**MERMAIDS PUBLIC MEETING MINUTES**

**6:00, 2nd NOVEMBER**

**LARGE REHEARSAL ROOM**

1. Attendance

     -1.1: Joanna Bowman (President), Natalie English (Vice-President), Beth Atkin (Marketing Officer), Michael Laird (Productions Co-Ordinator), Cat Scott (Secretary), Annabel Ekelund (Box Office Manager), Ryan Hay (Costumes Officer), Danielle Donnally (Technical Officer, ‘Cat on a Hot Tin Roof’), Beth Atkin (Marketing Officer), Nataliea Abramowitz (Set & Props Officer), Clarence Leong (‘New Youth’), Daniel Radzinsky (‘One for the Road’), Polly Windsor (‘The Pretentious Young Ladies’) , Hanna Lawson (‘Check Please’), Rahul Srivastava (‘Black Comedy’), Emma Mortensen (‘Twelfth Night’), Harry Johnson (‘East Coast Chicken Supper’), Cameron Wright (‘An Impromptu Performance’)

2. Apologies

     -2.1: Ali Saldanha (Christmas Ball Convener, flight cancelled), Laura Antone (Productions Treasurer, teching *The Drowsy Chaperone*), Charlie Maguire (Barron Manager, at *The Drowsy Chaperone*)

3. Minutes from Previous

     -3.1: On the Mermaids website

4. Matters Arising

     -4.1:

5. President’s Report

     -5.1: Met with Jillian to do final Fringe bits and pieces had all money paid out to us, will deliver a report at some point re: how the shows went at this year’s Fringe, applied to student projects fund for Shakes Festival funding, meeting w/ Kyle, Pat and Jillian, met w/ Ryan this weekend to talk re: costume loaning, Miracle Material was great, also saw Drowsy, would recommend that (blindfolded rollerskating!), Christmas Ball ticket sales this week, workshop w/ professional theatre maker on Wed (3:00), chat about proposals w/ Ryan at workshop on Wed, IP on Fri and Sat, recommend making trailers, look professional, workshop on Sunday, Blind Mirth tonight, G&S Ruddigore this week, first show in the St.Age space! Gearing up for the FDF next week, social on the Sat.

6. VP’s Report

     -6.1: Thank you to people sending emails to purchase strange things on union credit card, eg. your chickens have arrived

7. Productions’ Treasurer’s Report

     -7.1: I assume we still have money

8. Production Co-Ordinator’s Feedback

     -8.1: Freshers’ Festival: A week away, this time next week 20 mins from first performance, have BC and CP and PYL publicity, got an email back from TN and other, nothing from East Coast, e-mailed Annabel and Beth, get info to Annabel ASAP for quicker advertising, been working on guidelines document, should hopefully be available after proposals, will make things easier/clearer, proposal deadline Monday night

9. Subcommittee Reports

-9.1: Christmas Ball: Ticket sales this week, online ticket sales tomorrow at mid-day, get ready for the Union website to crash (it shouldn’t, hopefully)!

10. Show Discussions and Feedback

       -10.1: An Impromptu Performance: Show’s this week, hooray, props sorted, just have a couple bits of costume to get sorted, sorted out shooting guns, trailer out now, if event could be shared would be a big help, all going well, super excited, dress rehearsal on the Thursday – email Michael with time about when a photographer could come, Danielle – has tech returned? Is that OK, wasn’t there for rigging, had to cobble something together, director says its OK, think its fine

-10.2: Black Comedy: Finished blocking, taken care of sound and lights, props more or less sorted, producer has ordered electronic candles or something, lighting sorted, Buddha’s coming this week

-10.3: Cat on a Hot Tin Roof: Doing well, reception hates me, but get rehearsals booked, starting to get really good performances

-10.4: Check, Please: Going really well, Friday rehearsal getting everything together, one drop out last week, double cast, picked up really fast, sorted out publicity this week, one or two props and costumes still to come but going well

-10.5: East Coast Chicken Supper: Going well, just working on the first scene as its a mammoth of a scene, any guaranteed rehearsal time in the Barron before shows? Michael – yes, Barron pretty much all booked out for FDF next week, performance get in at 3:30, also time on Tuesday, should be able to do a dress rehearsal then, get in on the Wed, Michael will chat w/ Charlie for actual schedule

-10.6: Miracle Material: Apologies from Jackie – all went very well, pleased with the turnout considering everything going on in town this weekend and limited time for marketing. Laura should have an e-mail about closing the show.

-10.7: New Youth: Apart from rehearsals also looked at props and costumes, just started to come up with list, how to obtain/get things ready, directors met with someone from ENTS crew, talking about staging and lights, meeting went well, going well.

-10.8: One For The Road: Going well, decided to keep it the same re: TN billing, fairer for both shows, trust that Olly can do it, OfTR will be first both nights, Olly seemed happy with this, Jo will send him an email so he has it in writing, will use the credit card in the future, only around two pounds

-10.9: The Pretentious Young Ladies: Going well, getting people to rehearsals is a struggle but it’ll happen, just bits and bobs, it’ll pull together, have our hands on some crinolines, dresses also organised (Ryan), when to get props and costumes, Nataliea and Ryan will be in touch re: times, will be this week

-10.10: Twelfth Night: Easier to rehearse now people are learning lines, gathered costumes and props

Director’s note – how long is that supposed to be? One programme for the week, don’t need to worry about it, will just use forty word blurb

Michael to sort schedule tonight for final rehearsal slots, will e-mail Charlie, will be sorted by tomorrow and e-mail all FDF shows, start of the week priority to earlier shows

One for the Road – to email Michael rehearsal times so he can go to a rehearsal

11. Committee Business (public)

       -11.1: Danielle – has everyone contacted technicians, contacted producers on spreadsheet, Danielle will re-send to those who haven’t got it  
  
Al – SAND coming back! Informal session in the Barron dressing room, chatting about play ideas, fun space, want to try and do this once a month, this Thursday first meeting

Ryan – ensure dressing room clean after shows/use

**END OF PUBLIC MEETING**

12. Committee Business (in camera)  
  
Joint FDF publicity out soon – still waiting on some publicity even though Michael set deadline for Sunday – posters are important but as long as FB event goes up  
Annabel – had reviewers emailing asking how FDF works, what should I send them? Send schedule, explain how its for people new to Mermaids etc – stress no star ratings and positive light on everything/constructive – some publications no longer doing star rating/removed them  
Jo – cover photo of timetable and we can all change cover photos  
Event to go up for SAND workshop

Michael – show guidelines document, all send something, job in relation to what you do for productions, send ASAP, also anything you personally want included

Jo – put together technicians contract as part of M’s document, have technician and producer both sign it, worth reminding technicians part of the whole process  
Workshop on Sunday to be cancelled – next week (11th) no costuming/makeup workshop (Ryan)

Dundee Uni opera society premiere of Heathers, European premiere! We should promote this  
Will keep Wed meeting short after doing Mermaids stuff from early in the morning

13. AOCB  (in camera)

     -13.1: