**Committee Meeting**

**21.11.12**

Present: Sam, James Mc, Nick, Will R, Will P, Wawa, Liz, Matt, Joseph, Steph, Emily and Emma, James B

Apologies: Lizzie, Jess

Late: Nicola, Lizzie

1. President Update

Issues with the building:

- Recent chat with Maria and agreement that the builders will deal with the mould in the auditorium. There is also some salt coming out of the walls (bricks) solution being thought of.

- Mouldy flats? Not going to be paid for as the contractors argue that they spent more than they were contracted to on additional jobs.

- Cleanliness:

Moving forward we need some sort of rota/routine for making sure things are kept clean

Ideally, some signs to remind people to keep things tidy.

James B to ask estates about the bin situation

- Bin system (taking them out) might be a get-out job

- Checklist for every room to be made.

Last Week:

- Manic start but we got through it and the show went ahead so we should all be happy with ourselves!

Health and Safety:

- There were some issues last week after some confusion between Jules and Estates – in the end we were fine as Estates trumped the situation.

- In the future, we’ll have to try our best to make sure risk assessments are in ASAP to avoid any manic panics, pre-empt issues and keep Jules on side.

- As a general rule, if we see things that look problematic in terms of H&S fix it or tell James.

1. New Systems in Place

Workshop:

- Thursday cast and crew workshop clearing time, can be any time suited to the production. James to reiterate this in the next productions meeting.

- Once sinks are working things will be made easier

1. PWC

- Nick, Sam and Matt have met with a University corporate lady and are working on upping the amount of sponsorship give us.

- Tomorrow, directly after the Intro to Your Sponsor event, Nick, Sam and Matt are meeting with her to chat about upping amounts so we need the event to be well supported.

- Presentation starts at 1pm, ideally all of the committee will be there!

2. Front of House:

- Till now up and running! Only a few people know how to use it at the moment.

- Lock cash drawer once the show starts

- For now we have to keep the front door unlocked during shows.

Costume:

- Still needs some attention, once there’s a lock it’ll be easier to monitor.

Building Upkeep:

- We all need to do our best to make sure doors are locked when we leave

- Alarm code is 7193 – like an N.

Tech:

- Office and store are both roughly labelled now.

Productions:

- Rehearsal rooms booked through James M.

- Up and running now and in constant use: ‘keep em clean, treat em mean’

1. Treasurers Update

Mercury Fur and Memory of Water is made £830

Black Comedy £1125

- Both approximate and also higher than their estimates.

1. Publicity Update

- Some issues with productions not meeting deadlines.

- Lizzie has published a guide in the productions and uncut group which should help reinforce things.

- Season flyers will be here soon!

- Foyer sign from last year will be brought back in action over the next few days.

- Sign for outside of the building is being organised by Comms.

- If each show has two large posters (A1’s) they can go in the windows.

1. Workshop/Training Update

- Tech tomorrow at 5pm!

1. Haulage from Tec

- They are getting a bit annoyed at our constant phone calls to borrow things and Brian.

- To make life easier, ask for Tec things through either Joe (haulage) or Will P (equipment) so that we can keep track of things.

1. Media and Theatre Ball

- £25 a ticket

- People involved in The Pillowman will get £5 tickets

- For now, those in the UNCUT shows will have to pay full price but this can be changed depending on running time.

1. AOB

UNCUT After parties:

Essentially up to the show

If they want to combine with the main season show it is up to the two producers to decide.

UNCUT Fundraiser:

Ticket sales have gone really well so far so almost all UNCUT show budgets have been covered – time to organise one is running out.

Harry Potter @ Crisis

Sam Pinner has emailed Wawa to ask whether or not we have members interested in acting as Harry Potter characters. Interested people will be paid!

Lobby between stage left and FOH:

Is currently cream which is annoying – could we just paint it black for convenience? YES

Also, the coving above the door blocks straight flats

No writing on the wall in the dressing room! For now just signing posters.

We need to talk about external slots ASAP – next meeting!

Attendance at 10th Dec, UNCUT show may be shaky

\*TO PUT IN THE EMAIL:

Opportunities to have a look around the building

Saturday drop in from 1-5pm