**Committee Meeting**

**03/05/13**

Present: Sam, Nick, James B, James Mc, Emily, Lyle, Jess, Nicola, Jacob, Will R, Chelsea, Emma, Liz.

Late: Matt, Lizzie

Apologies: Joseph and Will P

1. Accountability Meeting

- Very useful and ran smoothly.

- Ideally needs a clearer structure in the future:

- Previous show: thoughts and problems from company, thoughts, positives and problems from the committee.

- Current show: thoughts and problems from the company, thoughts, positives and problems from the committee.

- Next week we’ll follow this structure and try to stick to this timeslot (just before committee) even if committee can’t happen at the normal time

1. Will has cancelled The Birthday Party

- They’ve had some issues with a venue (the PAS cancelled at the last minute)

- Will had some welfare concerns for Tom who was very stressed about the whole process and was struggling.

- Also a very difficult slot in general as it is so close to exams and lands at an awkward and very busy time for everyone

- Sad that it won’t be able to happen but wont reflect too badly on the season as a whole.

1. NSDF Review

- Will very pleased with the success of the week as a whole.

- Two main issues: communication and apathy.

- Communication: in the future, Will is keen that if the Festivals Coordinator isn’t there that there is a committee member is assigned as being overall in charge of the week. WR suggestion that his committee role is changed to not include NSDF and that someone is appointed closer to the festival.

- Potential difficulty with this is that there might not be a committee member up there and appointing a non-executive member of the theatre to this role might be difficult.

- Will be further discussed in constitution chat

- Apathy: general attitude concern, Will feels that people felt able to get away with a lot and showed a lack of respect for the theatre as a company. Specific concerns:

- Packing and management of tools and safety equipment. Numerous things were taken that weren’t useful inappropriate, things were damaged and misused, things were forgotten. In the future, there needs to be more specific workshop times allocated to shows involved.

- Festival Staff: Kathleen Herron made some derogatory comments to Jerusalem cast members who were rightly upset. However, Pete rightly complained to Michael Brazier and one of the affected cast members received an apology.

- Nick Hughes also made a complaint about the audience behaviour in one of their shows

- Vans: both vans were damaged, one to £3000 and one to £800 – we’re only having to pay £500 of that damage but that is money that we don’t really have.

- These damages weren’t reported to Nick, Sam or Will at all and only found out once they were told by the SU.

- Cars: there was concern in the end that there weren’t enough cars for everyone to fit into but this was more of a communication issue and it proved that there were enough spaces.

- JB: At times people didn’t know who to goto as there were so many people with responsibility up there, a named contact would make the whole process a lot easier.

Points of Action

- Codified document for producers: ethics/what we expect

- Potential change of constitutional role

- Official signing out of tools system with workshop managers present when a large number of tools are taken.

1. Departmental Changes/Committee Changes

- Costume

- Cupboard difficulties with lock/access as estates are uncomfortable with it.

- Addressing it before the get-in even starts, if you are in there/using things.

-Ethos during get-out to organise the costumes you have used. Similar problems with other areas in the theatre, not just shows that are responsible for space, other shows using rehearsal spaces etc.

-Whole of committee need to ensure that it is left locked, contact Emily before going in, including production teams in theatre that week.

-Long term-try and look at getting a separate lock on there

- Treasury

- For the future, making finances clearer to the committee, ie, with regular updates on the situation

- This hasn’t happened this year but in some ways that was probably easier as the financial situation has been so changeable that it would have been very difficult.

- Also, at some times this has been useful as we needed emergency money that would have otherwise been spent.

- Workshop

- Massive signs outlining step-by-step rules for the workshop and defining do’s and don’ts and guidelines for how it should be maintained for the rest of the week. At the very least, the workshop should never be left in an unsafe condition (ie, nothing blocking a fire exit)

- Large image of the workshop while clean, captioned with ‘this is what it should look like’

- From now on, there will always be a workshop manager at each Thursday clean-up.

- Down to all of the committee to keep an eye on the state of the workshop, let Chelsea and Liz know whenever it’s in a state.

- Festivals and UNCUT

- There were some delays in getting publicity people assigned but this has now been resolved and Eve W-M and Ryan Bagnall are going.

