NTC Minutes
of Committee meeting held on
Tuesday 13th November 2018 at Network theatre

Present
Sue Small (Chairman), Moira Cane (Secretary), Fred Johnson (Treasurer), Rebecca Mason, Judith Denwood, Kay Murray, Alistair Callcutt, Paul Evans

Apologies
Alex Farrell, Shamini Bundell, Lee Copp, Owain Jones

Minutes of 18th September 2018
The minutes were signed off as a true record of the meeting.

Matters arising
SS will meet with RM, PE and SB to go through the marketing plan

Chairman's report
A report was circulated in advance of the meeting.
SS will attend the "Miracle on Leake Street' to promote Network theatre's submission of "The Ringmaster' to the VAULT festival. All are invited to attend the Christmas market hosted by "We are Waterloo'.
SS will contact Simon Worthington (Webmaster) and invite him to the next meeting to give an update on the website and to invite him to join the committee at the Xmas supper.
Following a discussion on how to manage the large number of auditionees that are appearing for Network shows it was agreed to engage the membership by asking for their views.
SS will write a piece for the newsletter to canvas opinion on whether Network Theatre should charge for attendance at auditions, whether auditions should only be open to members or whether to leave the situation as it is presently.
SS will attend a meeting of The Guardians of the Arches (GOTA) to keep in touch with other arch tenants.

Treasurer's report
The current bank balances are
Main account: £4602.79
Bar account: £9440.39
Movements:
Income: £120.00 Mind Fitness, £1260.00 St James, £2929.63 net receipt from Ticket Source in respect of Pitmen Painters plus £36.00 in cash. £140.00 various subscriptions, £95.00 Ode to Joy and £1400.00 the Mighty Finn.
Expenditure: Balance of the lights from the legacy money £1296.00, Headsets £224.40 Electricity £444.66 various Pitmen Painters Expenses £90.54 and Transport for flats and set £109.00

Review of *The Pitmen Painters*
The Pitmen Painters made an overall profit of provisionally £2688. Members congratulated MC and JD on having sold out all the performances and also on having generated a significant sum in donations through the sale of programmes. The show was felt to have been a great success both as a production and as an experience for all concerned. The cast had included several newcomers to Network with at least one first-time actor and they had acquitted themselves well. All the cast had enthusiastically marketed the show which had borne fruit in increased ticket sales. The use

of projections was particularly impressive and well-integrated with the action. MC and JD reflected on their experience as Director and AD, noting that doing a well-written and well-known piece helped to generate enthusiasm and interest in it. While they had encountered no insurmountable problems, learning points included a script that turned out to be more complex to mount than it appeared on the page and cast absences during the rehearsal period. (AC)
MC felt that it had been advantageous to have started on the project so far in advance (6 months) and would endeavour to follow this pattern in any future productions she may be involved in. She congratulated her whole team on a fantastic group effort.

Current production
Death Before Marriage
All is progressing well. The set build is this coming Saturday. The Director, RM, is pleased with the promotional photos that have been taken and the standard of acting of her cast. She would like to see more support from the wider Network membership.
RM will write a paragraph promoting the show for PE who will post it on the Google Profile that he has created.

Ringmaster
SS will contact Daniel Carter, Director of Ringmaster, to let him know that his membership has lapsed and that it must be renewed before rehearsals start. She will also invite him to the start of the next committee meeting so that he can share his thoughts on the production and request any help he may need.
It was felt that the auditions were unusual in that the Director, AD and Producer were all together in the Green room with each person auditioning whilst there was no one to manage the crowd in the auditorium.
SS will contact SB to ask her to remind Directors that they must have a person allocated to crowd manage and also to ensure that the poster conforms to Network branding. She will also offer to assist with the production.

'OFFWESTEND' - It was agreed that the description for Network theatre in this publication should be:
Off the rails - Network Theatre Waterloo's best kept secret.

Committee members reports
Diary
The diary was circulate in advance of the meeting.
LC to let SS and PE know when there are important/significant updates.

Marketing
As in Chair's report.

Bar
£1585.90 was taken in cash during *The Pitmen Painters* and £160.56 net by card.
£240 cash was taken during the St James and Westminster production.

Bar Staff for the run of *Death Before Marriage* 5th -8th Dec.
Wed: Gary and Patrick
Thurs: Alastair
Fri: Rebecca
Sat: Vacant

Premises
AF was not present but the jobs identified for the Premises Manager were;
Fix the light in the ladies toilet, replace the toilet roll holders and toilet seats and remove the ash tray from outside the theatre.
Smoking is not allowed in Lower Road anymore so it was decided to remove the ash tray that is presently located at the entrance to the theatre.

Technical
- the safe has been moved.
- Broadband - BT will come again on Friday 16th to install. This will be their 3rd visit.
- The lights have been purchased with Nigel's legacy.
- Ethernet cabling will happen after Broadband has been installed.

PE will put a plug in the safe so that the card reader can be on charge between shows.
PE will ring all upcoming directors so he can discuss their needs and talk about how they can mentor/support new crew recruits.

Reading panel
OJ has circulated one new submission and asked for feedback by the end of November.

Box Office
Death Before Marriage - Wed. 6 tickets sold, Thurs. 13 tickets sold, Fri. 30 tickets sold, Sat 8 tickets sold

FOH staff 10th-13th Oct
Wed: Eileen
Thurs: vacant
Fri: Moira and Fred
Sat: Vacant

Membership
There are 101 members.
AC will archive previous members who have not renewed their membership in the last year in keeping with the requirements of GDPR

Compliance
Susan Small will be added as a signatory.
FJ will pick up a form from the bank

Committee Christmas Supper
This will be after the meeting on 11th December and take place at The Duke of Sussex. PE will book for 8 pm.

Health and Safety
WJ Fire completed an annual check of the fire extinguishers and certified that they complied with all regulations.

Licensing
Nothing to report

Any Other Business
KM will contact Dan Young about the Arch 200 Club.

Date of next meeting
Tuesday 13th November at **6.30 pm**

Date of future meetings
Tuesday 15th January 2019
Tuesday 19th February
Tuesday 19th March
Tuesday 16th April
Tuesday 14th May
Tuesday 25th June
Thursday 27th June AGM
Tuesday 16th June
Tuesday 20th August
Tuesday 17th September
Tuesday 15th October
Tuesday 19th November
Tuesday 17th December