

COSMOPOLITON PLAYERS COMMITTEE MEETING

Minutes of the meeting held on **THURSDAY 5TH OCTOBER 2023 at 7.00PM**

PRESENT	Elaine Jackson (Chair) Carolyn Craven Gillian Myers Nick Thatcher	Leah Curia (arrived at 8:25pm) Emma McGrath Jan Morrell Lara Woodhouse
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IN ATTENDANCE: Louise Bullock (Clerk)

1.00 Attendance/Apologies and welcome to new members

1.01 Apologies were received and accepted from Lee Sharratt and Diane McHale-Fannon.

2.00 Minutes of the meeting held on 30th August 2023

2.01 The minutes of the meeting held on 30th August 2023 were accepted as a true record and the Chair was authorised to sign them.

3.00 Matters Arising from the Minutes

3.01 Minute 8.00 Carriageworks takeover day: Action complete

It was agreed that a takeover committee would be set up and Emma McGrath would take the lead.

3.02 Gillian Myers had donated the £40 to Barry's funeral fund, and £40 to Pam Elsie's funeral fund on behalf of the Cosmopolitan Players.

4.00 Other items for discussion not included on the agenda

4.01 There was nothing further to discuss

5.00 Correspondence/communications

5.01 The Noda newsletter from Les Smith had been sent to the committee and members/contacts.

5.02 After the AGM several emails were sent to Matt Stirk about the Leeds CAN website, which appeared to have been hacked. They had now rebuilt the website.

5.03 Carolyn said the link, had been rebuilt. Photos for the website had been resubmitted.

Lara had tried to access the website but couldn't get on.

5.04

Carolyn said that when they were working on the website it had to be shut down until the work was done, so from time to time the website

- 5.05 may go down whilst work was ongoing. The Cosmopolitan Players link was working.
- 5.06 A plea had been received from Horsforth Museum for support for a local event. Carolyn had spoken to the contact. They wanted people to guide groups around Horsforth on a history trail using memoir notes. It would run in conjunction with Halloween events. The actors would be required on the Sunday before the event, and Carolyn could send the descriptions out to those interested along with examples of the scripts.
- 5.07 Jan agreed to email members of the society. Should any members volunteer it was felt that the wider society could get involved as a social event and to support those involved. Jan
- 5.08 A provisional booking had been made at the Carriageworks theatre for a performance from 14th – 19th October 2024.
- 5.09 A member felt that it was good to have that date in the diary but that it would be nice to do something before then. The committee discussed this and agreed that any potential earlier show would need to be held elsewhere.
- 5.10 Gillian had received a communication from Steve Greenwood. Previously, when The Studio at the Carriageworks was hired, societies needed to pay to set up the audience seating. This had now changed so that raised seating would be included in any booking and societies would only pay to remove them. Previously the fee for installing and removing seating was around £155 each, so this would mean a saving for the society.
- 5.11 Cara would be leaving the Carriageworks on 20th October and had already reduced her hours to two days per week. Any communication would need to be sent to Shona.
- 5.12 Leeds Community Arts Network had advised they hadn't received the photos for the takeover day, and Carolyn had sent them to Matt.
- 5.13 Cara had asked for a set of photos for the Carriageworks, and Carolyn had sent them.
- 5.14 The committee discussed sustainability. The Carriageworks theatre used plastic cups that were recyclable and degraded within a year if accidentally sent to landfill. Their waste was all put in the same bin and sent to a depot for hand sorting.
- 5.15 A member felt that it should be clear to customers that any recyclable goods placed in the bin were recycled.

5.16 The Cosmopolitan Players had written a sustainability policy, but it had not yet been approved by the committee.

5a Press/Publicity

5a.01 Carolyn notified the committee that the brochure deadline for an October 2024 show would be May 2024.

5a.02 The brochure deadline for shows from January – July 2024 was 16th October, but the society had no intentions of booking the Carriageworks in that timescale.

Takeover day

5a.03 The sub-committee had met and agreed that Cosmopolitan Players needed a visual presence at the takeover day. Carolyn felt that society t-shirts would help improve the presence and if they were ordered at that time, they would arrive in time for the event. Members were to provide Carolyn their measurements so she could place the order.

5a.04 Carolyn was posting general Facebook updates. She felt that the Horsforth event, and the takeover day would be good opportunities for marketing.

5a.05 She said it would also be nice to run some updates on what Cosmopolitan Players members were doing in their wider societies.

5a.06 Membership subs were due, and Jan would be sending email reminders out to those that had asked to keep in contact with the society.

Jan

6.00 Treasurer's report

6.01 Gillian notified the committee that the Current Account had £4075.15 in it, of which £80 had been spent on in memorium donations.

6.02 The Reserve Account contained £116.93 correct as of the last statement, but statements were only received every six months.

6.03 Paid up members – seven members had paid their subs, and there were four or five life members.

6.04 Eric Mountain was listed as a life member but was not in touch with the society. Carolyn Craven agreed to make contact to see if he wished to remain a life member.

Carolyn

Signatories for accounts

6.05 There were three named signatories on the account: Carolyn Craven, Gillian Myers, and Jan Morrell, with two of the three required to sign.

