

**NTC Minutes
of Committee meeting held on
Tuesday 11th January 2022 at Network theatre**

Present

Sue Small (Chairman), 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 joined by zoom

Apologies

Dan Young

Minutes of 7th December 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
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

The VAULT festival has been cancelled and this will have a big impact on Network theatre. SS has contacted the directors of the shows that Network were going to submit to the festival to see if they would be willing to continue with the shows as a Network production. Neither director felt that this would be appropriate and therefore declined to do so.

FJ will try and get back the fee for the performance rights for *Misterman*.
SS in cooperation with FJ will contact the VAULT festival team to see if they know of companies who are looking for a space to perform since the festival was cancelled.
SS in cooperation with 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: £341.41

Bar account: £1135.96

Main movements:

Income: £10 donation, £50.00 Ticketsource income for auditions, Cash Items £30.00 Misanthrope ticket sales, £36.63 programme sales for Misanthrope, £25.00 Membership, £42.00 Pub quiz and games night, donation of £11.00 and transfer from bar funds £2000.00

Expenses: £64.08 in respect of the WIFI, £1170.00 to Andersons for the deposit on work in the toilets, £74.50 expenses for Misanthrope and £5904.44 Network Rail rent and service charge.

£1170.00 balance on works for the kitchen (However once paid the full amount is due from ARCH200 club), £97.20 to Cleaners, £90.10 for Insurance, and £113.00 payable to Mighty Finn.

Bar Account: Paid out £72.92 for purchases. Cash sales paid in were £636.00 with card sales still to be analysed.

Future Productions

The director (Amali Kontesi) for the proposed show *Dead Man's Cell Phone* in October was unable to attend this meeting but will try for the next one.

There has not been a response from *Road to Nowhere* director Molly Marian.

As the theatre will now be unused through January, February and part of March it was decided to seek either a new Network production or invite visiting companies to use the space during this time.

SS will write a piece for the newsletter to explain the situation to the membership and invite suggestions for plays and help generally.

RM will 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.

Committee members reports

Diary

LC will continue to go back to all the companies and individuals who have shown an interest in using the Network space recently to inform them that Network is now available. He will contact MC and FJ if he needs help with this task and keep the committee abreast of developments.

It was decided that the next few months could also be used to offer more to the Network membership in terms of play readings and socials. The following were scheduled:

Thursday 20th January - Social (games night) coordinated by OJ and bar run by AF

Tuesday 25th January - Quick zoom catch up for the committee

Tuesday 1st February - Play reading - *A Murder Is Announced* (Agatha Christie) coordinated by RM and bar run by AC

Tuesday 8th February - Committee meeting at Network

Thursday 10th February - Social coordinated by OJ and bar run by ?

Tuesday 15th February - Play reading - title to be confirmed - coordinated by AC and bar run by OJ and DT

Tuesday 22nd February - Play reading - *Pygmalion* (Bernard Shaw) coordinated by MC and bar run by FJ

It was decided that these evenings would be open to all but that non members would pay £5 for each event (the committee voted 8/5 in favour of this charge). The coordinator will be responsible for collecting money and keeping a record of attendees.

SS will contact Lorenzo Mason to see if he would like to bring his production of *Much Ado About Nothing* forward to the May slot so that Network could start the season with a production with a large cast.

Marketing

DT and SW will liaise and devise a social media campaign to encourage companies and individuals to use Network theatre.

AF will spread the word amongst her contacts in the fringe theatre world.

The play readings and the socials will also be advertised.

Bar

The bar was restocked after the meeting and no further stock is required at present.

Premises and Technical

LC will contact PE and/or AF when a visiting company vacates the property to ask them to check that all is in order. He will then notify FJ.

It was agreed that visiting companies would pay a deposit of £100 for one day's use of the theatre and £250 for a week's usage.

LC will liaise with FJ and SS about increasing the size of donations to the theatre.

PE will organise the mains water connection to the toilets. He will liaise with LC to find a suitable time as it will take 3 days.

It was agreed that the cleaners should continue with their Monday cleaning schedule.

The main drop box code is 7730. The number for the second drop box that PE has installed will be known by PE and the executive team.

FOH and Bar Volunteers

The social evenings and the play reading evenings will be used as an opportunity to train more bar staff. The schedule is as above.

PE continues to receive offers from volunteers to help with technical aspects of productions. All directors must be encouraged to include these new volunteers on their production teams rather than relying on a few experienced crew members.

Reading panel and Events

Events as above.

OJ received on piece of new writing but he didn't think it was appropriate to circulate to the Reading Panel as it needs more work.

Membership

There are 82 active members.

Compliance

RM and FJ will liaise as the insurance needs to be renewed on 21st January.

RM has up dated the Agreement between Network theatre and visiting companies. This document will be reviewed at a future meeting.

Date of next meeting

Tuesday 25th January by zoom

Tuesday 8th February 2022 at Network theatre @ 7 pm.

Meeting closed 9.10 pm

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