****

**MERMAIDS AGM MINUTES**

**7:00, 13th April  
SANDY’S BAR**

1. **President’s Report:**

-1.1: Welcome to the AGM, run through of how tonight will run, speech, Natalie’s speech, then drink some wine and cast some votes  
  
Don’t now how I’m feeling, I might cry. Incredibly successful year, student projects, covered new ground, artistically interesting and diverse exciting year of shows, small cast s and massive casts, plays in al, sorts of venues, brave and inclusive, fun is not over, Sunday Shakespeare Festival starts, then there is Cloud 9 on Friday and Saturday, three fully funded productions to the Fringe and three affiliated groups, will have done 38 full productions and 12 AND shows, more than ever before, testament to hard work and commitment of committee and all of you, biggest and keenest bunch of Freshers in almost every show, Byre to the Barron, rebranding of the Freshers plays, broadened scope of the week, lots of people ready to take on bigger projects, engaged with postgrads as well, acting, writing, committee, Al integral in access – relaunch of SAND, new people onstage, student project creation, engage with more genres of theatre, weekly workshops, allow people to share their skills, broadening talent base, launched the Mermaids radio show, will be doing our first radio play in two weeks time, Annabel pioneered press passes, Barron remained standing guys!, great workshop, whisperings of a seating rack continue, invaluable, central to Mermaids work, Charlie and co diligent and intelligent in use of the space, I think we still have money, joint financial dream team, budget forms more useful and make sense, cohesive professional branding, Mermaids blue, website redesign etc, uniform social media, most comprehensive minutes and informative emails ever seen, Ali threw the best ball ever seen in St A, navigating Yik Yak, fantastic event, relationship with affiliated societies going well, inc. newly formed comedy society, I hope we’ve left ideas about what we can continue and do in the future, entire committee nothing short of brilliangt, challenging and inspiring, Kyle, Chris, Jillian and cash office made us vagley resonsible with money, bastion of complete and utter support (Natalie) time, passion and commitment, will talk about numbers and things I don’t understand now, unprecedented oppurtinity for theatre, take ever opportunity you hvae, thanks for everything, Live. The. Dream!

1. **Financial Report:**

-2.1: 6 figure turnover, important we’re as transparent as possible, Christmas Ball - £15,849.67 (fifteen thousand etc) profit, £12,000 of that for Fringe, other three thousand goes back into Mermaids, money goes to Fringe shows and the rest into budget for the Seashells etc, under budget in all areas, wine 6p under, put aside £8,000 this year for Mermaids’ birthday weekend, £1,000 on a huge social, free wine is the theme to this report  
  
Laura - Will have made over three thousand pounds – Equus made the most money this year, thank you for managing your shows well  
  
Biggest thank you to Jo Bowman, pretends to be incompetent, far from the truth, competent, amazing, wonderful, made my final year the most enjoyable , don’t tell anyone else, really want to say thank you

1. **Thank You/Handover:**

-3.1: Voted unanimously to dissolve the committee – upset me a bit – without further ado would like to welcome the new Mermaids President - Annabel Ekelund  
  
Get started with the AGM, but first introduce half of the new committee!

1. **Announcement of Interviewed Positions:**

-4.1: Vice-President: Laura Antone

-4.2: Productions’ Coordinator: Joanna Bowman

-4.3: Productions’ Treasurer: Matthew Lansdell

-4.4: Technical Officer: Danielle Donnally

-4.5: Box Office Manager: James Hall

-4.5: Barron Manager: Misha Leggatt

-4.6: Ball Convener: Tay Davent

-4.7: Fringe Rep – Eilidh Mackinnon

Half of the brand new committee – let’s figure out the other half! Marketing Officer first

Voting guidelines – all get one vote each, rank votes in order of preference, include RON if you want to, you can vote for yourself, Kyle, Jo and Natalie will be counting the votes  
Given two minutes to talk (marketing three), then up to three minutes for asking questions – Laura will give notice at one minute  
Wanting to run then nominations

1. **Election of Positions:**

-5.1: Marketing Officer:

Beth Atkin – Have been doing this for a year and it’s been loads of fun, really cool to devote all my time to Mermaids and rebrand, figured out how to make the Facebook events look like it came from the same place, want to embed the Mermaids brand, want to have more co-op with publicity officers from each productions team to know they have graphic designers etc.

