

**NTC Minutes  
of Committee meeting held on  
Tuesday 6 April 2021 on a Zoom conference call**

**Present**

Sue Small (Chairman), Moira Cane (Secretary), Fred Johnson (Treasurer), Alastair Callcutt, Paul Evans, Kay Murray, Owain Jones, Lee Copp

**Apologies**

Alex Farrell, Rebecca Mason, Dom Thomson

**Draw for Arch 200 Club**

The winners of the draw for :

March

1st prize # 59 Colin Bryant £51.25

2nd prize # 51 Nancy Small £30.75

3rd prize # 42 David Harvey £20.50

DY will do a break down of the winnings transferred to FJ so that it can be recorded who made donations to Network theatre.

DY in agreement with Mike Wyr and Kay Murray are pleased to pay for the Fogging machine, chemicals and training required to use the machine out of the Arch 200 Club reserves.

FJ will send a request for the final amount when it has been established whether Network theatre can share the training with another company.

**Minutes of 2nd March 2021**

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

**Matters arising**

RM will draw up a 'Signing Authority' document and will present it to the committee at the next meeting - ongoing

FJ will liaise with WJ Fire and arrange a date to do a check on the fire extinguishers before 17th May

**Chairman's report**

The LTG are holding a zoom meeting on 8th April for theatres in the Southern region.

SS to send details to AC

**Treasurer's report**

The current bank balances are:

Main account: £ 5350.02

Bar account: £ 5514.10

Main movements:

Income: £10 donation, £32.98 Easy Fundraising Donation, £283.00 Arch 200 Club Donation, £25.00 D Clanipekun Membership, £940.00 C Corcoram Contribution and £910.86 transfer from PayPal for the years net membership fees.

Expenses: £61.76 in respect of the WIFI, and £14.39 membership for Zoom.

Network Rail tried to take the next quarters rent but were unable to do so as there was not have enough funds in the account.

FJ will contact Network Rail to find out about future rent-free months. He will also advise them that the theatre will be operational from May.

## **Future Productions**

LC is happy to continue in the short term coordinating 'Back with Love' but will need to hand over to someone else before September.

SS will liaise with LC about exact dates for the performances.

LC will draft an explanation of how the evening would run and circulate to the committee for their approval before the next meeting.

LC will then contact all those who have expressed an interest in performing, writing or directing to let them know the dates and confirm that they are still interested.

The following have been confirmed:

4.48 *Psychosis* - performance 13th - 16th October 2021

*Misanthrope* - performance 1st - 4th December 2021

## **Committee members reports**

### Diary

One external booking has been confirmed for 15th - 22nd May. This company have made a contribution already and paid for 2 fogging sessions. FJ requested that in future an outside company should pay for 3 sessions rather than just 2. This was agreed. The company accepted that it is not possible for Network theatre to provide a bar at present.

PE appreciated the opportunity to talk to the outside company on zoom and it was agreed that it was a good system to keep going.

FJ will check out the best zoom contract going forward

### Marketing

DT was not present at the meeting but asked in advance that if any events/readings are organised over the next month, to send him copy/dates/image and he will create a Facebook event and share it on the other channels.

### Bar

Nothing to report.

### Premises & Technical

A report was circulated in advance of the meeting.

PE has spoken with AF who is happy to continue cleaning the theatre and take on the extra responsibility of doing the 'fogging'. She is happy to attend the training session on 12th April. However, after discussion it was agreed that as more committee members would like to attend this training

PE will investigate whether another training date could be found before 15th May.

PE will draw up a schedule of cleaning dates once the 'fogging' has started in the theatre

A work day at the theatre is scheduled for 9th May. All committee members present volunteered to attend and take part. A short 'brain storming' meeting will be held to gather ideas on how to engage more members and encourage them to help with FOH and the bar.

### FOH and Bar Volunteers

Nothing to report.

### Reading panel

There were no new submissions during the month. Many thanks to OJ who held an online reading of *Mrs Warren's Profession* on 16th March. It was a very enjoyable event which 6 people attended.

It was decided not to hold anymore online events for the present.

### Membership

There are 56 active members.

Compliance

Nothing to report.

**NTC COVID19 Strategy**

This will be continually revisited when the theatre opens.

**Date of next meeting**

Tuesday 4th May 2021

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.