**COMMITTEE MEETING MINUTES –**

**17.10.12**

Present: ALL Apologies: NONE

**1. PRESIDENT'S UPDATE**

**Site progress:** Sam visited builders this week!  
Studio: electrics will cost us an extra £1000 so going to have to be put off until we have the funds as this can be done later.

- For now, will just be black walls, black ceiling and concrete floor and some form of lighting.

- Capacity is still under question as there is only one door but Jules can't confirm this until she's done a walk around. We might have to move the studio space into the other room at some point as this has two exits - not a decision we can make yet.

Update on finish date: still planned for the 9th but they may be doing final painting jobs over the weekend so it'll be a case of us working alongside them for those few days. Definitely out by the end of the weekend and confident we can have that first slot in the theatre  
\*we can't access any of the space for building set or PAT testing electrical equipment in advance of the 9th  
  
Stage floor: now has some damage as the roof was left not watertight but this will be repaired/replaced before we're back in  
- James Bentley to send an accurate description and quote over to Sam ASAP so this process can be started  
- carpet will also be valeted  
  
Signage: still in chats with Maria so not yet decided  
  
**Ticket pricing:**As agreed recently £4 for members, £5 for students/staff and concessions and £8 for public  
- Nicola has done some research on local companies and comparable theatre groups and had a chat with Lakeside about it earlier today who said a higher price sounds reasonable  
- Jess suggested adding a concession rate for OAP's -> suggested at last meeting  
  
Publicity manager offer? Ideally to avoid complication when it is 'your' show week you get a free ticket and the for the shows you flyer for you get a half price ticket.  
- Lizzie's concern is that there isn't currently a space for people to come and collect things BUT meetings can still be arranged so it should be fine  
  
**The Tab:**  
Has asked for a comment from all directors and from Sam to write an intro about NNT.

- Do we want to be affiliated with them?   
Pros: enormous audience of students, no publicity is bad publicity, opinion based so unlikely to actually damage our repetition, huge readership even at this early stage|

Cons: some people have questioned the quality of articles so far  
  
**Andy Shields**:  
Sam has explained the SU vs university situation to him with regards to the space and they've had a chat about it. There's been a meeting between his boss and the boss of the SU about it so the situation has been escalated. We'll hear more when Andy is back from holiday  
- He's keen to keep receiving lists!  
- Matt and Sam are coming up with another list (based on shopping lists) and trying to come up with separate fund pots which might be useful eg, touring fund, rights fund, etc

**2. PRODUCTIONS UPDATE**

During the last productions meeting the Tab was spoken about as well as other opportunities to boost publicity and reviewing opportunities (contact LeftLion), contact relevant departments, etc each week  
  
Productions pack was sent out recently and is still out of date  
- Will's suggestion is to put it on the wiki so it can be edited as a group over time  
- Matt's suggestion is to rewrite it from scratch and reorganize it in a more useful and convenient way  
- Lizzie's suggestion is incorporating a checklist for different stages towards a production to let producers know what they've done and should b doing  
  
General note: we all need to have a big presence over the first few shows!  
  
**3. UNCUT update**

Issue rose that there is an overlap between first uncut show and second season show – must publicize each other in programmes!  
- Idea suggested to push Moon a few hours earlier so people can make both however, consensus is that there should be consistency in starting times  
  
- Each director is at least in touch with or has confirmed a venue  
- Lizzie and Will are in the uncut group to deal with questions that might come up  
- Lizzie to make a Facebook event for the auditions  
- Might be an idea to hold joint fundraisers for main season and uncut  
  
Matt: each uncut show should have a Kickstarter page and show effort to fundraise  
  
Eve and Tom Tolond are after producers - Emma to put into an email this week  
  
**4. H&S UPDATE**

- Meeting with Jules last week - risk assessments specifically for tech and workshop need to be written ASAP  
- Each show also needs one in advance (2 weeks before) James to be in charge of ensuring this happens and scheduling meetings with producers  
- Emergency producers are probably going to change - once the building is completed a policy can be written  
- Shows will need to let a relevant member of committee know if they bring electrical items of their own into the building so that they can be added to our temporary insurance  
- Ladder training ASAP - in the space  
- Weight testing the rig needs to be done - Will to talk to Jules about the SU paying for it - probably over Christmas  
  
**5. FRESHERS' FRINGE**  
Looking like it's going to be very good - high quality pieces - half way session very successful  
- Can James list each piece on the group  
- Wawa to order Freshers fringe tshirts! Lyle to ask for sizes so they can be ordered ASAP and then to make an event  
- Jess to make a poster ASAP  
- Lyle to book Savera's for 85 people!  
- Tech and dress running times need to be decided so people have the option of going to uncut auditions  
  
\*Nicola has enquired about storing the running horse stuff somewhere and so far hasn't had much success  
- Matt's suggestion is to ask Anthony for use of the storage cupboard in the PAS  
  
**6. TREASURER UPDATE**  
Will have more to say once season kicks off!  
We really need to support fundraising efforts by shows this season as some have large fundraising targets.  
  
- On average this season we need to sell about 40 member tickets a show to hit our targets so it's important to push each show!  
- Still awaiting payment from one of the Edinburgh accounts so we're currently in debt. Nick is trying to separate Edinburgh accounts so that in the future we look more positive.  
  
**7. COSTUME WORKSHOP**  
Went well - about 16 attendees  
Lots of freshers  
Hoping to do a follow-up in two weeks  
Sam is keen for anyone who can to organize something ASAP  
  
8. Ticketing meeting  
Lakeside explained the system - state of the art but really complicated  
Does more than Nicola originally thought it would  
Each member organization endorses each other as partner logos appear on tickets  
Keen for us to be involved  
Members pay to be in the consortium (lakeside, playhouse, dance4 and someone else) - costs to us are not confirmed as this sold be based on our turnover  
Would grant us lots of professional experience and build our connection with them  
Once the system is installed and set up, the process of selling a ticket is fairly quick and simple enough.  
Massive process so might take a few months to set up  
Jess queries if it is worth numbering seats, Sam says not at the moment but potentially in the future  
Lizzie mentions we thought about naming seats in Lakeside meeting  
  
Lizzie to call printing companies, then Temple, about potential weekly discount on A6 flyers and posters, different quotes for types of paper  
Lizzie to send Matt information for future fundraising purposes  
  
Should production teams have a say in their tech team?  
Lizzie asks if there should be a more organized manner of assigning operators for tech teams  
Could be problematic if people aren't on Facebook at the time of the signing up for things  
There are always later opps that pop up  
  
9. Sam has organized a site walk around to take a  
  
10. PWC  
Matt has been talking to Melissa from Andy Shields department who says we can put on a bid for 10,000 pounds but they want naming rights to potentially rehearsal room, studio, seating  
  
11. AOB  
Jess needs contacts to organize shadowing in Nottingham theaters  
  
Lyle to take Nick to Media Ball meeting tomorrow at 5  
Lizzie: also clashes with uncut show  
  
Nicola: to design new tickets or order more of the old? general consensus to leave them  
Matt says we all agreed last time to redesign them, Nicola to play around with some basic designs  
  
Season passes to be discussed at the next meeting  
  
Capacity for Freshers' Fringe: estimated figure is about 50 but this needs to be confirmed  
  
12. Next meeting  
Ideally on Tuesday as Sam will be away  
- put season passes on agenda