Ryan – what have you achieved this year? Made aesthetic cleaner and prettier, rebranding of Freshers drama festival etc, brought people into Mermaids, would like to do this more, get a graphics team together

Willing to make time to mentor production team in graphic design? Yes, that’s what Beth was trying to allude to, need it to be clearer as to what graphic designers in the teams need to do  
Plans for the website – looks better this year, build on this foundation, make more accessible content, need it to be updated more  
Publicity rep – better work with Fringe productions? – Beth and Fleur, make sure the logo is on everything so there’s a Mermaids umbrella, put more of a brand together

Plans for expanding the brand – to Instagram, Twitter etc – plans to do this, would love to use Instagram more next year, also plan to use Twitter more  
Won’t be changing the colour of the jumpers etc – so the colour can be associated with Mermaids

Beth voted in as new Marketing Officer.

-5.2: Engagement Officer:

Ellen White – Three reasons, word process my notes, organised, checked how quick I am at responding to emails, avg time is 12 mins, in Freshers plays I did a sex scene, fine dressing up as a Mermaid, second year but didn’t start much with Mermaids til this semester, only started this year, through SAND got involved this year, wrote first play, why vote for someone who hasn’t been involved, a bit intimidating, most friends are Mermaids-y, good insight into the successes of engagement, idea of shadowing scheme to help people get involved, work on producing etc with someone, would give people experience, don’t need to know people on the inside already, foot in the door, much easier to get started

Workshops – would like to do more, get more people from the outside to help out, rep theatre in Dundee an untapped resource, time management workshop – get someone from CAPOD to help

Engaging w/ affiliated societies – more done w/ workshops etc, more integration

How to get PhDs/postgrads involved – socials that involved postgrads alone, plays for them, postgrad writing, getting in touch, more postgrad specific events

Mermaids Projects – SAND and Devising Society – experience? Involved in SAND, love to work with Al on it, get it involved with Freshers plays

Helena Jacques-Morton – Involved since first year, hard to stay involved if not cast, want to run regular acting workshops alongside production style workshops to keep up skills and learn new things, want to get more involved with the School of English, new drama professors etc, sharing expertise, new playwriting course I’ll be taking next year, workshopping with SAND, also want to introduce shadowing system to take the pressure off individual production teams, learn from different groups, working with multiple shows, social wise – more free wine! Also interested in Fresher specific socials, everyone knows each other and is loud and drama-y, good to get more involved

How to organise workshops – get professional people in, use English network, student led workshops, anyone can come forward with what they want to teach  
How to engage more w/ affiliated societies – ensure no clashes in timetables, more socials with affilited societies

How to involve postgrads – will be one, lots of postgrads not looking to be involved as Freshers are, not just relying on Facebook events that don’t just reach people in this room’s friends  
Workshops – ensure all affiliated societies involved in Freshers week

Plans for integrating people not involved in Mermaids before – something I want to use workshops to do, other ways to keep being involved besides auditions

Oli Savage – Spoke to Al and Cate, socials and engagement, student projects and workshops, plan socials more in advance, have all socials blocked for next semester, want to ensure Freshers involved, Shakespeare Festival keeping people engaged second semester, something similar next year, focus on engaging older students, lifetime Barron membership card for fourth years for the Barron, involved in SAND and co-founders of Black Box, liaising with them and committee, second year, won’t have a lot of academic commitment

Workshops – spoken to Al, really want to ensure no clashes with Comedy Society, also liaise with other affiliated societies to reach as many people as possible, have been talking to lots of local theatre companies in Edinburgh and Fife (inc. Dundee Rep), also has been in touch of Vanishing Point, free workshop for people if we go and see their shows, want to ensure continued contact with alumni

How to get more people involved in prof workshops – Mermail, FB, more workshops, workshops are good, hope be able to create a snowball effect, more come/know about it, better attended

How to get postgrads involved – try to ensure more postgrad nights happen, also want to target more postgrads not just MLitts

Helena voted in as new Engagement Officer.

