



International Theatre Studio
Extra ordinary board meeting 13-03-2020
Held at the home of Sandra Sprawson at 20.10 pm

1. **Present:** Martin Curd, President; Carol Woolnoth, Sandra Sprawson, Vice President; Peter Brooks, Pat Kelly, Sheila Mellor, PJ Lopez and Diana King.
2. **Apologies:** Miles Rendle, Jane Cartwright and Ruth Baldwin
3. **Matters arising:**
 - i) **COVID-19.**

Following government advice and for the safety of actors, back stage people and audience, the president has decided to defer the spring production until a later date.

Action: Martin to cancel the hotel reservation.
Sheila to advise all others concerned.
Peter will continue with the rehearsals to keep the production fresh for the future.
Ruth to put a notice written by Martin on the website and send out a newsletter.
 - ii) **Payments received for tickets (re point i).**

It was decided that anyone who paid cash should be refunded. Payments received on-line we should ask that the card payments are not returned, but used for the production when we can put it on. Of course, if they do want a refund, we can't deny this.
 - iii) **Lark in the Park.**

Keep things as they are for the moment. Reassess near the time when more advice is available.
 - iv) **Murder Mystery**

The board decided to cancel the Murder Mysteries.

Action Diana to contact the golf clubs.

- v) **Next Play reading:**
It was decided to cancel this event.
Action: Ruth to advise El Candil about this (and all other bookings with them until further notice)
- vi) **Next board meeting:**
The next board meeting scheduled for 14th April will be cancelled. We will communicate via Whatsapp if needed.
- vii) Martin thanked everyone for attending the meeting at such short notice.

Meeting closed at 20:30 hours