mail outs to the people who have bought tickets for NTC productions. MJ has created a data base of these people.

Date of next meeting

Tuesday 18th September

Date of future meetings

Tuesday 16th October

Tuesday 20th November

Tuesday 18th December

Meeting finished 8.55pm