**COMMITTEE MEETING MINUTES –**

**31.10.12**

Present: Sam, Nick, Emma, James M, James B, Lyle, Matt W, Emily, Steph, Will P, Wawa, Liz, Joseph, Jess, Nicola, Will R

Apologies: Lizzie

**1. PRESIDENT'S UPDATE**

Alumni Event:

- Phil Gelller has been in contact about trying to boost the alumni network from 200 to 1000 members

- He would like an extra performance of the Pillowman (Saturday 15th Dec) followed by an alumni drinks reception (or something similar)

- Ideally at the end of term so it is specifically for alumni

- General consensus – committee happy for this to go ahead

Season Pass Clarification:

- They were on sale last week but only one person bought one

- If the price were to be negotiated what would be fair? Including UNCUT might be an idea?

- If we were to include UNCUT, with its seven shows that would add an extra £21 to the total cost so we’d still need to negotiate an amount – easiest not to include it as some productions will need to recuperate funds from ticket sales

- £20 – agreed price

- Emma to send an email out tomorrow pushing season passes – everything not including UNCUT – saving of a show and a half.

Building update and site visit:

- Now too late to have the builders paint the studio and rehearsal rooms the appropriate colour - we will have to do this ourselves as the soon to be studio is now white and the soon to be rehearsal room is now black.

- 18 sets of keys have been ordered. To begin with all of the keys will have access to all of the doors for simplicity.

- Issues highlighted: directors having unrestricted access to all internal rooms may be problematic eg, safe in the office, costume cupboard, running horse, etc and access to the workshop may be a H&S issue.

- This will be the preliminary system but if we have an issue this can be changed!

- Rehearsal rooms in their current state will have to be opened by one of us for teams to get access

 - Suggestions to resolve this: a code lock, leaving a key at the box office, etc. For now we’ll stick to committee involvement and again if it’s problematic we can make changes.

- Sam is trying to organise a site visit for all of those who haven’t yet seen the site – ideally on Friday.

The move-in

- Probably safest to assume that we won’t have full access until Saturday 10th.

- So far Sam has told Black Comedy that we may need until Sunday to sort things and their get-in might have to begin then.

- For now the first few days will be committee only but it might be the case that we decide at a later date that we need more hands on deck.

- The containers are being moved tomorrow (1st November) to the rear entrance of the theatre

- Ideally by the 14th November we would have purchased a till. There are a few other things that would be nice but might not be necessary.

- Ideally we will also have some artwork/photos up in the foyer.

- \*Jess to ask Nick Barker to take committee photos for us!\*

- Might be an idea for Emily to look into getting some costume rails ASAP so that during the unloading process some things can be unpacked – these could be temporary if that’s easier but looking for permanent ones needs to be done soon

Department budgets

- Reminder of the general rule: if you need something for your department it can come straight out of your budget. If you don’t have a departmental budget or you’re not sure if it fits in your budget speak to Nick first!

Impact Campaign Update

- Matt and Nick had a meeting with Andy Shields recently and have condensed our wants into five trust funds.

1. Edinburgh fund: next 5 years, £10000 a year, towards accommodation and show costs (up to £1500)

2. Rights fund: 25% of each season shows performance rights for the next 10 years

3. Fuel costs, insurance, MOT and running costs for a Nottingham New Theatre van for 10 years

4. NSDF fund: accommodation and travelling costs, £1000 a year for 5 years

5. Continuing development fund: Up to £7000 a year for 5 years, for workshops and professional development

- These funds add up to £125000 over 10 years (out of the potential £250000) the rest is currently set towards wish list items – approx £75000 on tech, £10000 on studio

Will probably be set up by the SU and then administered by us and future committees to make sure future generations can’t decide to change constitutions and what they’re happy to spend money on.

Concerns: could we make the money last longer?, there may be a dramatic drop if in five years there is no money left to support people then and we can’t predict where we’ll be in 5-10 years time, will enough of a legacy be left?, we need to make sure there is enough of an impact

Posters

- To confirm every single poster needs a purple banner including the uncut

- We discussed purple banner on flyers – need to have them on the back – potentially a separately designed one

- Emma to send Nick Lizzie’s new list of deals as this may affect budgets.

- Suggestion from Nick and Matt that it may be a long-term investment idea for us to buy a professional printing machine – but this is just an initial thought.

Drama club

- We would like to get it up and running again ASAP while we have so many keen freshers.

- Lauren would like to take a step back so Lyle is looking for people to take it on.

- Sam would like a room booked ASAP so that it can start off next week – potentially with a few members of committee to start things off with and then seeing who would like to take it on.

- To start it might be nice for James Mc, Lyle and Lizzie to lead it to provide some continuity from freshers fringe.

- Important to work on making sure old committed members and new blood merge together well.

Breakfast club

- Past tradition of people going for breakfast the morning after the after party – Sam would like us to sometimes go to breakfast.

Website

- Would like the set design section to be updated with some help from the relevant committee members and a quote from a designer.

- Same needed from costume and tech.

- Sam is almost done with the content – should be live soon!

Clarification of job descriptions

- There was some confusion over how the workshop and CSM roles divided. Have a look at the facebook as Sam will put up the agreed description of what exactly each person’s role boils down to.

- May need another meeting soon to confirm this soon.

**2. PRODUCTIONS UPDATE**

In the PAS

Tech - Antony is concerned that things are being unpatched – may have been Will’s fault.

 Jess has also got some emails saying that the PAS has been left messy from English dept.

 Concerns over timings of things

Set – James to make sure that their plans for the floor don’t cause any damage.

 Memory of Water set will be done quite near to the opening night.

FoH – Nicola happy so far; only 14 reservations so far.

 Ideally we will have some sort of mini running-horse system

 Nicola to write out a list of reminders/to-do’s in relation to the box office instructions.

 Nick to put up instructions about paying into cash machine ASAP

Publicity – Memory of Water poster will be collected on Friday

 Will R to get Dave and Phil to make something to put in the memory programme.

 We all need to push publicity!

Uncut – Casting was smooth and successful! 25 people cast

Will and Nick to have a big meeting with directors and producers to work on getting rights, publicity, etc

Possibility of doing one big fundraiser for a number of UNCUT shows to make sure they don’t have too much competition

**3. TREASURER UPDATE**

- Almost £600 profit from Freshers’ Fringe

- Capacity for Mercury Fur is approx 63

**4. EXTERNAL SLOTS**

- Will be discussed more next week!

- We’ve been approached by a number of people so far

**5. AOB**

Emily: concerned that some freshers may have got the wrong impression about the theatre based on how the after party went/was conducted – didn’t represent us as professionals.

- Would quite like a meeting where we discuss our aims and how we work to make sure that we’re happier with how we’re representing ourselves to new members.

- Examples: directors gave their casts’ alcohol backstage, joke initiations, lost of alcohol encouraged.

- Moving forward: making sure that in the future we conduct ourselves better!

- Emma to send out a mailing list email ASAP\*

- NSDF now want entries filmed – something we need to bear in mind

- We need to make sure people are members!

- Freshers’ fringe t-shirts need to paid for ASAP

**6. NEXT MEETING**

- Naming of Facebook groups, maybe changing them to Tech @ Nottingham New Theatre, for example.