Minutes 5th March 2013

Present: Sam Hayward, Nick Stevenson, Chelsea Wright, Liz Cornwell, Lyle Fulton, James McAndrew, Emily Heaton, Jess Courtney, Lizzie Franier, Jacob Hayes, James Bentley, Will Pimblett, Joseph Heil

Apologies: Nicola Fox, Matt Wilks

1.Alumni Network

Phil-what the alumni network is, how it can be used, about 230 members signed up, oldest member graduated in 1945, long history, stories being sent in, newsletters sent out, pretty much once a term, matinee organised for Boeing-Boeing, trust funds from an alumni point of view-long term. Trying to build up history of NT-visited uni archives, nothing from last 10-15 years. Promoting network, organising events, one of main things is building up ‘New Theatre History Project’ (provisional name), planning trip to archives in Easter, Lizzie to collect programmes/posters/flyers etc and put in handover for this to continue

Lizzie-started to collect 4 of each kind of publicity

Phil-important that website traffic would come through main website. Alumni would be important for workshops-i.e. Matthew Bannister-production workshop. Get people back in and build on it, can take more photos/publicise and this would continue, also good to have people in the industry. Anyone who wants to get involved should let him know. Anyone with ideas for events should also let Phil know.

James-publicising Edinburgh shows

Phil-will go out in newsletter and will send an email closer to the time

Jacob-link twitter and facebook

Phil-will set up a twitter page soon hopefully, email alumni@newtheatre.org.uk if any ideas/questions. Around 40 people came to Pillowman, recent alumni event for university had about 35 so there are good numbers attending

2. Funding

Sam-successful for testing for rig, booked in for first week of Easter. Application for SMC funding for studio in. NSDF-with 3 shows looking for around £2000, SU could not fund it, went to alumni office-looks promising, probably best bet at the moment, will still probably have to fundraise anyway.

James-are individual shows organising transport? TEC can hire larger vans-Will knows, will be found out

3. Wasted

Sam- profile photos/cover photos, keep push on statuses, flyering etc,

Jess- Ellie wants flyering to be done with Wasted for Stags and Hens

Jacob-Haussmans will start soon too, perhaps half of committee do Haussmans profile pics?

Sam- two techies needed for whole day

Will- PP needs a lighting designs, will probably not start tech work until 10am

Sam-someone on Thursday to set up a dressing room, Emily and Chelsea to change room. Stags and Hens to start at 7pm, 9.45pm on posters, will probably start at 10pm.

4. Estates

Sam- Painting yesterday in foyer, auditorium, toilets, carpet, tech rooms and workshop to be done. Stuff needs to be moved away from walls. Clearing as rooms are being painted on Friday.

James-post-its being placed on things getting chucked away, they will be broken up before hand, skip arriving Friday morning, leaving Friday afternoon. Will start the clearout Wednesday and Thursday, probably stored in corridor. Wednesday afternoon, job lists will be written for what needs to be taken apart etc, from around 1-5pm.

Sam-studio should be done for Wednesday for PP due to early arrival on Thursday

5. Impact Event on Saturday

Sam-Jamie arrives at 11, general guests arrive at 12, they will be split into 2 groups for tours, relevant committee members to chat to them-needs to last less than an hour. Sam and Matt leading two tours-guiding, Jess and Will in tech box, dressing rooms-James and Will-productions and Lyle workshops in studio, Workshop-Chelsea and Liz, Emily in costume cupboard

Liz- should it be important to have someone from Stags to discuss?

Sam- no because they only need to meet committee

Emily-important to meet to dicuss, also a resource to other societies etc.

Sam- committee meet at 9am, 7 minutes speech, 3 minutes questions. 2 minutes for each person to move. Will have refreshments also see an extract of Posh.

Wear casual-hoodies and possibly t-shirts, bring them and decide on the day. Potential donors, Matt will put updated Impact pack online and all should read/understand it. When money starts coming through, need to meet as a committee and talk about where money is spent.

6. Edinburgh Update

Sam-both have been applying, 3 offers so far. A month with alternating dates. Auditions 14th/15th March-auditions when this Thursday is over, publicity/tech will decide after Easter, with relevant people deciding.

Jacob-intending to run for publicity role

Sam-will probably take him out of the process.

7. Publicity

Sam-issues with deadlines etc?

Jacob-publicity meetings started, what needs to be on poster, when etc. Deadlines tightened up, 14 days for posters rather than 10 days.

Sam-concerns with how many flyers left over

Jacob-concerns with smaller audiences.

Emily- production teams need to push it to the cast that it is their show and should publicise

Sam- need to meet with team when moved in-cast/crew to publicise.

Jacob-if shows do not respect the theatre, they should come to a committee meeting to explain

Sam-could happen in some circumstances. Let him know if there are any problems with productions

8.Signage

Signs printed for theatre such as closed set etc.

9. Workshop

Sam- Accent workshops- 3 were suggested, Hull was suggested as main one due to amount of people going from Pub Quiz.

Workshop Workshop happened

Tech workshop will happen soon

James- a productions workshop at the end of the year for people who want to propose-‘how to put on a new theatre show’

10.AOB

James-NSDF 14 applications open

Nick-external slots soon