

**NTC Minutes
of Committee meeting held on
Tuesday 3rd March 2020 at The National Theatre**

Present

Sue Small (Chairman), Moira Cane (Secretary), Fred Johnson (Treasurer), Alastair Callcutt, Paul Evans, Owain Jones, Dom Thomson, Alex Farrell

Apologies

Lee Copp, Kristen Farebrother, Kay Murray

Update from Jenny Fox (Director of the Misanthrope)

JF outlined her vision for this production. She is confident that she can manage costume design but would appreciate support with set design.

AF will liaise with JF about set design.

JF thinks she has a Producer and an Assistant Director in place and will confirm this by the date of the reading (16th March). A Stage Manager is still needed.

Depending on whether a committee member is cast in the production a committee liaison person may be appointed.

Both DT (Marketing) and PE (Technical) asked to be invited to the first production meeting.

SS encouraged JF to come to the committee if he has any concerns about the production. There are 11 auditionees signed up already. There will be a cap of 30 per night. JF was advised that she could run the auditions as she wanted but it was suggested that a flip chart with all the characters names and their indicative ages would be useful. There will be a cast of 10 with flexibility about gender.

AC and SS will be present on audition nights (Monday 23rd and Wednesday 25th) to help with admin. OJ will join them on 23rd to learn the process.

Minutes of 4th February 2020

These were signed off as a true record of the meeting after 'Sunday' was inserted into the sentence in the Diary section '....no evening shows at the theatre on a Sunday due to unpredictable nature of fire alarm'.

Matters arising

AF will discuss with LC to arrange a training session for bar volunteers – ongoing

AF will organise a work day/social event - ongoing (After VAULT Festival)

PE to compile list of maintenance issues, cost and priority – ongoing

2020 season to be displayed - OJ will action

Fire Alarm testing - SS will follow up

Chairman's report

The report was circulated in advance of the meeting.

SS thanked RM for her contribution to the committee and is pleased to confirm that although she has retired from the committee RM will continue to be an active member of the Network community.

The VAULT festival is going well and Network's *The Future is Mental* has been a critical and box office success. The reviews are very good and it was a very happy production. SS congratulated all involved in it. Only 38 seats were unsold and it generated £4,227.79 in ticket sales.

Automatic renewal of membership - this was agreed in principle.

AC and FJ will look into the logistics of introducing this system.

Treasurer's report

The current bank balances are:

Main account: £5440.56

Bar account: £ 5514.10

Main movements:

Income: £180.00 Z Templeman-Young for theatre usage and £32.86 from Easy Fundraising.

Expenses: Network Rail £272.21 for electricity and £219.90 for various costs for TFIM.

FJ stated that the rent of £5953.94 is due before the end of March but that the income for TFIM from the Vaults should be received prior to that date.

FJ as liaison with The Little Theatre Group gave details of their annual conference to be held in April at The Questors Theatre and will email round the full arrangements for anyone who is interested.

Committee members reports

Diary

LC was not able to attend meeting. However, LC and SS have agreed that during the VAULT festival next year the theatre will be dark on a Monday as they have been overstretched this year with demands to provide access on Mondays which is outside the agreement.

PE will liaise with LC about bookings in August.

The Mighty Finn did not leave the theatre in a good condition this year. In order to prevent this happening in future it was decided a deposit is necessary with bookings. It was also agreed that a better induction/orientation at the start is needed. This will be written into the contract.

FE will look at a realistic deposit value and LC will amend the contract

Marketing

DT was congratulated for good marketing of TFIM. Marketing now needs to be stepped up for SS. The radio interview is tonight and a video is about to be released on Facebook.

Marketing will also start for '*The Misanthrope*'. There will be an item in the newsflash. **DT will attend the production meeting and encourage the team to do a lot of marketing themselves as well as providing him with photos and copy.**

DT will review who has Admin rights on Facebook and edit accordingly.

SS and DT will liaise about the Website with a view to DT taking more responsibility.

Bar

KM paid in £570 to the bar account last week. The total during the Mighty Finn run was £1450.

The bar cannot be restocked until the VAULT festival comes to an end. For the reading on 16th March Network stock can be taken from the store.

It was suggested a deep clean of the bar could be done between 23rd - 26th March if KM was in agreement and available.

PE to order a 30L keg and provide some reusable pint size glasses

Premises & Technical

There is a toilet not working at present but it was felt that as there is a VAULT Theatre Manager in charge at present it was their responsibility to sort.

The list of maintenance jobs and costings is still ongoing. PE will devote a couple of days following the festival to work on this.

SS flagged up that the wardrobe is in a dreadful condition. She suggested that it needs a task force to work on it. It will be an item on the next agenda.

FOH and Bar Volunteers

Nothing to report.

Reading panel

OJ will run the New Writing Festival with the help of AF.

OJ will liaise with LC to find some dates.

Membership

There are 105 members. There are 2 new members in SS. 1 participation fee for the upcoming shows is still outstanding.

Review of last production

As above

Current production

As above. SS is on 10th -15th March. There will be 4 reviewers in on the first night. VAULT team are helping with the marketing.

Health and Safety

Fire records are still an ongoing issue.

Licensing

Nothing to report.

AOB

KM is still working through the list of members that Dan Young gave her for the Arch 200 club. It is considerably out of date. She hopes to have passed the up dated and revised list to DY before the next meeting.

Date of next meeting

Tuesday 7th April 2020.

The meeting closed at 21.00 pm

Small