

COSMOPOLITON PLAYERS COMMITTEE MEETING

Minutes of the meeting held on **TUESDAY 24th October 2023 at 7.00PM**

PRESENT	Carolyn Craven	Leah Curia (From 8:15)
	Elaine Jackson (Chair)	Emma McGrath
	Gillian Myers	Jan Morrell
	Nick Thatcher	Lee Sharratt (From 7:30)

IN ATTENDANCE: Louise Bullock (Clerk)

1.00 Apologies

1.01 Apologies had been received and accepted from Lara Woodhouse, and Diane McHale-Fannon. Lee Sharratt, and Leah Curia would be late for the meeting.

2.00 Minutes of the meeting held on 5th October 2023

2.01 Jan proposed and Gillian seconded agreement of the minutes subject to the below changes.

3.00 Matters arising from the Minutes

3.01 The date of the meeting was to be amended

3.02 3.02 – Gillian had donated £40 to Barry’s funeral fund and £40 to Pam’s Elsie’s funeral fund.

3.03 5.12 – Cara had asked for a set of photos for the Carriageworks. LCAN had asked for a set of photos and Carolyn had sent them to Matt.

3.04 5.a.03 – remove payment part.

3.05 6.08 – remove to save money.

Actions

3.06 **Correspondence/communications (Minute 5.06 refers): Action closed.**

Horsforth Museum Actors – Carolyn had checked with Horsforth Museum and they had managed to get the cast required through Horsforth Players.

3.07 **Correspondence/communications (Minute 5.07 refers): Action closed.**

Jan agreed to email members of the society – as actors for Horsforth Museum were no longer required, this action was closed.

3.08	Correspondence/communications (Minute 5.16 refers): Action outstanding.	Carolyn
	Sustainability policy - Carolyn had not managed to update the policy due to her recent holiday so this action remained outstanding.	
3.09	Treasurer's report (Minute 6.04 refers): Action outstanding.	Carolyn
	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 was still to action this due to her recent holiday.	
3.10	Treasurer's report (Minute 6.06 refers): Action outstanding.	Gillian
	Gillian requested that Carolyn pass her contact number on to Louise to arrange delivery of the bowl - Carolyn had been unable to contact Louise due to her recent holiday. Gillian agreed to contact Karen Waddicor.	
3.11	Treasurer's report (Minute 6.07 refers): Action complete.	
	It was agreed that £2,000 would be transferred across – Gillian had transferred £2,500 into the higher interest account. The committee were happy to retrospectively approve the amount transferred.	
3.12	Carriageworks takeover day (Minute 7.05 refers): Action complete.	
	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 had emailed members and some quotes had been provided.	
3.13	Carriageworks takeover day (Minute 7.09 refers): Action complete.	
	Nick volunteered to draft a rota following responses from members – Nick had drafted a rota.	
3.14	Carriageworks takeover day (Minute 7.10 refers): Action complete.	
	Carolyn agreed to publicise the event – Carolyn had publicised the event.	
3.15	Updates re the Society's Constitution, Social Media, Diversity, and Child Protection policies (Minute 8.02 refers): Action complete.	
	Matt Hills had submitted some alternative options to the Constitution for consideration by the Committee. Carolyn agreed to email the proposals to committee members to read and to revisit the item in the next meeting – this would be discussed under item 9.00.	

