**Committee Meeting**

**14.11.12**

Present: Sam, James Mc, Nick, Will R, Will P, Jess, Wawa, Liz, Matt, Joseph, Lizzie, Steph, Nicola, Steph, Emily and Emma

Apologies: Lyle

1. President Update

- Manic few days

- Black Comedy is looking good and are ready to go! Hopefully they will feel as though they were supported through the process.

- Building: now ours! Fast move in process has left us with a less than ideal state of affairs. Ideally we’ll spend the next few hours returning the building to its ‘dream’ state – as clean as we’d like it and avoid slipping into old patterns.

- James and Sam are going to work on sorting out a routine/systems for the future to iron out individual responsibilities of each department.

- Plan for the rest of today: clean and clear

Workshop

- Is currently in a messy state following the Black Comedy get-in so most of this needs to be sorted by the cast but Steph and Liz will do some cleaning and clearing.

Foyer

- For tonight the ticketing system will be the same as in the PAS

- Room needs to be clear

- Chairs need to be laid out

- Photos need to be hung

Tech

- Box needs some clearing

- We need to check how the BC team are doing

Costume

- Emily is helping with Black Comedy so can’t do much on it tonight

- Emily or James will speak to James Hale about fixing the costume door ASAP

Corridor

- Ideally needs a mop as people have been trailing mud around carpets

Rehearsal room and studio

- Final sort and hoover if possible

Auditorium

- Seats need a hoover

- Stage floor needs a sweep