

## **COSMOPOLITAN PLAYERS COMMITTEE MEETING**

### **MINUTES OF THE MEETING HELD ON TUESDAY 19th NOVEMBER 2024 AT 7.00PM AT THE PLAYHOUSE**

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

#### **1.00 Apologies**

Apologies were received from Gillian Myers.

#### **2.00 Notes of the meeting held on 22 October 2024**

Minutes were agreed.

#### **3.00 Minutes Arising from previous meeting**

**3.01** After checking Leahs subs have been paid.

#### **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 that she had distributed the email from Dan Dainter regarding invitation to audition for Leeds Children's Theatres production The Jungle Book.

**5.02** Adjudications for Waiting for Gateaux sent to committee.

**5.03** Booking Form available for bookings for Spring Summer 2026 sent to committee.

**5.04** Confirmation of theatre dates received from Matt Stirk. COS dates are 24 to 29 November 2025. Sent to committee.

**5.05** Newsletter for October from Les Smith NODA sent to full mailing list.

Confirmation of the Great Gatsby license confirmed.

**5.06** Jan to start completing Carriageworks memo deal then send to Leah to finish filling in.  
It was agreed we would have the following performance Wed

to Fri 7.15 start and Sat 2.30 start.

## **6.0 Press and Publicity**

- 6.01** Website has been checked after finding some issues with it. It is now being systematically checked. Richard Hunt checking any problems report to Bryan and Carolyn.
- 6.02** Gillian Myers to send Jan and Carolyn list of paid up members.
- 6.03** Publicity is ongoing and there was no further general information on Press and Publicity.

## **7.00 Treasurer's Report**

Gillian submitted a written report Money in the bank. Reserve as before £2653.85.

Current account £37.08 but cheque to be banked for £845.73 so will increase to £882.81.

Deposit account £2653.84

It was agreed that we would charge £5 per person for Christmas Social to raise funds.

Gillian

## **8.00 Previous Production – Waiting for Gateaux**

### **8.01 Adjudications**

Adjudications distributed to cast.

Concerns were raised about the adjudicators seeming to have differing opinions on the show.

In particular there was 1 adjudication which was totally different from the others.

Matt Stirk mediates all adjudications and hopefully he would pick this inconsistency up.

After discussion it was agreed that Elaine would write to Matt expressing our concerns.

### **8.02 Adjudication comments on Publicity and Programme**

Carolyn commented on the points raised re the image that was used for Waiting for Gateaux. Carolyn confirmed that this was a professionally produced image and produced per specification from Leeds CAN and Carriage works.

### **8.03 Adjudication comments on Programme**

Carolyn stated that the programme had been a giveaway programme to save money.

Cast wanted to provide their own photos which were all of a different quality. It was agreed that in future Carolyn would take all cast publicity pictures to ensure consistence.

Cast were asked for bios to go in the programme. Some were submitted late which affected the deadline for printing. In future it was agreed Carolyn should be given these early to ensure time for proofreading.

### **8.04 General**

Carolyn to arrange putting adjudications on members area of the website.

Carolyn trying to sell cardboard cut-out.

## **9.00 Next Production The Great Gatsby**

### **9.01 Music**

Have got details of lib for American jingles. This show is not a musical.

Leah and Carolyn have done some research online for jingles they recorded there are some in the script that we don't need to use and some could be recorded without singing therefore would be classed as incidental music. It was agreed to pass music to Danny Gamble for advice and to see if he could record it for us.

In the script music not included in PRS so would need to get permissions if necessary.

Music can be recorded if its in the script would have to get permission if we use anything else. Agreed to get cost of recording music from Danny.

### **9.02 Publicity**

Licence is very specific on publicity we can only use what is provided.

Can't make any changes to the characters.

Carolyn is looking for images with Leah.

### **9.03 General**

Need to do some fund raising for this show.

This is a show set in 1920,s but radio play done in the 1940,s so needs to be costumed in 1940,s

Performance dates 2 to 5<sup>th</sup> April 2025 with 4 performances, Wednesday to Friday 7.15 and Saturday 2.30.

Need to ensure that its advertised as a radio show done in the 1940,s

### **9.04 Directors Update**

Leah reported that attendance at launch was disappointing but others have expressed an interest in auditioning.

Auditions are Monday Monday 25<sup>th</sup> November 7.00pm at Playhouse. Leah reported they would be a read through audition. Audition panel with be Leah, Lara and Elaine

Rehearsals will commence in January 2025 with December being a line learning month.

Leah has contacted John Lewis about rehearsal space for Sunday rehearsals is available 11 to 2 Leah to book Monday rehearsals will be 7pm at Playhouse. Using these venues will save money on rehearsal space. Leah to check cost for John Lewis.

Leah reported she is still looking for an SM.

Gillian has started getting props together.

Leah to arrange costume management and sound.

Cast to be charged £25 performance fee.

Leah to do budget and bring to next meeting.

### **10.00 Social Events**

Christmas Social will be 13<sup>th</sup> December 7pm at Carriage works

Programme has been put together and sent out.

It was agreed to charge £5 Bryan looking at setting up payment through PayPal.

Refreshments – to ensure no nuts.

Committee Members to provide food and drink. Details below.

Elaine – Crisps

Carolyn – Cheese savouries

Lara – Biscuits

Jan – Mince Pies

Gillian - Shortbread

Emma – napkins

All – Pop and Plastic cups

Lara and Emma to host.

Carolyn to publicise to members.

Leah spent £23.22 Gillian to refund to Leah.

Thanks to Leah and Lara for organising

#### **11.00 Future Productions**

Still looking at Christmas Carol. To discuss at next meeting

#### **12.00 Any Other Business**

Carolyn suggested that to fundraise we should use 100 club. Member pay £10 for a number for 10 draws. Half money goes to winner and the other half goes to the society.

Carolyn to set up and publicise.

#### **13.00 Date of Next Meeting**

Tuesday 21st January 2025 7pm at Leeds Playhouse.