3.16	Updates re the Society's Constitution, Social Media, Diversity, and Child Protection policies (Minute 8.05 refers): Action complete. 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 – copies were passed to the Chair to sign.	
3.17	Updates re the Society's Constitution, Social Media, Diversity, and Child Protection policies (Minute 8.07 refers): Action outstanding. Still to be actioned.	
3.18	Social events (Minute 9.02 refers): Action closed. The social committee agreed to put forward proposals to the wider society – this would be discussed under item 10.00.	Carolyn
3.19	Social events (Minute 9.03 refers): Action complete. Leah agreed to enquire about use of the Playhouse and to notify Lee – this had been completed and is minuted under item 10.00.	
3.20	Other business (Minute 10.01 refers): Action ongoing. Lara would provide the times to Carolyn to publicise online - Action still outstanding.	
3.21	Other business (Minute 10.02 refers): Action complete. Jan had notified Nick of the Noda workshops. It was noted that Nick was also interested in other workshops, so Jan agreed to notify Nick of any LCAN workshops.	Lara / Carolyn
3.22		
3.23	Other business (Minute 10.03 refers): Action ongoing. Noda medals - Action still outstanding.	Carolyn
	Other business (Minute 10.03 refers): Action ongoing. Shakespeare recording from Cos Capers - Still to be actioned	Carolyn
4.00	Other items for discussion not included on the agenda	
4.01	Gillian wished to discuss something relating to Finance and agreed to discuss this under item 7.00.	
4.02	Firearms and Guns would be discussed under item 11.00.	
4.03	Plays would be discussed under item 11.00.	
5.00	Correspondence/communications	
5.01	Jan had received information from Les Smith about the Noda Gala weekend at Bridlington. This had been distributed to the committee. Carolyn agreed to create a cover article and Jan agreed to forward the information.	Carolyn / Jan

5.02 Jan had received some requests from three people interested in joining the Cosmopolitan Players. She had notified them of the current situation with the society and had sent information about the Carriageworks Takeover Day. They had been asked to make themselves known to members there on the day.

5.03 Gillian had received a thank you letter from the Cancer Research charity for the society's recent donation following Barry's funeral.

6.00 Press & Publicity Report

6.01 Carolyn had not been in a position to resend the photos to Matt Stirk and agreed to action this.

6.02 She had been working on the website to make it more interesting.

6.03 There was nothing further to discuss around Press & Publicity other than the Takeover Day which would be discussed under item 8.00.

7.00 Treasurer's Report

7.01 Gillian notified the committee that she had transferred £2,500 to the deposit account. The deposit account contained £2,617.34, and the current account contained £1,347.36.

7.02 Gillian had contacted the society's current insurance company and the cost had been reduced to £194.25 plus a £10 admin fee, which was a saving of £152.

7.03 The funeral for Colin Martin would be held at 2pm on Monday 6th November at Bardsey Church followed by refreshments at the Bingley Arms. Jan, Carolyn, and Bryan had agreed to attend. Gillian Myers agreed to arrange for a donation from the society for the family's chosen charity. Gillian agreed to send a card to the family on behalf of the society.

G Myers

8.00 Carriageworks Takeover Day

8.01 Emma had queried the times for the society presentations, and they had been confirmed as correct. She had queried whether boards would be available for the society to put up a display but had not yet had a response.

8.02 She had asked about a room plan and there was nothing in place as yet. Due to the enquiries, Matt Stirk had said he would email societies involved on Tuesday 24th October 2023.

It was thought that societies would need to bring their own things and put up their displays on the day.

8.03	Workshops Carolyn explained that the theme was a focus on bringing text to life. Participants would start by saying “It’s just an ordinary little box” and could then progress to more dramatic portrayals.	
8.04	For the short workshop it was thought that there wouldn’t be time for much script work, but there may be more scope to explore this in the longer workshop.	
8.05	Display The board/table would also need to be manned throughout the day. Jan had agreed to help with admin, and Gillian had freed herself up for both workshops. Jan agreed to email again asking for volunteers in one email, and a quote in the second one.	Jan
8.06	There would be a display, and Carolyn had put together some suitable photographs which would be put together with the quotes. The quiz had also been prepared and could be delivered in whatever space available.	
8.07	Q: What time is the theatre opening on the day? A: Staff are in from 8:30.	
8.08	Emma agreed to find out what time access to the Carriageworks would be available. Jan, Elaine, Emma, and Louise would be available to help once the times had been confirmed.	Emma
8.09	Carolyn expressed her concern that responses had been largely received only from committee members.	
8.10	Q: Could we forward plan for when auditions and rehearsals would be for the 2024 production? A: The launch and casting could potentially be planned for June 2024, with rehearsals potentially starting in July. We are unable to announce the production yet due to licensing.	
8.11	Carolyn agreed to produce a “Next production to be announced” sign.	Carolyn
8.12	Emma agreed to obtain a board from her work for use on the day. She said she would send a photo to Carolyn so she could plan the display.	Emma
8.13	Q: Who is printing these things out? A: Nick agreed to print out the quotes.	Nick
8.14	Leah arrived at this point, 8:15pm.	
8.14	Tshirts	

