

**NTC Minutes
of Committee meeting held on
Tuesday 20th March 2018 at Network theatre**

Present

Sue Small (Chairman), Moira Cane (Secretary), Fred Johnson (Treasurer),
Alex Farrell, Rebecca Mason, Judith Denwood, Jennie Rich, Mike Wyer, Ale Coyne

Apologies

Shamini Bundell, Kay Murray, Mark Johnson

Minutes of 20th February 2018

Shamini Bundell, Jennie Rich and Ale Coyne were accidentally omitted from the list of attendees. Apologies were extended to them and then the minutes were signed off as a true record of the meeting.

Matters arising

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

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

Chairman's report

Since the last meeting Network Rail have been in contact with the Chair and the Treasurer about a rent increase for NTC. NR required an immediate response so that the increase can be implemented before the end of the Financial Year.

Jennie Rich indicated that she will stand down at the AGM.

Treasurer's report

The current bank balances are:

Main account: £10148.00 .There was enough to pay the rent whilst keeping the £5000 from Nigel ring fenced.

Bar account: £11408.00

FJ will get back to the Network Rail about the proposed rent increase.

Movements:

Income:

£2200 *Work Makes You Free*

Expenditure:

£563 - restocking the bar

£118 for *The Dark Side* expenses

£120 for the cleaner

Work Makes You Free - £260 licence, general expenses £240 and £463 for the rental of outside rehearsal space.

Until the receipts have been received, and confirmation that the items purchased are in the store no payments will be made.

Review of *Work Makes You Free*

It was generally agreed that it was an exceptional performance. The lighting was used to good effect and the direction and acting were also very good.

The Assistant Director and the Director however did not communicate well with the NTC crew or with the VAULT's technicians. This resulted in insufficient time for the crew to feel comfortable with the exacting technical demands of the production.

Directors need to understand that they must work closely with the committee and the crews during the whole production. In future all Directors will be invited to attend the

committee meeting prior to the start of their production so that all expectations on both sides can be aired, understood and agreed.

SS will speak to James McKendrick (Director WMYF) and give him the feedback from the committee

Current production

AYLI cast and most of the crew are in place. SB has asked that the production organise their own marketing.

JR would welcome images and text and she will put posts on FB and twitter.

Future productions

Loot did not get a licence. Daniel Carter also pitched *Cloud Nine* (Caryl Churchill)

MC will contact Samuel French to see if a license is available

After discussion it was agreed that a 'Festival of New Writing' might be a better option than *Cloud Nine* for the June slot. RM would be willing to coordinate.

SS will contact SB to check that she is in agreement before a final decision is made

SS proposed that if NTC participates in the VAULT Festival next year that only one play, with more people, running for 1 1/2 hours for two weeks would be a better option than two one act plays. This will be discussed after the AGM when there is a new committee in place.

FJ would like to check whether it is financially viable to participate in the VAULT Festival next year, before a final decision is made.

After discussion there was agreement that shows could be proposed earlier and that the 'Pitch party' could be held in July and a launch party in September.

SS will discuss these ideas with SB

Diary

The diary was circulated in advance of the meeting. The 25th June was identified as the date for the Festival of New Writing should it happen.

Committee member's reports

Marketing

JR announced that NTC now has 963 twitter followers. She needs some photos and copy for AYLI.

Bar

The bar has been restocked. KM thanked all who helped with this. She is looking for bar staff for AYLI

Premises

AF is getting the theatre ready for the Amersham showcase. It was agreed that the wall at the side of the audience should be kept.

AF will ask Paul Lunn for a quote for building one.

Technical

The VAULT technicians didn't put everything back in its proper place. The Mac keyboard is missing (sound) and a different one has been left in its place which is not so good.

MW and AF will sort out.

MW has now created a plan of the lighting to be issued in future so things can be put back.

MW circulated a proposal for new lights. He suggested that the old ones be sold on eBay. Sell old ones on eBay. Upstage lights needed (14). Agreed to go for it. Nigel's £5000 to pay for it. Lighting desk as well.

The lantern proposal

Plan to get it up and running before next show.

AC will write something for the website to encourage more people to volunteer to be crew - in progress.

Reading Panel

Nothing to report

Box Office

Tickets are on sale for AYLI.

Membership.

109 members

Ticket Source - it was queried whether it is worth putting prices up and whether this was the best method to sell tickets.

FJ will look at other providers.

Health and Safety

Nothing to report

Licensing

Nothing to report.

Any Other Business

The GDPR proposal will be resent by RM. She will ask for feedback on SLACK.

It was agreed that the 'drop box' code and the gate code should be included on the agenda each month.

Date of next meeting

Tuesday 17th April 2018 at Network theatre

Date of future meetings

Tuesday 15th May

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