

## MERMAIDS PUBLIC MEETING

6:00 PM 04/11/2024

LRR, UNION


### Attendance

- Merp
- PC
- MuST
- Art
- Costume
- As If
- Box
- Barron
- Ops
- Tech
- Xmas
- PT
- Verp
- Marketing
- Fringe
- Sec
- Wuthering

### Apologies

- *Sets*
- Engagements
- Action Raiders
- Much Ado (via PC)
- Wuthering
- DoSDA
- DoES

### Show Reports

Prospect Creek 

## The Crucible

- Blackboard problem™
  - Have asked the Byre and they said they don't want merms to lose the blackboard
  - Big clean up will happen at Ceres according to Erin Karn
  - Costumes said we can put the blackboards at the back of the OBS costumes for now until that gets sorted out
- Reimbursements updates?
  - PT: opening times aren't accurate, but if knock then may be let in?
    - Merp: general PSA - Cash Office is overwhelmed, so will be later.

## Art

- Receipts for Erin
  - Need to reprint one or two, but will get at the end of the meeting.
- Publicity things for Cameron
- Will get Ella to email Amelia!
- Feedback form? To be sent to cast and crew. PC sent on Friday.

## A Midsummer's Night Dream

- Transporting stage blocks from OBS - van run possibility
  - Took a taxi.
  - Was the van booked?
    - Wednesday 2pm van run for the way back.
- Can we have our final ticket sales count for tonight and how many so far for tomorrow?
  - 63 tonight, 74 tomorrow.

## Much Ado About Nothing

- Set and props list sent, RA also sent.

## Wuthering Heights

## As If

- Cast confirmed! Read through on Wednesday.
- Budget form? Risk Assessment?
  - PT will confirm.
  - Everything else will be redone closer to the time.

## Action Raiders

## Committee Business for Shows

- Merp

- Alumni Event 9th November in the Barron 12-2pm
    - [Come along!!! Free food guys...](#)
- VP
  - Congratulations to Art!!
  - Can't wait for Midsummer :))
- Secretary
  - Mermail deadline at 7PM!
    - [Midsummer, Xmas, Mertaes, Proposals](#)
- PT
  - Thanks for getting receipts for reimbursements to me, in the process of getting those reimbursements to you – limited cash office hours
  - If you need any help filling in cash book, come to office hours :)
- PC
  - Congratulations to Art, and also Midsummer!!
  - no office hours next week and please only message me for urgent things 11th and 12th of November
  - FDF contracts sent
- Barron Manager
  - Congrats to Art and Midsummer!! <3
  - FDF teams inducted yay
- Tech and Safety
  - [Master email on weapons and risk assessment is coming.](#)
    - [PC to collaborate.](#)
    - [Will send to Marketing for website.](#)
- Ops
  - All Barron slots are closed from week 9!
    - Last day for any Barron slots for sem 1 is 14th of Nov (#sad)
  - Ami and I are taking over Lucy's stuff for the time being until grease is done
    - We allow for pestering (within limits) at least for the next 10 days
- Christmas Ball
  - **[Get your tickets!!!!](#)** 🍷🎄❄️👤🍷🍷
- Box Office
  - need ticketing info from wuthering heights
    - [Wuthering to send on.](#)
- Marketing
  - My meeting with the Byre is this week. For anyone who has publicised a show in the Byre: please let me know if you have any feedback for how the Byre could have helped you in the marketing of your show.
    - [Before Wednesday at 3](#)
  - A few things for Much Ado
    - I did not receive any information for your takeover. If you would like to have one I need then I need you to fill out the takeover form and send me a profile picture in accordance with the information I sent to your producer last week.

- Please send me a Square, Stories and FB Banner graphic to put your tickets in events on platforms.
        - Wuthering: Please also do the same
      - Request for all shows: Please invite the relevant instagram for your show to be a collaborator more than you might think necessary.
        - Especially for your tickets out now post.
      - Reminder for all shows: Mermaids/FDF logo must be in all of your posts in addition to the logo for your venue.
      - FDF Shows you should have received an email from me on branding guidelines and general advice on marketing. If you have any question (but I also recommend) coming to my office hour at some point in the next few weeks.
    - Engagement
      -
    - Costumes
      - Much Ado, if you need costumes please email me!
      - Wuthering, please tell Rachel I am very sorry.
      - FDF if you guys want to check out storage, please email me by 10am on Wednesday
        - Same for grease!
      - I will be on the van run >:)
      - Art we will arrange a time to return things, again by 10am on Weds
        - Because I am on the Van run there will be no OBS trip on Wednesday!!
    - Set
      - Amelia will be attending van run this week with Much Ado and Grease <3
    - Fringe
      - Play Club is in the Byre this week; including Mermaids members from the 60s!

