**Committee Meeting**

**29/01/13**

Present: Sam, Nick, James B, James Mc, Emily, Will, Lyle, Matt, Jess, Liz, Lizzie, Nicola, Wawa, Emma, Will R

Late: Nicola, Joseph

Apologies: Steph

Intro from Sam

- Well done for a successful proposals meeting and a successful first semester.

- Feeling very positive about the term to come!

1. Aims

First draft has been created by Sam.

- We read through each point and made necessary amendments

Point 4: to offer constant ‘oversight’ – rather than support

Point 5: to ‘maintain’ – rather than create

 And which ‘is’ welcoming to all – rather than appears

Point 9: ‘members’ skills

- Suggestion to make these open to the membership and put the list up in the foyer. Start the list with ‘we strive to...’

1. Lots of Meetings!

Meeting with Tim Brookesbank

Liked our plans for the studio and rehearsal space. They are happy to get on board and help as long as we can plan 20k worth of work. From there we’ll need to fund £10000 of it (Impact) and they will match us with the rest.

- The two rooms might not need that much but it can be made up throughout the rest of the building

- Deadline for a detailed proposal of the third week of Feb. None of the money can be spent on equipment.

Meeting with Ed Hart

Billed as a budget meeting but also discussed space.

- By **the end of next week** we need to have submitted half a page of A4 laying out our aims for next academic year (2013-2014) and saying what we want that will be of benefit to ALL students. No harm duplicating some Impact ideas

- Suggestions: LED signage, open the foyer to exhibitions, subsidised tickets across the student body ie, vouchers for £1 off tickets that we reclaim the difference back from the University. Any other ideas to be put on the group ASAP!

- Overall, he said that he was happy with us and supportive of our plans.

Meeting with the Marketing Department (Lizzy McCaig)

In charge with the signage on our building and keen to at least ‘adapt’ our logo.

- Sam showed everyone the examples they’ve come up with

- We’d like to see what they look like with our colours incorporated more.

- Ideally all signs will be up by the start of our season so further images will be posted online (facebook/email, etc)

Meeting with Natalie Martin

Got in contact about ticket sales and how they can help us.

- They want to help our process to be ‘more fluid and professional’

- Suggested selling some tickets in advance at Portland Box Office.

- Online ticketing system also mentioned.

- Only an initial meeting – thoughts were generally positive as long as we get more details and information can be communicated clearly.

Meeting with Jules

Tech things need to be tested ASAP eg, weight testing the rig and checking the dimmers. We need this to be done when it won’t interfere with our season so ideally Easter.

- Would like some additional stages added to our FoH procedure (pre-show checklist and post show tidy up for example)

- Nicola to draw up a list.

Phone meetings

- Standalone theatre company, recent alumni – looking for an actress would like to speak at the AGM

- Paines Plough – touring theatre company hoping to expand connections with students. At the start of a process of getting a playwright to write for them and then offering the script and directional advice for free to student theatres they work with.

- Would like to tour a show here. Wednesday 6th or Thursday 7th March this clashes with Stags and Hens. Suggestion of a late-night performance (only 1 hour long) after Stags and Hens but obviously to here set is complicated so this might be difficult to accommodate. Touring a production of ‘Wasted’ – successful show and good networking opportunity for members.

- Sam to call back and specify tech requirements and stage dimensions to work out how feasible it is.

Meeting with Andy Shields

- Suggested two events for alumni/fundraising events

- Available dates fall either on the Saturday of Stags and Hens or during May Fest.

- Possible order if on the Saturday: 45 minute champagne reception in the foyer, look at the set of the main season show, watch a 20 minute extract of another show in the rehearsal room then leave.

1. Furniture Store

Visit today to get some stuff that is being delivered soon!

1. Waste disposal plans

Meeting with Cliff Hodge specifically about getting rid of larger set pieces now that we can’t have a skip (no where to park it, no access, looks ugly, etc).

- They suggested a large metal bin in the workshop that would be emptied weekly post get-out

- James gave them lots of other ideas and they’ve gone away to rethink but this is likely to be what happens.

- We can also plan large disposals in advance and have a skip come for a few hours to take away things.

1. MayFest

Big alumni festival, we’ve been asked to put on some sort of wide appealing activity.

- Last year it was an extract of The History Boys so this year it could be short bits of Frankenstein and building tours.

- Lyle in charge

1. Widening Participation

Asked to put on a skills workshop by the WP department. Matt W and Lyle in charge

1. NNT Workshops

- Exciting one last night and ones coming up.

- Departments need to plan workshops ASAP. Ideally they will be every two weeks.

1. Workshop manager role

- Liz suggested that there be only one workshop role as there were issues this year due to communication and splitting roles.

-Reactions: Communication issue may be linked to people rather than positions

We have to think about future committees and how competent a single person may be

We can’t realistically change the roles too much once someone has been elected but ideally Liz and the new person can work together to more clearly define their roles.

Important to encourage people to speak to Liz about the role in advance of applying.

Emma to double check an appropriate date with Luke for hustings, probably 10th Feb (UNCUT proposal date)

1. Drama Club Update

Brief meeting last night to talk over future plans.

- They enquired about future meetings in the rehearsal rooms

1. Meeting Times

Next Tuesday at 6pm – people FoHing Paradise will need to leave at 7pm

1. AOB

- Can everyone send Nicola FoH spreadsheets from earlier in the year if you still have them on personal laptops.

- Production pack sections still need to be sent!

- At some point we need to have a tidy of areas in advance of audition dates.

THIS WEEK:

- AGM tomorrow (yayyy!) all committee here at 11am

- Need to do tidying and polishing!

Paradise

- Sell tickets at desk as usual

- Souvenir tickets rather than the usual

- Load everyone onto buses together

- More details to come!