

**NTC Minutes
of Committee meeting held on
Tuesday 18th September 2018 at Network theatre**

Present

Sue Small (Chairman), Moira Cane (Secretary), Fred Johnson (Treasurer), Rebecca Mason, Judith Denwood, Kay Murray, Owain Jones (arrived at 7.45 pm), Alistair Callcutt, Lee Copp, Paul Evans

Apologies

Alex Farrell, Shamini Bundell,

Minutes of 21st August 2018

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

Matters arising

None

Chairman's report

SS has arranged with Simon Worthington (Webmaster) that forms will go on the website where members can sign up to work on FOH or on the bar.

SS will develop the 'Get involved' and 'What's On' pages

Treasurer's report

The current bank balances are

Main account: £7030.15 (Including remainder of the legacy monies)

Bar account: £8358.14

Movements:

Income: included Ticket Source receipts for "Ode to Joy", various membership receipts in respect of "Pitmen Painters" and a transfer of £2000.00 from the bar account to cover the quarterly rent due on the 25th September 2018.

Expenditure: Network rail for electricity £196.94 and Cleaning £120.00.

Current production

The Pitmen Painters

All is progressing well. The cast are hard working and very motivated. The set is in place already.

Future productions

Death Before Marriage will have a read through on Thursday 20th September.

Auditions will then follow on Thursday 27th September and Tuesday 2nd October.

The Director feels there is quite a lot of furniture to acquire. KM suggested looking in recycling places.

Committee members reports

Diary

LC will send the diary to the Secretary on the Sunday before a meeting. He will also post on SLACK when there are changes. If a group make a booking and require technical support or bar staff he will email the bar Manager and the Technical manager to alert them to this fact.

Marketing and Compliance

RM has looked through the Marketing Plan and has suggested to SB that as it stands it puts a lot of the onus for marketing on each individual production. She feels that more support from a Marketing manager and the committee would be very helpful.

SS will put a request in the Newsletter for people to volunteer to help with Marketing and also on the website

RM will discuss further with SB before writing the plan up for the Director's manual.

Bar

£206 was taken in cash during *Odes to Joy*.

£67 cash taken during the Launch party.

£581 was spend on stock.

Bar Staff for the run of *Pitmen Painters* 10th -13th Oct:

Wed: Gary and Patrick

Thurs: Alastair and Sue

Fri: Rebecca and Owain

Sat: Lee and Kay

Bar staff for St James and Westminster play 23rd- 26th October:

Wed: Vacant

Thurs: Owain

Fri: Alastair and Rebecca

Fri: Vacant

Premises

Nothing to report at this time.

Technical

Thanks were extended to PE for fixing the problem with 'Leapfrog' on the lighting desk.

- Move safe - this was agreed. PE will action
- Broadband - BT have quoted £35.90/month. It was agreed to go ahead if it is possible. PE will action this.
- Lights - it was agreed to purchase the lights with Nigel Williams's legacy. PE will action this
- Ethernet - Cabling will cost £120, Connections £100 and trunking £240. It was agreed to go ahead. The bar account will cover the cost initially and then the Arch 200 club will reimburse it. PE will action this

Reading panel

OJ now has an email address - thank you PE.

Box Office

The Pitmen Painters - Wed. 46 tickets sold, Thurs. 53 tickets sold, Fri. 44 tickets sold, Sat sold out

FOH staff 10th-13th Oct

Wed: Eileen

Thurs: Mark and Paul

Fri: Sheila and Yvonne

Sat: Moira and Judith

Membership

There are 112 members. 8 new members.

Health and Safety

Nothing to report

Licensing

Nothing to report

Any Other Business

RM sought clarification over the Programme Template. It was agreed that it was created as a 'back up' because it was considered important to have a programme for each show. If a production wanted to create another style of programme that was a choice they could make.

KM asked for ideas for entertainment on The David Murray Award night (20th October). She is considering a one act play read through or performing some excerpts of the parts she has played over the last 50 years.

Date of next meeting

Tuesday 13th November

Date of future meetings

Tuesday 11th December

Meeting finished 8.50pm