**Nottingham New Theatre Committee Meeting Minutes –**

**06/11/2012**

Apologies: Nick, James B, Joseph

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

**1. Meeting Times**

Today’s move is only a one off but there needs to be a new massive doodle soon so that we can work out a backup time for our weekly meeting should a situation arise where we need one to be moved.

* Emma to set up a new doodle soon.

**2. Move-In Weekend**

- Following a chat with Maria it seems unlikely that we will have full access to the building on Friday evening but we will definitely have it from early Saturday to begin the unload/move-in process. The timings are yet to be confirmed but ideally we can start things at 8am.

- A full moving in plan has been made and is available to take a look at on the Facebook group – everyone needs to try and get familiar with this in advance of the weekend to try and make the process as smooth as possible. The list seems complicated but should be very time effective once we’re in the building.

Plan summarised

Phase 1 – Clear and clean. Committee will be split across each department to do a thorough clean of each of the spaces within the building. Then each department will need to mark out the necessary moves for getting their spaces back into action ie, ruthless throwing away, marking out an efficient organisational system, making a solid plan, etc. For example:

Workshop: throwing away whatever doesn’t fit into the storage space we have

Costume: shouldn’t take too long as the room will be empty. On moving in day James will install permanent rails with Emily.

Tech: the store is quite bare so shouldn’t take long but the box will also need tidying especially as it has some items belonging to the other departments in it.

Phase 2 – Group unloading/set up

Tech: The tech portacabin will be unloaded first!

- Kit put into big main corridor or directly into the store depending on what proves easiest

Workshop: This cabin has lots of large bits of set and furniture

- Boxes of tools will need to be unpacked into the workshop, ideally straight onto the pegboard.

- This will start with the largest items and move onto the smallest to try and clear the corridor as quickly as possible.

FoH: Set up!

- Till, computer and running horse will need to be set up

- Photo frames installed

- Queuing system set up and tested

Dressing room: Tidied and made comfortable

- Fridge needs to be installed along with a portable costume rail.

Costume cupboard: at the back so will be last to be unloaded.

- All of the boxes will need to be brought in and then gradually unpacked.

- Emily and James need to have a chat about prop storage to work out the best plan for these - might need to get shelving before the weekend.

Matt suggested us hiring a van for a big B&Q trip as quite a few tools and potentially shelves need to be collected.

Phase 3 – Finalising!

- Skip will be sorted by James

- Final check around: toilets, refreshments, tidiness, etc.

Things to be bought before Saturday:

Nicola has the bulk of items to buy but seems to be on it.

* Most of these are being delivered rather than needing collection

Sam doubts a van will be necessary as most things are being delivered/can be delivered.

\*Lizzie has suggestion us getting a big re-launch/opening banner – Sam will think on it – eg, ‘NNT back on campus!’

**3. UNCUT Update**

Will has arranged meetings with Nick, Lizzie and each of the uncut directors for later on this week/early next week to work out exactly what the formal plan is in terms of financial support and publicity guidance.

- Agreed on a flat rate of £3 (for both members and non-members)

- Will to make sure that each show gives Wawa and Lizzie 8 days of notice to make sure poster publicity and facebook events can be made.

- Current idea is to have a joint fundraiser for a number of Uncut shows together. Thus will avoid shows having to compete with main season fundraisers which will be held every week.

- The proposed date for this is the Thursday of ‘Night, Mother’ there may be an issue in that 1984 are possibly planning a fundraiser that week, date tbc

After parties? Last year cast gatherings happened rather than a large event but essentially this is upto the discretion of the production team.

‘Paradise’

- Just to confirm, there is an understanding that their fundraising efforts will be in the new year – separate to the joint event plans

Suggestion that we could use one of the external slots next season as a fundraiser for UNCUT

**4. NNT Ethos/food for thought**

A Google calendar would be useful to make sure that everyone is aware of all of the things that are happening.

- Emma or Will to update the Gmail and then ideally the wiki.

- Realistically, not everyone can attend everything!

- Committee workloads: for now they seem to be quite evenly balanced but it might be worth reassessing this soon to see if some change is needed.

- Emily would like for us to at some point discuss our aims as a committee and hopes for the future of the theatre, our image, etc.

- Moving forward from the Freshers’ Fringe after party, we’ve got to strive to keep ourselves as open and accessible as possible.

- There are always going to be people who might not want to attend parties but will still feel a part of the theatre – this will become clearer once we have a building and workshops up and running.

- Making socials more accessible is important! It might be worth us thinking more about afterparty locations in the future.

- Our role is to try and make sure that afterparties are well attended by both old and new members and that we are there to make sure people feel welcome and comfortable. Suggestion: theatre parents event – probably not necessary.

- It’s important that we make sure all nights we’re associated with are good so that people want to come and don’t just feel obliged to.

- Positive: we have a big group of keen freshers who are very keen to attend things and be a part of the theatre.

**5. Productions Update**

- Reminder that committee should be going through the producer rather than pushing to speak to someone else in the production team who you might know better.

- Language in programme notes – might be an idea that programmes go through Lizzie and Wawa for checking first.

- Suggestion that we put some sort of age guidance on publicity to ensure people are aware of content in advance. These could be decided by producers, James, etc – will be revisited.

To bear in mind for upcoming shows:

- Mercury Fur cast were distracted by talking in the tech box during the matinee

- A performance in progress sign is needed

- FoH should know more about productions (running time, etc)

**6. Drama club**

- Preliminary meet next Wednesday and then there is a room booked until the end of term.

- As PWC sponsor seats, organising a trip to the Hippodrome or the Old Vic will be looked into.

**7. AOB**

- Jess to bring her camera on Saturday for committee photos for the website.

- The new site is still waiting on set design and tech.

- Matt needs quotes ASAP

- Sat 17th, Meg to do a drama school workshop

Publicity managers:

- Have worked but no one has been motivated to flyer – everyone who flyers gets in free and maybe a raffle for flyerers. Matt suggested advertising in SVC.

- Casts need to flyer as well