



1 September 2014

Dear societies

I hope you had a good summer, though I know people have been hard at work on their forthcoming productions as well as other activities throughout August!

Congratulations to all those nominated for a Guild Award, it'll be a great show on Saturday and I hope to see as many people there as possible. Speaking of the Awards, I'd appreciate it if you can send me any production photos with the cast in costume on stage and details of your season next year where applicable. If you can get this to me as soon as possible that would be great.

The Guild AGM is on 8th September, and starts at 7pm and there are no rehearsals booked during 7pm and 8pm. This is to ensure that people can attend on the night without restricting rehearsal time. This does not mean turn up late or leave early, but gives members a chance to attend the AGM not just on behalf of the society, but as a member of the Guild.

We have had a good number of people put their name down to be on the Guild Executive as ordinary members, so thank you for that, however we desperately need a secretary. Chris Limb has done a brilliant job this last year, however she stepped in to the role at the last minute. Without a full Exec, we don't have a Guild and if there is no Guild, Leeds City Council will not deal with 12 individual entities, which means we will lose the resources we have. No rehearsal space, no discounts on theatre hire, no use of the workshop, no storage facilities. I appreciate that the Guild are not great at telling members what we're there for and we need to sort that out over the coming months, however it needs people to keep the Guild going. Please encourage your members to attend AGMs and Open Forums, and if you know of someone within your society who you think would be able to contribute to the wider running of the Guild either as a general member or as Secretary, please encourage them to step up, and speak to me as soon as possible.

A new access procedure for the workshop is due to be implemented, with members who need access to the workshop and/or the publicity materials on the shelves having to report to the office and duty manager, who will need people to sign in and be given access. The door code will be changed so that people can't just go down and that way, the theatre staff know who is down there in case of emergency. Anyone who doesn't sign in will be asked to do so, and if they do so again, access to the workshop may be restricted. I appreciate this may cause some inconvenience to start with, however we need to step up on both security and health and safety.

The theatre have also asked me to mention that the watercoolers in the rehearsal rooms are not for Guild use, they are supplied to full cot paying clients who use the venue during the day and some evenings. They will be covered up during the evenings, and they have said that the covers should be left on by the Guild societies. Any tampering with the covers will result in a bill being sent to the society who have used the room, so please don't mess with them.

See you at the awards and/or the AGM.

David Wheatley
Chair of the Leeds Civic Arts Guild