### **Affiliates section**

- G&S
- Must
  - Proposals Social and launch will be taking place on the 8th at 6:30pm in Beacon Bar!
    - There will be free Wine for members!
- Blind Mirth
- Comedy Soc
- Acapella Soc
- Inkligh
- Dance
- Revue

### **Other Public Business**

### **Committee Reports (In Camera)**

- President's Report
  - Proposal meeting **24th of November 12-7pm**
    - Wuthering Heights
      - [Could all go and see it together!](#)
  - General reminder
  - Alumni event 9th of November
    - Get your tickets here: [Mertales: Mermaids alumni panel event tickets on Saturday Nov 9 | Mermaids Performing Arts Fund | FIXR](#)
  - Remind teams about Monday meetings
- Vice President's Report
  - A reminder that my wellbeing office hours are Wednesday from 1-2 in Soc Room C
  - I will be sending an email to the cash office tonight/tomorrow morning so if you need any committee reimbursements please send me the info!
    - [Need receipt and bank details. Do it ASAP!](#)
  - Surprise time
    - [Happy birthday!](#)
- Secretary's Report
  -
- Production Treasurer's Report
  - Cash office Hours – does anyone have more info about when they are open
- Production Coordinator's Report
  - Action Raiders
  - Semester 2 proposal info all updated  
[https://universityofstandrews907.sharepoint.com/:w:/s/MermaidsCommittee2425/EdYmmuZQ0ORBt0IXyEb\\_m\\_YBKt7sqD8nPI6m1I8JaGyYRA?e=tMNLJz](https://universityofstandrews907.sharepoint.com/:w:/s/MermaidsCommittee2425/EdYmmuZQ0ORBt0IXyEb_m_YBKt7sqD8nPI6m1I8JaGyYRA?e=tMNLJz)
- Fringe Representatives' Report
  - 270 Days to Go!!
  - Never mind about overdue payment; Union Finance had proof of payment; I've sent an email to Darren to confirm.
  - Will be sending out presentation to attendees and those who asked for it.
    - [Could be sent to Marketing to website and also Fringe linktree.](#)
  - Proposal documents will be sent out following S2 proposals to avoid confusion.
- Barron Manager's Report
  - Nothing 2 report <3
- Tech and Safety Officer's Report
  -
- Operations Manager's Report
  - Nothing to report 4 real
- Christmas Ball Convener's Report
  - Finally met Chris!! Contract issues sorted
  - First ticket drop sold out
  - Card machine
    - [£23 ish pounds! For everything, but could be used for Merms.](#)

- Box Office Manager's Report
  - can someone cover box office tomorrow? i can message you instructions
    - Marketing / PC are happy to help.
- Marketing Officer's Report
  - Remember that if you can not have your office hours/need to change them to let me know by Saturday the week before.
    - If this changes let me know ASAP.
  - Prod Coordinator: when do you want me to start publicising the material for Proposals?
  - What do I need to do to get access to the Mermaids Canva?
    - Log into canva with the mermaids@ login (sends a code to that email) or send me your canva email and ill add you to the team - Box
  - Stickers!
    - Fringe Rep: Should be delivered tonight if not already
    - Engagements: Should be delivered by Wednesday
  - Alumni push - free!!!
- Engagement Officer's Report
  - *Backstage Shadowing*
    - Shadowing Forum taking place at the end of the month; let me know if you want to be included so I can prepare
- Costumes Officer's Report
  - @Marketing please can you publicise the story that there'll be no OBS trip on Wednesday? Probably on Wednesday morning so people hopefully realise. Thank you sm!!
- Set/Props Officer's Report
  - I'm taking the week off for personal/academic reasons
  - Will be back to my usual sets and props self on Friday
  - For van run, if you can get into the Barron we have pillars that are Byre stock that need to be returned, if not I'll take care of it next Wednesday
- Other Committee Business (in camera)
  - On The Pebbles.

Meeting Concluded:18:36.