

**NTC Minutes
of Committee meeting held on
Tuesday 7th December 2021 at The Wellington Pub SW6**

Present

Sue Small (Chairman), Moira Cane (Secretary), Fred Johnson (Treasurer), Alastair Callcutt, Paul Evans, Paul Lunnon, Dom Thomson, Alex Farrell, Sarah Wenban, Dan Young

Apologies

Owain Jones, Lee Copp, Kay Murray, Rebecca Mason

Draw for Arch 200 Club

November:

1st (33) Deb Williams

2nd (16) Carole Caplan

3rd (48) kay Murray

Minutes of 9th November 2021

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

Matters arising

SS and MC will meet with AF to devise a programme going forward TBC

Chairman's report

The report was circulated in advance of the meeting.

Review of The Misanthrope

Dom and Sarah and all the cast and crew were congratulated on a really great production. It was well directed with a very attractive set. The cast thoroughly enjoyed the experience which was very happy throughout. The Riverside radio interview was thought to be good too.

Jenny Fox (director) received a very nice email from the co-writer Roger McCough who attended the show.

SS will ask Jenny if she can share the email with the committee and then possibly post it on the website.

DT was congratulated for his inspiring speeches at the end of the shows encouraging the audience to get involved with NTC.

DT will write a short piece for future casts to use when addressing the audience at the end of a play.

Treasurer's report

The current bank balances are:

Main account: £3017.48

Bar account: £1076.48

Main movements:

Income: £10 donation, £15.80 programme sales for 4.48, £180.00 Quay Players, £1190.00 Mighty Finn, and £180.00 ticket sales from Canford School.

Expenses: £64.08 in respect of the WIFI, £300.00 Purchase of amp, £13.75 maintenance, £201.01 expenses for 4.48 (further £43.63 paid through PayPal) £340.20 for cleaning (This is the new provider and is effective October through to first week of December), £372.40 Network Rail for Electricity (2 months but as they are on account payments, Network will be due some credits) and £630.00 Nick Hern Books for the performing rights to *Misterman*.

Statement received for ticket sales for Misanthrope received showing sales of £1872.00. Still to be paid is the performance fee for *This is a Play* of \$540.00 US. The quarterly rent and service charge of £5904.44 are due this month.

Future Productions

Mighty Finn - it was agreed that if they had the piano tuned, they would not need to pay for its hire as well.

FJ will contact LC

2022 schedule

There are two proposals for the October slot in 2022. They are *Dead Man's Cell Phone* by Sarah Ruhl (Dir Amalia Kontesi) and *Road to Nowhere* by Jonathan Waifisz (Dir Molly Marian). It was decided to invite both Directors to attend the January committee meeting so that they can pitch their proposals in person.

SS will send both Directors invites

AC will attend the auditions for the 2 VAULT plays on Saturday 11th December to collect audition fees.

Committee members reports

Diary

Nothing to report.

Marketing

The production team paid a trainer photographer £45 for photos taken with a DSLR camera. These photos were then used to market the show. It was felt that marketing materials need to be of this standard. High end smart phones with good lighting may be able to achieve a similar standard in the future.

It was also felt that to arrange a photography session with set and costume 10 days in advance of the opening night (rather photographing the dress rehearsal) was of great benefit to the marketing effort. This requires planning by the director.

The production team also spent £40 of their show budget on boosting exposure on facebook. DT will analyse this method of reaching the public further. It was agreed he should have a budget of £30 for both of the VAULT festival shows in case he decides this is the route to go again.

DT and SW will talk to the Directors of the VAULT shows to understand their marketing approaches and requirements and offer support.

Bar

KM spent £722.32 on stock. Cash sales for The Misanthrope are still in the safe to be banked and will be reported on next month. Rough figures for card sales are showing £1100.00

MC and FJ will check there is sufficient stock to last through Friday night and the Xmas party on 21st December at the end of the Thursday eve shift. If there is not they will ask Terry Wynne to buy more stock.

FJ will contact Terry immediately to give him due warning.

Premises and Technical

1. The mains water will be connected at Network between 11th - 13h Jan 2022. The Arch 200 club will fund this.
2. There are still lights to be attended to in the theatre. It is on PE's list.
3. The new cleaner is doing well and going in regularly.

PE will check with the VAULT team whether Monday is a good day to clean or whether they'd prefer another day.

PE will investigate whether the front door lock can be changed as the problem with locking it may be due to the fact the key needs to be turned the opposite way to most locks.

PE will install another drop box for the theatre key so that there is always back up if the first one is left without a key inside or the key fails to open the front door.
PE will do a short training at the start of the next committee meeting to help people problem solve if the card machine does not immediately work at the start of a bar shift.

FOH and Bar Volunteers

AF thanked DT for his speeches the end of The Misanthrope performances. They resulted in several volunteers coming forward. Volunteer training and recruitment is an ongoing process and a programme of training will be worked out for 2022.

Reading panel and Events

The Network members' Xmas party will take place on Tuesday 21st December.

Membership

There are 82 active members.

Compliance

The insurance is about to be renewed and the committee were asked by RM whether there was any material change that needed to be included in the policy for 2022. It was agreed there was not.

Date of next meeting

Tuesday 4th January 2021 at Network theatre @ 7 pm.

Meeting closed 7.45 pm

A handwritten signature in blue ink that reads "J Small" with a long horizontal line extending to the right from the end of the name.