**Committee Meeting**

**05.12.12**

Present: Sam, Nick, Emily, Lizzie, Steph, Jess, Will R, Will P, Wawa, Liz, Joseph, James Mc, James B, Nicola, Emma – Louise

Apologies: Lyle

Late: Matt

1. **Situation with the SU**

-Recent meeting with Ed Hart to address his newest issues.

- This year the SU have been much harsher with us than in the past

- Ed Hart brought up an issue with our finances and suggested our use of an unauthorised overdraft however, this is untrue!

- Anil accepted that he was wrong about this

- Important that we work as a team and make sure that we don’t do anything that they can bring us up on

- Nick: between now and Christmas we can’t afford to spend anything else from departmental budgets!

1. **Health and Safety**

Jules has been specifically harsh with us this season and has had an issue almost every week since we’ve had the new building.

- All complaining emails have Ed Cced into them so w have to really try hard to avoid these.

- 1984: the cage fell down however, this was human error and not something that we could have predicted. It was also an issue that there was only one Front of House member in the auditorium at the time – cant be let happen again.

- A number of people have commented on the way that the rats were treated ie, that they were shouted at, often left unattended, removed from the cage against Jules rules, etc.

- Sam: might be an idea to try and suggest that in the future James B organises meetings with himself, Jules and production teams to talk over all of the aspects of the show that could be a concern. That way James can feedback and make sure that committee are also aware of all of the potential risks.

\*James to speak to Jules to try and organise this ASAP\*

\* Will R and James Mc to work on an updated production pack over Christmas that will highlight that production teams need to provide info such as show length, front of house procedures, health and safety/risk assessment info, etc

- Ideally, this will be in place for The Pillowman (NEXT WEEK) so we have a trial run. James Mc to send info to Emma who will forward it to all of committee in an email.

- In general, it’s important for us to know as much information as possible for each show so that we can work out the correct emergency procedures.

- The emergency procedure needs to be practised to make sure that we have all experienced it and know what to expect. In line with this we may need to practise front of house procedures in case of no lighting, etc.

1. **Jerusalem Get-In**

Sam and James B received a complaint from Jules on Monday morning saying that the caravan was destroyed in an unsafe manner and that people were behaving unsafely.

- Ideally, it would have been gone by Monday morning at the latest as this was when the SU really picked up on and got angry.

- On the night, everyone destroying the caravan was wearing goggles and appropriate shoes and their main complaint was noise (loud music) but as soon as they asked this the music was stopped.

- One issue is that we could have brought a lot of the congestion into the foyer but obviously this would not have been ideal and the chassy was too large for that to have been feasible.

- Matt W: might be worth us sending an apology email/letter to try and clear the air.

- The actual issue is a bit of a lack of foresight and trouble shooting in advance.

1. **Get-In/Show Week Concerns**

Overall, it’s a bit difficult to strike the balance between ‘giving’ people the theatre for their show week and being overbearing.

- There is a mentality that once shows have their key they immediately feel they have free reign and no rules involved.

- Suggestions: James B to give sterner talks, having productions sign something maybe,

- We need to think about the fact there isn’t a separate lock for the office and so people have been letting themselves into the running horse.

- From the beginning of next season, James B needs to have a written pack clearly laying out the rules. James Mc can also make these clear at the first productions meeting of the season so that it is clear from the start.

How to make people respect the building and organisation more/punish:

- In the past there have been damage deposits but we can’t really do this as we can’t cash those, moreover, the producer would probably end up having to pay.

For now: potential padlock and sign on the door.

- Nicola gave Liz a bottle of wine for her birthday –

1. **General Recap since moving in**

So far we haven’t had the time to do lots of things we would’ve liked to as a committee however, a lot of this has come down to the fact that there has been very limited time and lots of unexpected things to deal with.

- There does seem to be a lack of communication

- Sam: all important decisions are being made within committee meetings

- Matt W: on the whole agreed however, the recent move by drama club (to audition people and therefore turn down others) was very disappointing and something that committee as a whole had no input into the decision.

Communication: we need to talk to each other much more! If there are any real issues that crop up put them into AOB as soon as possible

- we all need to know what’s going on and when – try to keep up info between departments but use your common sense.

1. **Jerusalem FoH notes**

- Audience entrance through cubby hole

- Three emergency exits

- Three people per cushion!

1. **Things we need to do:**

Before alumni event

- Foyer -> poster wall?

- Issues with appearance and availability of posters that show enough of the history of the building

- Matt W: raised the good point of the archive at KM with lots of material we could use.

- We need something up by the alumni event – mid ground would be putting up the posters from this season AND projector shining logo onto the back wall – this could be a solution until we can afford/decide on something more permanent.

\*Will P to rig projector ASAP\*

\*Emily Heaton to do slide show\*

\*Matt is going to buy purple and orange pain to paint purple bar top, doors at the top of the stairs needs to be done by 12pm so it dries\*

\*Matt, Liz Cornwell and Emily Heaton to fit changing rooms\*

\*Matt putting up show board\*

\*Matt, and Emily Heaton to put up disabled sign door\*

Changing room will have 3 cubicles.

\*Steph Warren needs to put up peg board by the end of the week and more need to be ordered\*

\*Furniture needs to be compacted by the end of the week and move the furniture from the corridor out of the way-Steph Warren is in charge\*

\*Mirrors need to be put up in the disabled toilets\*

\*Liz need to sort out loading bay, rules and regulation of parking outside the theatre\*

\*Need to think where we could park the van for the theatre\*

\*Will P and Jess Courtney needs to clear up the tech office by Friday, post on the group the code to get into the tech door\*

\*James B to sort door for costume cupboard and sinks

1. **Cascade**

- Workshops that will be happening: physical theatre and auditions

1. **AOB**

- Workshops need to planned further in advance, needs to be public event

- Positive meeting with Matthew Bannister-coming to alumni event on the 15th

- Wants to do his own alumni event 2nd or 9th of March-theatre must be clear and looking good, he will do a talk (clean and tidy for the 15th, finished for March)

- Coming for a dinner sometime in January-maybe meeting the committee?

To be discussed at the next meeting:

- Long term goals