

**NTC Minutes
of Committee meeting held on
Tuesday 4th October 2022 at Network Theatre**

Present

Sue Small (Chair), Fred Johnson (Treasurer), Moira Cane (Secretary), Rebecca Mason, Paul Lunnon, Paul Evans, Jennie Rich, Kay Murray, Alastair Callcutt, Dan Young

Apologies

Owain Jones, Dom Thomson

Draw for Arch 200 Club

September

1st #5 Sue Small £36.25

2nd #20 Graham Harris £21.75

3rd #19 Rebecca mason £14.50

Both Sue Small and Rebecca Mason kindly donate their winnings to Network Theatre.

Minutes of 6th September 2022

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

Matters arising

RM will bring poster for DMCP and Cinderella to the theatre on Thursday 6th Oct

Chairman's report

A report was circulated in advance of the meeting.

Treasurer's report

The current bank balances are:

Main account: £ 137.53

Bar account: £ 1978.732

Main movements:

Income: £10 donation, £55.00 Ticket Source Poetry Sales, £270.00 Pantomime auditions £125.31, Ideal World £460.00 and £335.00, QIC Global Services £500.00, Various cash items 174.90, Transfer from Paypal £4000.00.

Expenses: £76.25 in respect of the WIFI, £39.30 bar purchases, £145.80 regarding Cleaners, £6298.78 Rent and Service Charge to 25th December 2022, £98.76

WJFire, £199.98 Projector purchase, £694.00 Apple Mac purchase, £212.57

Maintenance items and £5.00 charges.

Bar Account: Receipts: Via Zettle £597.10 bar sales, £50.00 Membership, £20.00 participation fees and £5.00 Donations.

Paid out £5.86 charges, Zettle charges £112.06.

Note Paypal Account £4390.91

Zettle Account £0.00

Items still to process. £43.50 Bar purchases, £95.00 Piano Tuning and £298.16 PRS. Also outstanding electrical survey £2550 plus VAT

Current Production - *Dead Man's Cell Phone*

All going well. Extra rehearsals have been needed as a cast member suffered a bereavement. The radio interview is taking place tonight. It was agreed that the production could pay to have posts boosted on Instagram and Facebook in order to encourage ticket sales.

Future Productions

- VAULT Network plays - it was agreed that Dan Carter's submission of *A Society* and Amalia Kontesi's submission of *Someone of Significance* would be Network's plays for the festival. However both directors would like the second slot, so that needs to be resolved.
- *Cinderella* - this is now cast. The Director would like to find more members for the chorus. Set build is going well. Costumes need to pick up now that the panto is cast. KM is doing a sterling job mending the curtain.

PE will phone set build volunteers to ascertain whether they can help PL with the building of the set as they have not replied to email requests.

PE will send an image for the poster to RM on Thursday 6th Oct.

Reports from committee members

Diary

October, November, December and January dates are now full. The Mighty Finn have booked a week from 12th Dec.

Marketing

RM will ask the director of DMCP whether she needs more help.

The cast are working hard at marketing the production. RM encouraged them to put out as many photos as possible.

Bar

PE will help restock the bar during the rehearsal period and run of *Cinderella* as the cast will be using it instead of going to the pub. Going forward both PE and RM offered to help with re stocking should KM need it.

After DMCP Network theatre will go cashless.

SS will put notices up to alert NTC members and audience members.

Premises and Technical

PE will buy Q Lab.

The electrical testing will take place on Friday 7th Oct.

PL has mended the arrow on the notice board.

The flat screen which was painted with special paint for projection was found to have been painted over with ordinary paint. PL has now resprayed it with the correct paint.

Volunteer recruitment and training

Training will happen during the run of DMCP on both the bar and FOH.

Volunteer Rotas

The rota for DMCP is almost complete.

PE will update the guidance notes for FOH and Bar volunteers and MC will circulate.

Reading Panel

Scripts for the VAULT festival were circulated before the meeting and JR summarised the comments for the committee.

Social Events

The karaoke evening did not attract any members so the next event will be a launch party for next year's season. This will take place on Friday 21st October.

SS will contact the Directors of each production and ask them to attend and promote their plays.

Membership

There are 107 active members.

Pricing

PE keeps an eye on bar prices to ensure that there is an adequate profit margin. All costs will be regularly reviewed.

Succession planning

The executive confirmed that they are prepared to stay on next year unless anyone is very keen to take over from them. It would be a good idea for the committee to keep succession planning in mind.

Date of next meeting

Tuesday 1st November at Network Theatre @ 7 pm.

The meeting closed @ 8.40 pm