

**NTC Minutes  
of Committee meeting held on  
Tuesday 3rd November 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 ( just for the draw).

**Apologies**

Alex Farrell, Rebecca Mason

**Draw for Arch 200 Club**

Dan Young did the draw for October and November.

October winners:

1st prize Nancy Small (#52)

2nd prize Mark Warren (#81)

3rd prize Eileen Healey (#8)

November winners:

1st prize Sue Small (#5) Sue would like the £53.75 to go to Network theatre funds

2nd prize Elizabeth Malcolm (#55)

3rd prize Pippa Hugo (#18)

DY, KM in collaboration with Mike Wyer will create a form for the Arch 200 club. This will enable new people to join the club and provide them with a way to pay. Once this has been completed they will advertise the club. SS would like some copy for the newsletter.

**Minutes of 6th October 2020**

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

**Matters arising**

LC will send RM a copy of the current contract and current information relating to the use of the theatre by external users. (PE will locate).

**Chairman's report**

Crowdfunder

Our Crowdfunder campaign finished on 31 October 2020 and we successfully raised £1,320 with 29 supporters in 53 days. 11 people have asked for their name to be included in the "wall of supporters" on the website and this will be completed soon

Props and furniture store

There is a spreadsheet of all the props and their whereabouts in the props room. There are also photographs of everything in the furniture stores. Both documents are in our Google drive in a folder called Props and Furniture Store.

LC felt that this would be a huge help to future Directors and thanked PE and SS.

January 2021 performance

SS and the Director are keen to push ahead with this production. Production dates will be decided upon after comments have been received back from the Reading panel.

SS will circulate a copy of the script to the committee as not all committee members are on the Reading panel.

### **Treasurer's report**

The current bank balances are:

Main account: £4232.53

Bar account: £ 5514.10

#### Main movements:

Income: £10 donation.

Expenses: £25 in respect of vehicle hire to dispose of rubbish from the back arch.

Payments of £14.39 for the monthly zoom license, £37.09 in respect of WIFI.

### **Future Productions**

Following the request that went out in the newsletter for short pieces to make up a production entitled '*Back With Love*' LC has received notice from 12 people interested in acting and 7 people interested in directing. It was agreed to pencil in 17th - 20th February 2021 as performance dates. There will be a lot of FOH work to ensure the safety of the audience. AC agreed to work with LC to coordinate the evenings. It was also suggested that performers could help with FOH when not engaged in performing. AC and LC will liaise with AF over the organisation of FOH closer to the time.

SS will continue to market this production in the newsletter.

### **Committee members reports**

#### Diary

Although there has been some interest from an external company in using the theatre it was deemed untenable to allow any use of the theatre during this period of lockdown.

#### Marketing

A '*Back with love*' event has been created on Facebook and shared with Twitter. Once dates are confirmed for the January production DT will start to advertise this event.

#### Bar

Nothing to report.

#### Premises & Technical

A report was circulated in advance of the meeting. PE explained that the upper furniture store is now complete and the lower one almost complete. The lights just need to go in before the furniture can be returned.

#### FOH and Bar Volunteers

Nothing to report.

#### Reading panel

OJ circulated a copy of the January production to the reading panel and asked for comments to be sent to him by 15th November 2020.

#### Membership

There are 74 active members.

#### Compliance

Nothing to report.

**NTC COVID19 strategy.**

NTC will observe and learn from what is happening in the West End and generally be mindful of all advice given to amateur theatres.

**Date of next meeting**

Tuesday 1st December 2020.

The meeting closed at 20.10 pm

A handwritten signature in blue ink, appearing to read 'J. Small', with a horizontal line underneath and a small arrow pointing to the right.