

**NTC Minutes
of Committee meeting held on
Tuesday 8th September 2020 on a Zoom conference call**

Present

Sue Small (Chairman), Moira Cane (Secretary), Fred Johnson (Treasurer), Alastair Callcutt, Paul Evans, Lee Copp, Dom Thomson, Kay Murray, Owain Jones, Dan Young (for first item only)

Apologies

Alex Farrell

Draw for Arch 200 Club - Dan Young

1st prize £53 # 44 Kay Murray - donated back to Arch 200 Club

2nd prize £30 # 54 Nancy Small - donated back to Arch 200 Club

3rd prize £20 # 19 Rebecca Mason - donated to NTC funds

Thanks were extended to all 3 winners.

A total of £5822 in cheques has been sent out to winners. £2159 of that figure has been donated back to funds. There are still 3 winners who have not been traced yet.

Minutes of 4th August 2020

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

Matters arising

FJ will liaise with LC about wording for the contract - ongoing. RM offered to help with this

Chairman's report

Review of *Everything is alright*

Rosie de Vekey did a great job. The content was amusing, thought provoking and diverse. The acting was very good and it was technically amazing. Emma Byrne did a brilliant job.

'Eventbrite' was the platform used so that people could make a donation before watching the production. Unfortunately there was not a proper link on this platform for people to follow through to view the production. It has to be viewed from Network's Youtube channel where it will stay beyond the 7 days advertised.

A greater understanding of how to use 'Eventbrite' will be needed if NTC is to use it again.

SS will look into how the donations made on 'Eventbrite' will be transferred to the NTC bank account and let FJ know

NTC Crowdfunder Appeal was launched today. It can be accessed from the Network website.

A one hander script is being written at present by Will Parkinson. SS hopes to perform this piece at Network in December. It will go to the reading panel beforehand for approval. The committee agreed that this was a good idea.

Daniel Carter has expressed a wish to direct something by Sarah Ruhl in 2021 if there is an available slot.

Treasurer's report

The current bank balances are:

Main account: £8821.94

Bar account: £ 5514.10

Main movements: There have been very few movements since last month.

Income: None

Expenses: Internet access and Zoom subscription (£14/month)

Network Rail have extended their Rent Holiday scheme. April to June were rent free and now July and August as well. SS has applied for a further month. Adjustments to what has already be paid will be made. However the service charge will still need to be paid. As previously reported NTC has not received invoices for the electrical usage.

Committee members reports

Diary

There has been one enquiry to use the theatre in Oct/Nov. LC has responded by sending out all the relevant information.

The December booking has been cancelled.

There has been a general enquiry on the Facebook page.

RM will respond that any enquires should be sent to diary@networktheatre.org

Marketing

DT felt that the promotion of *Everything is alright* went very well. The production team did most of the marketing. He sent out a few tweets and paid £5 to Facebook to boost the event which he didn't feel had been very effective.

Bar

Nothing to report. If there is a Committee meeting in October it will be an opportunity to use some of the stock which is getting close to the expiry date.

Premises & Technical

The broadband is now working well. NTC are paying for 4G assured as well. This is just in case there are problems again. It serves as a back up system.

There is to be a H&S inspection on 22nd September. The paperwork is in order but there are few jobs to be done to ensure the paths are clear in the back arch.

It appears that Thales (NTC neighbour) may be responsible for the fire alarm.

SS will look into this.

Mould is an issue because of the lack of air flow. More cleaning and painting will have to be done before the theatre to can opened to an audience.

FOH and Bar Volunteers

Nothing to report.

Reading panel

A paper was circulated in advance of the meeting. The panel approved three pieces of writing that could be performed at Network.

Membership

There are 87 active members. It was agreed that some time should be spent encouraging people to stay as members. This could be done with a follow up email or call.

Compliance

Nothing to report.

NTC COVID 19 Strategy

RM encouraged the committee to consider when and how they envisaged NTC re opening and what the blockers to this may be. It was agreed that

PE will adapt the risk assessment he has for his pubs for Network and circulate to committee members a week in advance of the next meeting.

Various ideas about possible performances were discussed and it was agreed that NTC should aim to put on the one hander in December and then aim for an evening of short pieces in February. This occasion would be open to all the membership and hopefully be a very inclusive event.

LC agreed to organise this event. He and DT will write some copy for the newsletter in the next couple of weeks.

Date of next meeting

Tuesday 6th October 2020.

The meeting closed at 20.20 pm

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