- Aiming to address the balance of shows proposed with and without rights.

- Theatre Manager

- Would very much like to deal with the dank, smell of the theatre. James has arranged a meeting with maintenance to more clearly define what the University cleans and what is our responsibility. There is lots of scope whereby the Uni can provide more help in keeping the building dust, damp and mould free.

- For example, as long as they get a bin map they’ll be happy to empty all of the bins regularly for us.

- Some signage!

- Fundraising

- Sent an email to PWC, they’re tied in to sponsor us next year again (£2500).

- No longer exclusive to PWC so next year we’ll have the opportunity to chase some other corporate sponsors (everyone that isn’t Accenture or KPMG)

- Slightly difficult position to gain more from PWC as Blanche (old Fundraising Coordinator) priced what we offer PWC at £2500.

- Secretary

- Website! Aiming for first week of June

- Will work with Will to finalise

- Needs to be up and running before handover

- Tech

- Making sure tech training logs are available and completed.

- To bear in mind for the future; tech training is almost impossible during season shows.

- Publicity

- Questionnaire: now will be timed after all of the season shows and sent out to everyone who has booked a show.

- From now on, Lizzie and Jacob will ask producers who they think deserves a free ticket and base it on that. Currently, there are lots of people who don’t do much and still come along and claim a free ticket.

- Productions

- Accountability meetings have now started taking place

- Keen to build in welfare to his role

- Social

- Public Events!

- Working more closely with drama club

- Filling external slots as best as possible. Postgrads have now dropped out!

- Getting an afterparty for the boat party!

- Front of House

- Making sure the foyer look as she wanted it.

- Looking into a separate running horse look, to really prevent stealing

- More research into a new ticketing system

- Ticket pricing sign!

1. Fire Alarm

- Went off just before the show yesterday. Just to reiterate it is the responsibility of the front of house staff to set this!

1. Impact Campaign Update

- Rather than knock out the seating block we are going to replace the seats with ones that are newer, more flexible and removable.

- We will also got three movable seating blocks (fit 22 seats each) that can be used in or around the studio/rehearsal rooms or in the main space to create thrust or in the round staging.

- Matthew Bannister has given £30000 to use pretty much as we wish in conjunction with the Space Management Committee. Tim Brookesbank of the SMC has agreed that we can bid for upto an extra £30000 from them.

- All we need to do is fully explain what we think we need to improve the building, eg, corridor storage, washing machine, new walls in the auditorium, new glass on the front of the tech box, etc. All as long as the bid is accepted but Tim Brookesbank seemed very confident and is on the SMC deciding committee.

- Tim, Kevin Stroud (from Estates) and Matt Wilks would be likely to act as Project Manager over the summer as he is around (Matt’s successor would probably want to get involved at some point also).

- Between now and the bid deadline Sam, James B and Matt will be meeting to finalise the bid

- We’ll know on June 12th whether or not the bid has been successful but it’s likely that the majority of work will take place in August so this shouldn’t impact Edinburgh rehearsals too much.

1. MayFest

- Matthew Bannister, Edgar Wallner and are coming on the morning of MayFest and are keen to meet as many NSDF winners as possible.

1. Hustings

- Will need some laptops with software on them

- Everyone needs to be there at 12pm to start at 1pm

- Maybe ask Luke Mitchell to come in early

- Will need to really explain the voting process

9. Constitution

- Current official constitution is just a position list. Emma has made some changes to the format of what is in the document. Amendments:

Elections – quoracy figure, bye-election and interim officer

Meetings – two GM’s held a year

 - Approved!

- Staging Coordinator Role

 -Core of the role is get-ins and get-outs

 -Some awkward overlap

-Message Joe and ask what his opinion is on the role, aim is for feedback ASAP

-We want to reinforce in the constitution that the focus of the role is get-ins and get-outs unless they can suggest someone else to cover.

Productions

- welfare of productions

 APPROVED

Edinburgh and UNCUT

- no more NSDF

- welfare of uncut shows/Edinburgh shows

- name change

 APPROVED

1. Next meeting

Friday 11-1pm