

COSMOPOLITAN PLAYERS COMMITTEE MEETING

MINUTES OF THE MEETING HELD ON TUESDAY 22nd OCTOBER 2024 AT 7.00PM AT THE PLAYHOUSE

PRESENT Elaine Jackson (Chair) Leah Curia
Jan Morrell (Secretary) Lara Woodhouse
Gillian Myers Emma McGrath
Carolyn Craven Diane McHale-Faddon

1.00 Apologies

No apologies received.

2.00 Notes of the meeting held on 24th September 2024

Minutes were agreed subject to the following amendments.
10.01 Agreed ticket price @ £12.73. amended to Agreed ticket price @ £14.

11.0 To delete.

3.00 Minutes Arising from previous meeting

3.01 Gillian reported she had made a donation in Brian Hollingsworth name for £20 instead of £40 as agreed. Gillian to send additional £20.

3.02 (Min 5.05) We have had no confirmation of Theatre Booking for Autumn/Winter 2025 as yet.

4.0 Other Items for discussion not included on the agenda

Elaine reported that there were no items for discussion that were not included on the agenda.

5.00 Correspondence/communications

5.01 Jan reported the NODA Newsletter from Les Smith had been distributed to full mailing list.

5.02 Email from Zoe at Carriage works outlining dates that are not available.

5.03 Christine Chatters received from NODA sent to full mailing list.

5.04 Letter from Les Smith NODA re Gala weekend 2025 sent to full mailing list.

5.05 Christine Castle NODA adjudication for Waiting for Gateaux sent to committee. In future adjudications are to be checked by Secretary before sending out. Any amendments need to be sent to Christine for amendment.

6.0 Press and Publicity

6.01 Website enquiries from potential new members to be sent holding response and their names to be put on the mailing list.

6.02 Gillian Myers to send Jan and Carolyn list of paid up members.

6.03 There were no general information on Press and Publicity.

7.00 Treasurer's Report

Gillian reported
Current account £435.04
Deposit account £2653.84

As yet there are no figures from Waiting for Gateaux

8.00 Previous Production – 14th to 19th October

8.01 Follow up from the Director – Waiting for Gateaux

Reported the show went well and was well received by audiences.

The theatre was nearly full for 2 performances with lower audience figures on Saturday particularly the 5pm performance.

Budget was based on full houses for all performances. Gillian reported that cost was cut with rehearsal space and reducing get out time.

Initially there was no prompt but the cast requested a prompt for the performances.

Congratulations were given to Gillian and the cast for an excellent show.

Gillian reported that the cast had helped out with props and

Gillian

costumes.

Unfortunately the SM had to drop out for health reasons and Paul Myers stepped in to cover this role. Elaine had thanked Paul.

Tina Nutt designed the lighting plot and provided additional time to set lighting. Thanks were given to Tina.

Thanks were also given to Carolyn for her help and also to Front of House Team.

8.02 Publicity

Carolyn reported that there had been a lot of publicity online with other groups and individuals liking and sharing publicity for the show.

Carolyn stated that we need to look at in the future at COS members etc sharing online publicity.

8.03 It was a concern that the 5pm show did not sell well. It was suggested that in future we look at opening Wednesday to Saturday. With Saturday having a matinee only.

There were 5 adjudicators from Leeds CAN with them providing us with a list of adjudications prior to the show.

Discussion took place around cost of seats for adjudicators with LeedsCAN and NODA it is a cost to the society of £100+

There was no decision reached

8.04 Carolyn trying to sell cardboard cutout of Donald.

8.05 There was an incident during the run of the show where a cast member asked someone to take photos. To ensure the Stage Manager makes an announcement before the performance starts that the taking of photos is not allowed.

9.00 Next Production

It has been agreed we would be performing The Great Gatsby – Radio Show.

Leah to Direct. We still need to get performing rights which will cost approx. £430 including scripts. Gillian to arrange.

Agreed we would perform on Wednesday, Thursday and

Friday 7.15 start and Saturday 2pm.

Leah reported that she wants to rehearse Monday and Sunday. Rehearsals would take place on a Monday at the Playhouse but we would need to find an alternative space for Sundays. To speak to Morley AOS and Gildersome Methodist (Carolyn to check with Gildersome) to see if they can let us use their rehearsal space on a Sunday. Other possibilities were Dunelm and John Lewis. Emma to check with John Lewis

It was agreed that Launch would be 18th Nov with auditions on 25th Nov, both at 7pm at the Playhouse.

Audition panel will be Leah, Lara and Gillian.

We will need a Stage Manager.

Jan to send out Launch and Audition details to full mailing list.

We should get Deal memo from Carriageworks after we have got performing rights.

10.00 Social Events

It was previously agreed that the Christmas Social would be held on 13th December 7pm. Jan has booked room at Carriage works.

Lara and Leah have met to discuss arrangements and will prepare all the paperwork needed.

Leah is not available on the 13th so Emma to cohost with Lara.

Leah outlined activities for the social.

11.00 Future Productions

To discuss at next meeting.

12.00 Any Other Business

12.01 Carolyn is putting together an action diary which will include a timetable for specific actions. When complete will be shared amongst everyone.

12.02 Carolyn and Bryan have been updating COS website. They requested we check it looks ok.
Elaine reported the following:-

1. Some of the policies were out of date. Policies to be renewed annually.
2. Committee Members need changing.
3. No Waiting for Gateaux on news
4. Nothing on In memorial or NODA section.

To be passed onto Bryan and Caroline.

Copies of communications relating to the recent equality and diversity Policy would be printed off and passed to the Chair for archiving.

12.03 Jan and Carolyn to sort out folders on COS email.

13.00 Date of Next Meeting

Tuesday 19th November 7pm at Leeds Playhouse.