

**NTC Minutes  
of Committee meeting held on  
Tuesday 8th March 2022 at Network theatre**

**Present**

Sue Small (Chairman), Moira Cane (Secretary), Fred Johnson (Treasurer), Alastair Callcutt, Paul Evans, Paul Lunnon, Dom Thomson, Owain, Kay Murray

**Apologies**

Alex Farrell, Lee Copp, Sarah Wenban, Rebecca Mason

**Draw for Arch 200 Club**

Dan did not join the meeting

**Minutes of 8th February 2022**

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

**Matters arising**

PE will draw up a list of strategies to try if the card reader fails to work. These will be printed off and put on the bar wall.

**Chairman's report**

An asbestos survey has been carried out at the theatre. A report will be sent to Network Rail who will share the findings with a Network theatre.

**Treasurer's report**

The current bank balances are:

Main account: £6640.55

Bar account: £926.41

Main movements:

Income: £10.00, £200.00 from K.D. Raja for external usage, £300.00 P.A. Alexander for external usage, £51.16 Easy Fundraising and £5168.12 donation from the bar.

Expenses: £34.82 in respect of the WIFI, £194.40 Cleaner Direct, £53.96 to Paul Evans for maintenance items, £19.96 other maintenance items, £210.24 Network Rail for electricity, £30.00 fogging of theatre during rehearsals and show run and £5.00 charges.

Still to be paid is £1170.00 balance on works for the kitchen (However once paid the full amount is due from ARCH200 club), Network Rail rent and service charge £6693.12.

Still to be paid in £1236.00 ticket sales through ticket source plus cash sales for tickets, bar and programs.

Bar Account: Paid out £832.88 bar purchases. Card sales still to be analysed.  
Note Paypal Account £5819.92

**Review of *The Seagull***

Thanks and congratulations are due to Jennie Rich (Director) for putting on *The Seagull* with only a five week rehearsal period. It was felt to be a very entertaining and

polished show. It was well directed and acted which produced very engaging performances. The production received special praise for the attention to detail such as steaming coffee and real flowers.

It was a happy show with several new cast and crew members joining Network.

MC will bring in a folder to hold the photos, poster and programme. This will be kept in the bar area until Paul Lunnon has an opportunity to digitally archive them.

### **Future Productions**

- *Much Ado About Nothing* - the reading is on Friday 11th March @ 7 pm. The auditions will be on Monday 14th and Wednesday 16th March. On Monday OJ will oversee the booking in process and AC will do it on Wednesday.

SS will check with KC Lylark (Producer) what preparations have been made for the auditions.

- *Back With Love* - RM sent a message to say that this show is progressing. The performance will be on Saturday 26th and the rehearsal on Sunday 20th.

DT will contact RM to ask for marketing material

- *Incomplete* - RM sent a message to say she is working her way through the notes her assistant director (SW) has given her and is working on the audition pieces.
- *Dead Man's Cell Phone* - SS has confirmed with Amalia (director) that her proposal to direct has been accepted by Network and that it will be programmed for the October slot. Network committee will need to support this production with crew suggestions as she is new to the U.K.
- *Cinderella* - the director (PE) is in the process of contacting all the members of the production team he put together 2 years ago. The MD has not confirmed so far.

### **Reports from committee members**

#### Diary

SS and LC are sharing the role whilst a replacement is sought for LC.

#### Marketing

SW would like to step back from this role as her life is too busy at present.

DT has given the MAAN production team access to all passwords for the social media platforms. He will be abroad during most of the production and therefore the production team will need to take the lead on marketing.

DT will market the Karaoke night which is on 10th March and the reading of *Pygmalion* on Tuesday 29th March.

#### Bar

The bar is fully stocked.

#### Premises and Technical

- The light tube above the stage needs to be changed
- The props and furniture store is still damp
- Everything was left tidy and back in place after *The Seagull* - well done team.
- The plumber has still not provided a water risk assessment for Thales and work in Network cannot proceed without it.
- The electrical test will be needed in September
- 2 new technical volunteers have come forward and PE will get them involved in MAAN

#### FOH and Bar Volunteers

A discussion was held about training and it was felt that 1:1 training was the best method.

SS will contact AF to see if a programme of training could be drawn up and to see if AF would like MC to help with creating the rota

Volunteers are needed for an external company show on 21st, 22nd and 23rd March as well as Back With Love on Saturday 26th March.

#### Reading Panel and Social Events

The next social will be a Karaoke fundraiser on Thursday 10th March. It was agreed to waive the £5 non members fee for this event.

The next reading will be Pygmalion on Tuesday 29th March. MC will lead this reading.

#### **Membership**

There are 89 active members.

#### **Compliance**

Nothing to report

#### **Date of next meeting**

Tuesday 5th April 2022 at Network theatre @ 7 pm.

Meeting closed 9.05 pm

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