- 8.15 Carolyn had ordered tshirts for the committee to wear on the day. They were black with white writing on.
- 8.16 **Q:** Do we know the cost involved?
A: The dearest they will be is the cost on the leaflet, but Martin Isbister who works for the company was trying to negotiate a discount
Q: When will they be available?
A: Hopefully on Monday 30th October, but they will be available on the takeover day.
- 8.17 Leah said that she would be available on the morning and would respond to the email with firmer times.
- 8.18 The society discussed the difficulty in advertising the event through Noda despite members of Leeds CAN being members of the organisation
- 9.00 Update re. the Society's Constitution, Social Media, Diversity, and Child Protection Policies**
- 9.01 It was agreed to discuss constitution in the next meeting. The Chair summarised the amendments that had been made. She requested that the committee look at the constitution in detail in advance of the next meeting.
- 9.02 The other items would also be discussed in the next meeting.
- 10.00 Social Events – Christmas Get-together**
- 10.01 Lee thanked the society for accepting him back as a member.
- 10.02 He apologised for his absence at the last meeting and said this was due to his commitments to a comedy event in November. He agreed to share this with Carolyn to distributed to members.
- 10.03 The committee agreed that a room should be booked at The Carriageworks for Friday 8th December from 7.00pm to 9.00pm
- 10.04 Jan left the meeting at this point.
- 11.00 Any Other Business**
- 11.01 **Firearms and weapons**
Carolyn notified the committee that the society used to have a locked weaponry cabinet at Croydon House containing guns and various pyrotechnics. These had been disposed of with the exception of two guns, one which fires blanks, and one which was a prop gun. These had been used in Sherlock Homes. The gun which fired blanks had gone to Colin Martin to store.

Agenda

Lee /
Carolyn

11.02	Leah had requested to borrow the prop gun. Richard currently had the gun as he had been named on the risk assessment for Sherlock Holmes. The committee agreed that Leah could borrow the gun for Elementary Five Productions Ltd for use at the Leeds Playhouse from Monday 13 th to Sunday 26 th November 2023. Leah requested a letter from the society confirming that the gun was a prop gun in case of being stopped and searched by the police.	
11.03	The committee agreed that Elaine/Jan would draft a letter on the society's letterhead and send this to Leah.	Elaine
	Suggested Plays	
11.04	Gillian had found some plays on the Noda website and suggested a readthrough for a potential Cos Caper fundraiser. The plays were: <ul style="list-style-type: none"> • After Henry • Bill Bryson's Notes from a Small Island. It was agreed that the play reading group would be asked to consider these along with other potential plays.	Play reading group
11.05	YouTube Carolyn had been trying to obtain the link for the Shakespeare play on YouTube and asked Lee if he had access to the society's YouTube account. Lee agreed to check if he could access this. Carolyn requested that Lee liaise with her on when he would do this as Bryan would need to be available at the same time.	Lee / Carolyn
11.06	Policy Approval The Chair signed the following policies that had been agreed in the meeting held on Thursday 5 th October: <ul style="list-style-type: none"> • Social Media • Diversity • Child Protection policies The policies were returned to Carolyn to upload onto the society's website.	Carolyn
12.00	Future Meetings	
12.01	The next meeting would be held on Tuesday 28 th November at 7pm. Leah to arrange a meeting room.	Leah

The Chair closed the meeting at 9.10pm.