6.06	At the recent awards evening, a memorial glass bowl had been received to pass on to Barry's family. Gillian requested that Carolyn pass her contact number on to Louise to arrange delivery of the bowl.	Carolyn
6.07	<p>Q: Is there a reason there isn't more money in the higher interest account?</p> <p>A: We originally did but we then had to withdraw it for a show. We have £4,000 and we've said we'd need around £3,000 for a production so we wouldn't want to go below that.</p> <p>Q: If there are no time restraints to withdraw could we move it over?</p> <p>A: It was agreed that £2,000 would be transferred across.</p>	Gillian
6.08	Carolyn notified the committee that they were not currently paying for performing rights until a future production was planned.	
7.00	Carriageworks takeover day	
7.01	The sub-committee consisting of Emma, Carolyn and Nick had met recently but there had been no further update from Leeds CAN. Jan said she had emailed at least three times about a further meeting, notifying that Emma was the contact.	
7.02	Carolyn had received recent correspondence from Matt and had passed this on to Emma.	
7.03	A timetable had been received and Cosmopolitan Players had been given the first slot in the morning and the last one in the evening. There was time in between for people volunteering to attend other workshops.	
7.04	As there had been little communication, the sub-committee were working from the published timetable. There were some questions that they were awaiting a response on, including what size board had been provided for the society tables in order to order the correct number and size of photo prints.	
7.05	Emma requested that Jan email all members to provide quotes on their experience in all aspects of theatre including production, backstage, stage management, acting, etc. Once received, it was agreed that Nick, as the newest to the society, pick out the quotes to be used.	Jan Nick
7.06	Emma wanted to go back to Matt about the timings as there was 50 minutes for the first COS slot, and one and a half hours for the final one. It would not be possible to provide a loop video as the only available equipment was being used by G&S. Carolyn said the presentation she had planned could be modified to run for both slots allocated.	

7.07	Lara agreed to attend the final session as a participant and said she may be able to attend earlier to cover the stand.	
7.08	For the stand, in addition to the display, there would be a game with various props and costumes for attendees to guess which show they related to.	
7.09	Nick volunteered to draft a rota following responses from members.	Nick
7.10	Carolyn agreed to publicise the event.	Carolyn
7.11	Leah arrived at this point.	
7.12	The Chair thanked Emma for her update on the takeover day.	
8.00	Updates re the Society's Constitution, Social Media, Diversity, and Child Protection policies.	
8.01	Carolyn was in the process of putting all policies in a drop-box. She requested that members unable to access this to notify her.	
8.02	Matt Hills had raised reconstitution options for the committee to consider. Carolyn agreed to email the proposals to committee members to read and to revisit the item in the next meeting.	Carolyn / Agenda
8.03	At the previous committee meeting on 30 th August 2023, some policies had been considered. Policies would have the Chair's signature, date, and date for review. The Chair wanted signed master copies to be held on file.	
8.04	It was agreed that every new member should receive a copy of the constitution. The committee considered having a one item meeting to discuss the constitution.	
8.05	Carolyn agreed to print hard copies of the policies to be adopted and have these available for the Chair to sign at the next meeting.	Carolyn
8.06	The social, health and safety, and child protection policies had been agreed in the meeting held on 30 th August 2023.	
8.07	Carolyn agreed to email the policies to all committee members for approval in the next meeting. She requested that all members acknowledge receipt of the items.	Carolyn
9.00	Social events	
9.01	The committee were notified that Lee and Lara were heading up the social committee. They were working on plans for a Christmas	

	social event. It was proposed to hold this on either Friday 8 th , or Friday 15 th December.	
9.02	Consideration needed to be given as to the venue, and whether members would want to bring their own refreshments. Any venue would need to be accessible. The social committee agreed to put forward proposals to the wider society.	Social committee
9.03	Leah agreed to enquire about use of the Playhouse and to notify Lee.	Leah
10.00	Other business	
10.01	Lara notified the committee that she would be participating in a concert at Leeds Art Gallery from 7 th – 10 th December during the day. Lara would provide the times to Carolyn to publicise online.	Lara / Carolyn
10.02	Nick queried Noda directing workshops. Jan agreed to notify Nick once she knew which workshops would be offered.	Jan
10.03	Pre-covid, Lee Sharratt had enquired about Noda medals. Carolyn agreed to put together some information about the medals and any potential fees for members to receive them.	Carolyn
10.04	Nick asked if a copy of the Shakespeare recording from Cos Capers could be sent out. Carolyn agreed to send the link to everyone in Cos Capers.	Carolyn
10.05	Carolyn notified the committee that Sue Kettlewell had joined the Play Selection Working Team who were currently reading potential plays. They were reading them with a view to deciding on one prior to the May 2024 publicity deadline for a show in October 2024.	
11.00	Future meetings	
11.01	Nick advised that, due to rehearsal commitments, he may not be available for meetings held on Mondays or Wednesdays.	
11.02	The next meeting would be held on Thursday 26 th October at 7pm. Leah agreed to try and organise a room at the Playhouse.	Leah

The Chair closed the meeting at 9.15pm.