



42 GLOUCESTER AVENUE, LONDON NW1 8JD


WORKSHOP: 071-722 1728 • ADMINISTRATION & DISTRIBUTION: 071-586 4806 • CINEMA: 071-586 8516

23rd January 1991

Dear Cinema Committee member


Kathleen Maitland-Carter has handed in her resignation as Cinema Organiser, and the Executive Committee meeting held on the 21st January 1991 has asked for the post of Cinema Organiser to be advertised.

In order to ensure the smooth running of the Cinema, as well as clearing the administrative backlog, the Executive have decided on the following for the interim period:

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1. Tom Heslop and Tony Warcus will administer the Cinema in conjunction with volunteers who proposed themselves at the AGM (as well as any other interested members).
 2. Tom and Tony be paid two days each per week to clear up the administrative backlog and ensure the smooth running of the screenings. They will be present at, and arrange all staff for the screenings.
 3. The voluntary Cinema Committee will have a programming role WITHIN BUDGET (maximum £70 per screening), and take on responsibilities to ensure policy/job description of Cinema Organiser, to be submitted to the Executive.
 4. The Cinema Committee is an open voluntary committee, as are all other committees at the LFMC. The Committee could decide whether the one artists fee allocation allowed per month be paid to a visiting filmmaker/curator, or divided up as programming fees. This holds for the period until the new Cinema Organiser is appointed, and all artists fee allocations must be ratified by Executive.

Please note that the remaining artist fee budget until 31st March 1991 is only £307, and that prior commitments have already been made for this period including: a presentation from Warsaw, a Larry Jordan one-person show, and a Anna Thew one-person show.

All film bookings and publicity will be done through Tom and Tony. Film Distributors have been notified of this arrangement.



ALL OF THE ABOVE ARE TEMPORARY MEASURES UNTIL A NEW CINEMA ORGANISER IS APPOINTED. However it has been suggested that the Cinema Committee be a permanent fixture, meeting on a regular basis. Tom and Tony will shortly be contacting members to arrange the next meeting.

Anna Thews' proposal was read and discussed by Executive, and her suggestions were appreciated.

Best wishes

Sandy

Sandy Weiland
Administrator

