

**NTC Minutes  
of Committee meeting held on  
Tuesday 8th February 2022 on zoom**

**Present**

Moira Cane (Secretary), Fred Johnson (Treasurer), Alastair Callcutt, Paul Evans, Paul Lunnon, Dom Thomson, Alex Farrell, Owain Jones, Lee Copp, Rebecca Mason Sarah Wenban and Kay Murray. Dan Young joined for the Arch 200 Club Draw

**Apologies**

Sue Small (Chairman)

**Draw for Arch 200 Club (Via Zoom)**

December:

1st (10) Colin Mason

2nd (23) Ruth Sanderson

3rd (72) Victoria Wadding

January:

1st (40) Paul Lunnon

2nd (15) Hanna Few

3rd (20) Graham Harris

**Minutes of 11<sup>th</sup> January 2022**

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

**Matters arising**

DT will write a short piece for future casts to use whilst addressing an audience at the end of a show

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.

**Chairman's report**

No Report. MC sent best wishes to SS from the whole committee.

FJ will contact Network Rail to explain the theatre's predicament and request a rent reduction.

**Treasurer's report**

The current bank balances are:

Main account: £1500.65

Bar account: £926.51

Main movements:

Income: £10 donation, £200 transferred from the Bar Account, £630.00 refund of License fee for "Mister-man", and £1060.00 external usage,

Expenses: £64.08 in respect of the WIFI, £291.60 Cleaners Direct (2 months), £90.10 to David Miller for terrorist insurance, £113.00 to Mighty Finn return of deposit, £105.00 Little Theatre Guild membership, £70.56 for maintenance items, and £9.55 bank charges.

Outstanding Items: £1170.00 balance on works for the kitchen (However once paid the full amount is due from ARCH200 club),

Bar Account: Paid out £200.00 transferred to main account, Bank charges £9.55.

HSBC have started charging for usage and paying in of cash.

FJ review other banks with a view to moving NTC account.

PRS have requested details of NTC period of closure with a view to crediting NTC for the closed period

FJ will respond to PRS

### **Current Production**

MC thanked Jennie Rich (Director) for pulling together *The Seagull* in a short period. Rehearsals are progressing well. AF has spoken with the director about lighting and marketing will roll out a programme of advertising the production next week. RM is waiting for the final sign off for the posters. A member of the cast asked about flyers but these would have to be produced and paid for separately.

### **Future Productions**

The director (Amali Kontesi) for the proposed show *Dead Man's Cell Phone* in October attended the meeting to present her vision of the play. Following a discussion, it was decided to offer the October slot to Amali, with the understanding that as a new director to Network she will need a lot of support from the committee.

RM reported that she has contacted those who were signed up for *Back with Love*, but had currently only had two positive replies. A date for the production was set as 26<sup>th</sup> March 2022 with rehearsals on 19<sup>th</sup> March 2022

Lorenzo Mason has confirmed he is willing to move his production to the May slot with RM taking his slot.

RM will continue to contact everyone who showed an interest in *Back with Love* to see if they would like to resurrect their show for a one-night performance during late March.

SS in the next newsletter will ask if there are any members interested in performing in *Back with Love*.

### **Committee members reports**

#### Diary

LC reported a flurry of activity which unfortunately clashes with *The Seagull*. One interested party had dropped out but we do have one company coming in.

LC said that with regret he would like to stand down as Diary Manager and leave the committee due to time pressures. He will continue until a replacement has been found and will do a hand over.

Committee members will reflect on whether they are able to take on the role or find someone who could be co-opted onto the committee.

#### Marketing

DT and SW have drawn up a timetable of when each show and members event should be advertised.

DT and SW will commence advertising *The Seagull*, and the next reading lead by AC next week.

#### Bar

The bar will be restocked in time for *The Seagull*.

### Premises and Technical

Work on the water supply to the toilets will commence 8<sup>th</sup> March 2022 and will take 3 days.

PE will liaise with Thales regarding a risk assessment on the project.

### FOH and Bar Volunteers

DT will train Mathew Partridge on the bar at the next reading. AF asked for FOH and Bar volunteers for *The Seagull*. SW FOH for Wednesday and RB can do FOH Wednesday or Friday.

AF and Tom Cheeseman to set up training events for new technical volunteers.

AF will speak to new members in the cast of *The Seagull* to encourage them to volunteer for future shows.

### Reading panel and Events

Nothing for reading panel

The February social event has had to be cancelled. The next social will be a Karaoke fundraiser. It was agreed to waive the £5 non members fee for this event.

### Membership

There are 90 active members with 13 cast members of *The Seagull* fully paid up.

### Compliance

The theatres insurance has been renewed.

RM has up dated the Agreement between Network theatre and visiting companies.

This document will be reviewed at the next meeting.

RM will circulate the updated contract.

### **Date of next meeting**

Tuesday 8th March 2022 Venue to be advised @ 7 pm.

Meeting closed 8.40 pm

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