

Cos Committee Meeting: 30/9/21

Key Actions:

- . Apologies Lara Woodhouse, Emma McGrath
  - . Elaine Jackson propose and Jan Morrell second May and August minutes
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- . Rachel Bickerdike taking responsibility for monitoring secretary email in current absence of secretary
  - . Carolyn Craven looking into moving the membership fee payment section of the website to a more visible/noticeable space on the website - Ask Brian Craven if he can change it and move it to the front page. If not send out the message of where it is located on the news section - Choice of Action: Reminder on Facebook "please make membership payment on the news section of the website".
  - .NODA Natters - can be shared in the membership section of the website.

Finances:

- .Current Account £2996.25 - slightly up - Gillian Myers missed some amount left in PayPal from the last committee meeting.
- .Reserve account £116.07

Plays:

- .Need to secure the rights for Agatha Crusty and the Health Spa Murders: 22nd-25th June 2022 - Gillian sorting out the rights as Director.
- .Agatha Crusty and the Murder Mystery Dinner - License all paid for - Booking form needs submitting to The Carriage Works with License - Jan Morrell sorting that out.

Monday: 4hrs Afternoon, 4hrs Night

Tuesday: 4hrs Night

Wednesday-Friday: 6-10, 7:15pm start

Saturday: 1pm Matinee, 5pm Night

.Two roles for Agatha Crusty and the Murder Mystery Dinner filled by Emma McGrath - Lydia and Emily Cutts - Anna

.First Rehearsal starts Tuesday 5th October

.Steve Morrell, Stage Manager - Reading in for those absent in rehearsals.

.Louise Blackburn did get in touch with Tina Nutt to do lighting, who agreed. Lighting is quite simple.

.Elaine Jackson, Costume - Creating individual costume sheet for each character and asking actor what they can provide from the list:

-Actors need to do their own measurements due to covid!

-Carolyn Craven bringing tape measure for Tuesday 5th Oct' rehearsals

Props Manager - Ann Sadler asked, may not be able to do show nights but can organise and gather. Director - Jan Morrell can sort of show week

Prompt Needed! - Carolyn Craven has contacted Joanna Bucktrout - Action: Carolyn Craven to contact her again.

#### New Rehearsal Venue!

- .Concern about access - If anyone struggles to get there we need to offer lifts from cast/crew members
- .Provide public transport information to members/cast/crew involved
- .Plenty of parking Available
- .Slightly cheaper than The Carriage Works
- .Ability to store things but we will be charged

Risk Assessment Created by Carolyn Craven:

Decisions that need making on -

- .Signing in sheet
- .Lateral flow tests which cast/crew members are advised to do (not mandatory) before rehearsals. (Recommended twice a week when in final rehearsals.)
- .Insurance recommends currently to do it twice a week when in final rehearsals.

#### Publicity:

- .New photo used for brochure for Agatha Crusty and the Murder Mystery Dinner, due to not being allowed text on the picture which the current picture has.
- .Emily Cutts photo received for cast pictures
- .Emily Cutts' email to be given to Chair - Rachel Bickerdike by Director Jan Morrell.
- .Interaction on Facebook - emails need to be sent out to members with links to Facebook to boost interaction with likes and comments on posts so our posts are more frequently visible. You don't need to have a Facebook account to like something on Facebook - Action for future secretary.
- .Don't worry about printing materials at the moment.
- .Action: Rachel Bickerdike to contact Matt from Leeds Can about printing publicity materials.
- .Postcards to give out to cast members before Christmas.
- .Email advertising to email advertisement of Agatha Crusty and the Murder Mystery Dinner - Action for future secretary.

#### Secretary Appointment:

- .Gillian Myers' Sister has refused the position of Secretary for Cosmopolitan Players.
- .Elaine Jackson happy to take minutes at future meetings until secretary is appointed
- .Rachel Bickerdike happy to deal with correspondence until secretary is appointed

#### Social:

- .Leeds Can Awards - Commiserations to our nominees for the awards. You are all winners in our eyes and well deserved of the nomination.
- .Thursday 16th December - Christmas Party @ The Carriage Works (already booked).
- .Action: Rachel Bickerdike to ask Lee Sharrett if he wishes to take back on the role of Social Correspondence (without being a committee member).

.Brian Craven has been in contact with Lee Sharrett about our You Tube and he seemed interested, however, he hasn't been in touch with Brian Craven since to take it further.  
.Action: Rachel Bickerdike to contact Lee Sharrett in regards to this also.

.Next Committee Meeting Thursday 28th October at Browns - The Headrow, Leeds.  
.November committee meeting TBC.