

COSMOPOLITAN PLAYERS – COMMITTEE MEETING –
WEDNESDAY 2ND MARCH 2022 AT BROWNS

PRESENT; Rachel Bickerdike (Chair), Leah Hamilton, Elaine Jackson,
Emma McGrath, Gillian Myers

APOLOGIES: Carolyn Craven, Jan Morrell, Lara Woodhouse

1. NOTES OF PREVIOUS MEETING – 26th January 2022

The minutes of the meeting held on 26th January were approved subject to the amendments to Minute 1 and Minute 3

2. MATTERS ARISING

- (i) Rachel advised that she had submitted our request for production dates in 2023.
- (ii) Rachel also advised that she had not yet contacted Lee following his approach to be involved in organising social events.

3. CORRESPONDENCE

- (i) Rachel advised that she had received a communication from a Research Professor who was doing a PhD on the events of the pandemic on musical theatre. As we would not regard ourselves as a musical society it was agreed that she would pass the correspondence to LCAN to forward to the musical societies.
- (ii) Various e-mails had been received in relation to the NODA Conference. It was noted that both Gillian and Elaine had booked for the weekend.
- (iii) Correspondence had been received in relation to NODA membership which was due on the 1st April, following a three months extension due to covid restrictions.
- (iv) It was understood that James Sidgwick was to represent LCAN at The Murder Mystery Dinner – it was confirmed that he did attend but no-one was aware whether or not a complementary ticket had not been organised for him.

4. TREASURER'S REPORT

Gillian advised that there was little change in the financial position with £1,942.18 in the current account and £116.10 in the reserve account. There was a sum of £193 to pay in from the last production and the performance rights to the next production had already been paid. Costings for the last production had not been finalised but the 'whodunit' quiz had raised £113 and three tickets at £10 each had been sold for the dress rehearsal. An amount of £50 had been received from the sale of the pirate ship, palm tree and tepee used in the 'pantomime murders' production. There had been no outlay for flyers or posters. The approximate cost for the hire of the theatre would be in the region of £790. It was anticipated there would be a small profit on the latest production, in the region of £400/£500. Gillian advised the meeting that the final figures would be available at the next committee meeting.

5. PREVIOUS PRODUCTION

Rachel indicated that she had thoroughly enjoyed the Murder Mystery Dinner production and thanked everyone for their hard work on getting the production off the ground. It was requested

that a formal letter of thanks be sent to both Paul Harding and Jane Curtin who stepped in at the last moment for lighting/sound and props, respectively. Rachel agreed she would deal with this. It was noted that here had also been some last minute matters with regard to the theatre to be sorted out and thanks were expressed to all involved in managing the situation. With regard to the production itself, there had been very good feedback from members of the audience, and there had been a very good response to the 'whodunit' quiz.

The following matters of concern were raised:

- i) There were no posters or flyers in the theatre advertising the production - this was in part due to the late confirmation from the theatre in relation to start times, etc
- ii) The public lift giving access to The Studio was not working for the 'get-in' which meant that all scenery, etc, had to be carried from the workshop into The Studio. Fortunately it was working on opening night.
- iii) There were issues with regard to 'the rake' and an initial indication that we would have to pay to have it installed – fortunately provision of 'the rake' was identified as being part of the contract with the theatre and we did not incur additional expense
- iv) There was only one dressing room allocated – Room 6 – which meant that both male and female cast members had to share. It was necessary for Room 6 to be available as this has the small kitchenette which was required for washing glasses, etc used as props.
- v) Access to the allocated dressing room was in an area open to the public attending a show in the main auditorium, and which clashed with our own production.
- vi) Despite there being sound proofing up in The Studio there was a considerable amount of noise from the fairground in Millenium Square interfering with the production.
- vii) It was noted the some of the theatre staff, in particular Simon Stockton, were very helpful in trying to sort out some of the problems

It was agreed that the issues relating to noise interference and the lack of privacy with regard to dressing/changing rooms should be given in any feedback to the theatre.

5. CURRENT PRODUCTION

Gillian advised the meeting that she asked Leah if she would be willing to co-direct the up-coming production with her. Leah said she was thrilled to have been asked and was very much looking forward to taking on the role of Assistant Director. The committee agreed wholeheartedly to this move.

The following issues relating to the production were noted

- i) The publicity image agreed with Stage Scripts was currently on the Cos website
- ii) The Carriageworks had not yet confirmed a start time for the performances or advised on publicity material required in the theatre
- iii) Gillian indicated she would follow up the wording of the synopsis of the play with Stage Scripts
- iv) Gillian and Leah would discuss production aspects and then make formal contact with the theatre regarding times, etc. A formal booking would need to be made and Rachel indicated she would send copy of the booking form for the last production through to Gillian for completion and submission to the theatre.
- v) The dates for the production had been agreed as the 20th/25th June with the 'get-in' on the Monday and dress rehearsal on the Tuesday
- vi) It was noted that the License had already been applied for and had been received

- vii) An initial approach had been made to cast members of the last production with regard to their availability. Due to holidays some would not be available.
- viii) Mandi had indicated she would be will to do props during the run of the show
- ix) Joanna had indicated her willingness to prompt if she was not cast
- x) Gillian had made an approach Dan Dainter with regard to stage managing the show but she had not had any response.
- xi) Paul Harding had indicated he would be willing to stage manage but would not be available for regular rehearsals until after the Lidos production of Legally Blond.
- xii) Rehearsal rooms had been booked - 13 at Unity Hall and 12 at The Carriageworks
Launch night schedule for the 15th March and auditions on the 17th and 22nd
- xiii) Gillian expressed concern that she might struggle to find men for the production although there were only three male parts
- xiv) Discussion took place around the budget for the production and it was agreed that this should remain the same as for the previous production, at £2,500. Gillian indicated that she did not anticipate she would need to go beyond this figure. She had already been given some items of stage props.
- xv) It was agreed that the ticket price should remain at £13 - the same as the last production.
- xvi) Rachel agreed to send an e.mail to all members of the society regarding the launch night
- xvii) The audition panel would consist of Gillian, Leah and Paul Harding
- xviii) It was agreed that both publicity posters and flyers would be produced for circulation and display in the theatre as well as information being posted on the website
- xix) Gillian was making arrangements to meet with Rachel Savage to discuss issues relating to the theatre hire

Rehearsal Rooms – Prior to the meeting Leah had circulated information regarding availability of rehearsal space at The Playhouse. Whilst bookings were taken on a four hourly hire basis there was facility for free hire at short notice. It was agreed that should any last minute rehearsal space be required an initial approach would be made to The Playhouse.

6. FUTURE PRODUCTIONS

- (i) Lara had expressed an interest in producing a Green Room event in September. This might be something which could be held at Unity Hall, which seats up to 60 people
- (ii) The play reading committee have some plays in hand but discussion on these was currently on hold due to other commitments
- (iii) Leah indicated that she would be willing to organise a fund raising event in September.

NEXT MEETING

Rachel thanked everyone for attending the meeting and confirmed that the next meeting would be held on Wednesday, 30th March, at Browns. Elaine tendered her apologies for the next meeting.