**MERMAIDS IN CAMERA MEETING SUMMARY**

**2:00, 28th OCTOBER**

**SOCIETY ROOM D**

1. Attendance

 -1.1: Joanna Bowman (President), Natalie English (Vice-President), Laura Antone (Productions Treasurer), Beth Atkin (Marketing Officer) Cat Scott (Secretary), Annabel Ekelund (Box Office Manager), Al Gillespie (Engagement Officer), Michael Laird (Productions Co-Ordinator), Charlie Maguire (Barron Manager)

2. Apologies

 -2.1: Ryan Hay (Costumes Officer, till 3:00, class), Ali Saldahna (at home), Danielle Donnally (Technical Officer, in Edinburgh), Nataliea Abramowitz (Set and Props Officer, *Miracle Material* set making)

**Summary**

Discussed feedback on proposal meetings. We will make sure there are enough chairs in the room for the proposers to sit down. Make it as informal and relaxed as possible. Going to be making documents that explain what to do after your show is passed. Discussed logistics for Barron use. Priority given to shows going up sooner, push external space because the Barron is oversubscribed. Will be looking for more external rehearsal spaces. Clarify that bigger scale productions need to have bigger production teams. Clarify role of a stage manager. Create a document with guidelines for roles. Committee needs to be given prior notice before having a production stay behind at meetings. Two week rule on shows being reimbursed.

Mermaids have a section in Special Collections. We will continue to contribute to it. Discussed committee presence at events. Still working on alumni events. Any proposals received after midnight on the deadline will not be considered. Fresher’s Drama Festival rehearsals begin this week. Will be making joint programme for FDF and a timetable for the week.

Logistics for Christmas Ball. Online ticket sales are ready to go. Discussed possibility of raffle tickets for the queue. Entertainment for the queue still being finalized. Keep our push for Fringe Rep going. We all have to attend the next committee social.

Please do not contact committee members the night before proposals. Please email committee rather than message them. Discussed being women in St Andrews in theatre for an article.