

**NTC Minutes
of Committee meeting held on
Tuesday 7th April 2020 on a Zoom conference call**

Present

Sue Small (Chairman), Moira Cane (Secretary), Fred Johnson (Treasurer), Alastair Callcutt, Paul Evans, Owain Jones, Dom Thomson (7.25 pm), Alex Farrell, Lee Copp, Kay Murray
Kristian Farebrother (non attendee)

Apologies

None

Minutes of 3rd March 2020

These were signed off as a true record of the meeting.

Matters arising

AC and FJ will look into the logistics of introducing a system of automatic renewal of membership - ongoing

FJ will look at a realistic deposit value and LC will amend the contract - ongoing

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

OJ will liaise with LC to find some dates for the New Writing festival

Chairman's report

The report was circulated in advance of the meeting.

VAULT Festival 2020

Paul Evans and I had a virtual de-brief with the Festival organizers. Overall, they were very happy with how the venue ran for the 7 weeks. We discussed some issues that had concerned us: - the training of the bar staff; toilet cleaning; lack of stewards at the Waterloo Road entrance; getting as much bar income as possible from both the outgoing and incoming audience.

The bar takings (despite being short by one week) are up on last year at just over £14K. So, we are expecting a settlement of our entitlement and the Safe Sex ticket monies very soon.

Much Ado About Nothing

The director of the next scheduled show has returned to Rome temporarily so there will definitely not be a Reading on 28 April, or auditions on 12 and 14 May. I will amend the website.

Misanthrope - the license will be held over to next year.

Treasurer's report

The current bank balances are:

Main account: £9874.35

Bar account: £ 5514.10

Main movements:

Income: £4227.79 VAULT Festival for TFIM ticket sales, £100.00 from Sara Amini for theatre use and £1637.26 VAULT Festival for Safe Sex ticket sales.

Expenses: Network Rail £544.42 for electricity (represents 2 months' worth) Sue Small £457.20 reimbursement of costs for plumber, Paul Evans £47.98 purchase of Paint and staple gun, and £266.53 for various costs for Safe Sex.

FJ stated that the rent of £5195.50 has been waived for the coming quarter. A bill of 758.44 is expected in respect of the service charge element.

With the expected revenue from the VAULT Festival the theatre is in a position to cover the next 2 quarters rent (due June and September) and with the bar account and the Pay Pal account there should also be enough to cover December's payment.

FJ has also contacted the Arch 200 club to confirm that 1 quarter's rent is being held. He is awaiting a reply.

When the statement from the VAULT Festival is received an assessment can be made about the loss of income from the cancellation of the last week of the festival. If the VAULT Festival do not have insurance to cover this then Network theatre can add it to their own pending insurance claim.

Committee members reports

Diary

LC will remove the existing bookings for the next few months due to the coronavirus and the subsequent lockdown situation

LC will follow up the booking for the end of July to see if they want to keep this reservation

Marketing

Nothing has been happening in last few weeks.

DT will advertise the call out for New Writing on social media

Bar

Nothing to report

Premises & Technical

A schedule of works and costings was circulated in advance of the meeting. These were agreed. The highest priority are H&S issues including the emergency lighting. The WIFI is down at the moment and the dongle is being used instead. PE recommended that the theatre always include '4G Assured' in the BT WIFI package.

FOH and Bar Volunteers

Nothing to report

Reading panel

Nothing to report

Membership

There are 104 members with one membership pending.

Review of Network's contribution to the VAULT festival

SS and PE have met with Andy from the VAULT Festival team. Everything was very positive and it was confirmed that Network would like to engage with the festival in the same way again next year and submit 2 plays. It was agreed that the timing of the plays worked well this year.

TFIM was a huge success. DT felt this was not so much down to the marketing but to the facts that the production had a large and happy cast who promoted the play to friends and family and it was a case of 'the right idea at the right time'. It caught people's imagination. Reviewers were contacting the team to ask to come and review it. It was felt that a very good image and a 1/4 page advert in the festival booklet also helped.

Safe Sex was also felt to be an excellent production. It was agreed that a workable see-saw would have enhanced the production but nevertheless the show was very nicely directed and the actors performed very well. It received very good reviews. It did not attract a huge audience but this may have been due to the fact that the coronavirus was beginning to have an impact on life.

AF felt that FOH teams worked well although sometimes a volunteer was not on duty at the Launcelot St end. However, this might improve next year as the VAULT team are going to review the volunteering structure.

It was noted that the volunteers took the opportunity to talk to the security guards in Lower Road about the productions and this eased the friction that can sometimes arise between the theatre and the guards. It was suggested that the same pattern be followed with Network productions. (KM suggested 'Kit Kats' are taken down to them to sweeten their attitude towards the theatre :)

AOB

FJ has contacted Rebecca Mason and asked her to send all relevant documents and certificates to SS so she can upload them onto the Google Drive.

FJ will forward the PRS license to SS

Date of next meeting

Tuesday 5th May 2020.

The meeting closed at 20.00 pm

A handwritten signature in blue ink that reads "J Small". The signature is written in a cursive style and is underlined with a blue line that ends in an arrowhead pointing to the right.