

NTC Minutes
of Committee meeting held on
Tuesday 12th July 2022 at Network Theatre

Present

Sue Small (Chair), Fred Johnson (Treasurer), Moira Cane (Secretary), Rebecca Mason, Alastair Callcutt, Paul Lunnon, Owain Jones, Kay Murray, Paul Evans Jennie Rich, who was welcomed back onto the Committee

Apologies

Dom Thomson, Dan Young

Draw for Arch 200 Club

Dan Young was unable to attend meeting

Minutes of 7th June 2022

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

Matters arising

None

Chairman's report

Committee roles

SS - Diary with help from Committee

KM - Bar with help from Committee

Marketing - DT with help from RM

Premises & Technical - PE & PL

Volunteer training - OJ & JR

Bar Rotas - MC

Reading Panel - JR

Social Events - OJ

Membership - AC

Volunteer Recruitment - all Committee

Treasurer's report

The current bank balances are:

Main account: £ 5727.70

Bar account: £ 701.41

Main movements:

Income: £10 donation, £197.42 Various cash takings for programmes, ticket sales and bar, £300 external contribution Magnetic Island, £250.00 external contribution Samantha Kelly and £3000 transfer from Paypal Account.

Expenses: £129.66 in respect of the WIFI (This includes 2 months BT charges due to timings of the meetings), £665.56 bar purchases, £418.60 various maintenance items, £115.10 MAAN programmes, £115.10 Incomplete programmes, £100.00 Deposit refund to Old Vic, £105.00 annual subscription to The Little Theatre Guild and £5.40 charges.

Items still outstanding: A payment to Cleaners Direct £194.40. Invoice raised in respect of a replacement projector bulb included in the maintenance charges above £125.31 and receipt from TicketSource for sales of *INcomplete* £2364.00. Network Rail have not yet charged or invoiced for the June quarterly rent. Bar Account: Paid out £5.00 charges. The Paypal Account stands at £8347.76

Review of *INcomplete*

Congratulations were extended to cast and crew, especially to RM who wrote and directed the play. She in turn thanked all those who had helped with the process. It was a great success financially and artistically. There was a diverse cast and it is hoped that they will stay with Network and help with future productions.

Future Productions

- *Dead Man's Cell Phone* – JR will send a cast list to SS so that she can advertise in Newsletter. FJ will deliver scripts to theatre before Monday's read through. An AD and an SM are still needed for the production. AC & SS can help with the admin for the audition on Monday 19th July. PL is happy to do the programme as long as he gets the necessary information according to his timetable.
- *Cinderella* – PE will meet with PL to see set design. Helen Mason is working with KM on costumes.
- 2023 Proposals - there have been 2 serious new writing proposals sent to the Reading Panel from Dan Carter and Lio Lylark. JR has proposed *Armadeus*. It was agreed to extend the deadline for proposals until 24th August. SS will email proposals to committee after this date and before committee meeting on 6th September.

Reports from committee members

Diary

St James Players are in the theatre in first week of August.

Marketing

RM requested copy from the production team for DMCP.

RM will do the poster

Bar

KM will bring stock on Tuesday 19th July before the DMCP audition

Committee members will be present to help unload and stock the bar.

Bar staff

Friday 22nd July - Esh Weeresinghe and SS who will train Eimear.

Wednesday 3rd August - OJ & buddy

Thursday 4th August - SS & buddy

Friday 5th August - AC & RM

Premises and Technical

PL has prepared some training sheets for the Zettel card reader. He will get the system ready to use by Friday 22nd.

PL will make a stock list based on the invoice from the last purchase.

Maintenance is up to date in the theatre - just some light fittings to change. The new bulb for the projector is ready to be fitted.

FJ will contact the WJ Fire to come and do the annual service.

FOH and Bar Volunteers

It was agreed that the maximum delay for starting a show should be 10 mins. If a delay is unavoidable the SM will inform the audience.

The bottom seats on the the left hand side of the auditorium (as you look at the stage) will be reserved for latecomers. The FOH staff will need to escort them in. MC will alter the FOH notes to clarify the role of FOH and latecomers.

Reading Panel and Social Events

Social events will start again in September.

Membership

There are 101 active members.

Date of next meeting

Tuesday 6th September 2022 at Network Theatre @ 7 pm.

Tuesday 20th September will be kept in reserve in case more discussion is needed to finalise the schedule for next year.

The meeting closed @ 9 pm.