**Committee Meeting**

**28.11.12**

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

Apologies: James B

No apologies: Will R

Late: Will P

1. **1984 added performance**

- Committee consensus to add an extra performance

- To be pushed via facebook tonight - Lizzie

- An email with all of the info will go out ASAP – Emma

- Reservable as usual

1. **FOH Instructions for 1984**

- Committee need to arrive as early as possible as this show might be specifically problematic

- Cast members select people from the foyer to go onto the scaffolding

- People up on the scaff cant take any bags up with them - potentially a raffle ticket system and things stored in the office.

- Audience members come on from three different entrances

- After tonight’s show we’ll have a better idea of the best way to manage things: we may very well need an extra person on hand.

1. **External Slots**

- Sam, James Mc and Will sat down earlier and decided on dates: 9 in total (5 exam weeks, 3 in the summer – May 20th-June 9th and one at the end of the year)

- Will be added to the NNT calendar.

- Now that we’ve got the dates confirmed we can start publicising them as long as we’ve worked out what we as a theatre would like to do with the others (new writing, stars, etc)

- There was a discussion about whether or not we should run a show the same week as Lysistrata – if we don’t, that will leave us with 9 season slots.

- Wed 24th April – Sat 27th April are Lysistrata dates.

- We don’t need to decide this now but it’s something to bear in mind considering the fact that this season we had a reduced number of slots on offer.

- At the same time though we need to make sure that people are not overstretched over that time period as lots of committee may be involved – people will have to chose between the slot and Cascade which isn’t ideal.

1. **Get-in/Health and Safety Issues**

- Joseph: some concern that we haven’t yet had workshop or ladder training. At the last get-in he felt that there may have been lots of people unsupervised doing things that were unsafe.

- Ideally there will be some more workshops offered soon however, it was raised that at the moment we are pushed as a committee so timing things without overlapping is difficult

- In terms of ladder safety, Jess has spoken to Jules and she is happy for us to carry on as we are – teaching each other, as it seems to be working for us. In the New Year there may be a new system and ideally some certificates made.

- Workshop: both Liz and Steph are really busy at the moment and struggling to find a time for a training session – it might not be feasible until January. For now, they are working on a training on the go system and teaching as much as possible whenever they are around.

- Moving forward, it might be an idea for Joseph, Liz, James B and Steph to work out a system whereby some combination of them and also members of the rest of the committee are available for get-ins.

- Also, to allocate each show with dedicated ‘set realisation teams’ that are around for the get in in the same way as tech teams.

- At the moment, there are no full first aid kits in the theatre – James to speak to Jules ASAP

1. **General building issues/update**

- Lots of condensation around the building; estates are coming in this week

- Capacity of this room (studio space) is 57 people but you remove one person for each square metre of staging that is used.

- Will has spoken to University IT and we should be getting a connection soon.

1. **Productions Update**

- Ellie and Chelsea got a bit upset as they heard second hand that they got blamed for some wet rollers by members of committee. To some extent this might be linked to the lack of sinks in the workshop but at the same time, paint is very difficult to get out.

- Liz has suggested that in the future a fresh set of rollers for each show might be an idea to avoid this problem as they are not very expensive and would save a lot of time.

- In general, there have been some teething problems and miscommunication between productions and committee – it might be an idea to have productions give us some feedback at the end of the season.

- James new best friend: a theatre alumni who graduated in 1996 and is now a film and TV actor, he also teaches at the Drama Centre and is happy to come back in and do some workshops.

1. **UNCUT Update**

- Will isn’t present but there are some issues with them not currently being able to agree on a shared venue.

1. **Media Ball**

- Aiming for 200 but so far we’ve sold 120.

- Lots of people aren’t aware of the Thursday 5pm deadline

- Lyle is meeting with other organising heads to try and work out a negotiated date as at the moment lots of people might be missing out.

- Nicola will put some Media Ball posters in the foyer.

1. **Gala opening**

- Sam, Matt, Phil Geller and Andy have had a meeting discussing the gala opening and given it a provisional date of the end of March (just before the Easter holidays)

- Some part of it will need to be aimed at Impact donors, another at alumni and the rest for members.

- A week of events has been discussed to fit all of these events into a close timeframe.

- We need to really consider what show we place into that slot to make sure it’s something that really brings people in and also something that is appropriate.

- The suggested week is slot 4, the last week before Easter holidays.

1. **AOB**

- Nicola: keep reservations formal – try to avoid texting Nicola, just send an email!

- Complaints from the English department about the mess in the PAS - from now on we only have it booked for drama club so it should be much more manageable.

- Lyle: let’s have a Christmas meal!