-5.3: Secretary:

Jack Briggs – Has spoken to Cat, Quinn and Jo, comes down to Mermail and minutes, used computers all my life way too much, gone to pretty much every show in year, tries to keep track anyway, make Mermails organised, keep all easy to see as poss, for purposes of other jobs, keep info easily accessible, all happening made into one easy place for everyone to see  
Minutes right now are hard to access, want to make this more accessible, as amazing as we are no amount of discussion could be a bad thing, want minutes on the FB group and website, really fast at typing, played lots of Runescape, 120/140 words a minute

What would you do about affiliated societies in the Mermail? Important they are included – would have the different sections as clear as possible, diff sections for affliated societies, keep in contact with everyone

Would you be able to make sure your voice is heard while getting everyone else’s down? Sure he’s capable, use to shorthand methods, if imp and relevant can ensure it’s said

How to juggle theatre with the job – in third year, planning to cut down plays a lot, will let me stay involved and up to date

Losing Google Drive with Outlook coming in – how to remedy the lack of Google Drive – back everything from Google drive to 365 backed up, organise it for the new drive etc.

Ryan Hay – Most of you know my face, this year was costumes officer, in doing so have taken minutes a few times when Cat was unable to, currently secretary for LGBT, could tweak the minutes to meet standing orders, last year was secretary for Inklight, reasonably qualified, would like to work of the Mermaids archives, would like a way to get a history of productions on the website, and also work on the website, wnat to move this from marketing to secretary, had a chat with Cat today, looked over how to send a Mermail, really like the work we do and enable, want to continue work with this

Will coninue inspirational quotes in the Mermail

Goals for the archive? – History of productions, want this to be on the website, a great resource,

Good at summarising info, reasonably fast typer, how to cope with secretary on two committees? Minimum attending meetings, rest of requirements on your terms, basic time management

How to get your own opinion heard, would you be able to make your voice heard? Can do, about making what’s said as brief as possible, into minutes clearly

Engaging and informative – how to continue Mermail – a couple of things we can do to brighten it up, can break it up for societies otherwise template works well

Losing Google Drive – how to deal? Keep minutes myself, save for committee to see (Facebook group) then on Mermaids webpage, can do a dropbox for edits but not necc.

Sarah Chamberlain – 1st year and has produced three shows, helped me realise I want to focus on Mermaids, as a producer had to email lots of people work with others, can bring people together, have to be approachable, something I feel I can do, importance of being able to write a good e-mail and fit it to audience, want to continue w/ quirky quotes, as committee member would look into alternative spaces, working with Botanic Gardens and Animal Farm w/ Balgove, want to bring more to committee, maybe a liason officer, someone to work with people eg. Fife Council so shows go ahead as smoothly as possible

New venues – what else? Also spaces in the Union, diff areas, gardens, castle and cathedral, work with Historic Scotland, great venues to work in

How to make your voice heard? – Do think so, a learning process, can’t just barrel in there, need to be approachable, all such diff opinions, hope to be able to bring them together

How to work with affiliated societies greater interaction with

Can type quickly (thanks Modern History)

How to deal w/o Google Drive? – use of a personal account so all in one place

Cate Kelly on behalf of Emily Elderfield – On year abroad wants to be involved when she comes back  
Produced, stage managed, stage crewed and been involved since fifth day as Fresher, wealth of knowledge, minutes meeting, emails etc as sec for Inklight last year, producing French play and hosting writing workshops, encouraging creativity, excellent at admin, calm and diplomatic voice, types fast, dry and mundane but sec helps people connect with theatre, promise puppy gifs  
In absentia can’t have questions

Will Costello – Second year mathematician, involved since first year, touch typing diploma – can type well, don’t get lots of essays as Mathematician, give me something to type, Cat’s done a great job, congrats on Fringe, would like to make the layout more accessible, quick glance at the top, thumbnails at the top, would like to calendarise audition times and performances, mobile friendly e-mails, would like to see encouraging theatre outside of Mermaids funding, feel it is Mermaids’ responsibility to help productions outside their remit as well

How to make voice heard? – Am very empathetic, would be able to listen and let them have their say, want to voice my opinion on theatre, more sway behind the laptop, father forced me into learning how to touch type

How to deal w/o Google Drive – convert everything into a form for people to access, conversion not an issue so much as transferring

Seb Bridges – Cat’s done a great job, All good friends I’m running against, anyone would be great at this, would like to act as a bridge between committee and others, open line of communication, want to make minutes more accessible to people outside committee, as a go to person for people who don’t know where to go/who to ask, can do technology, can do the typing, if elected Jamie Jones told me I wasn’t funny so I’ll take lessons from Comedy Soc, want to have a picture of the week, help with publicity all round, communicate with other secretaries from affiliated societies, want to help the environment, would suggest e-copies of everything, save paper, trees and lives

How to make voice heard? – Think could strike good balance

How to deal w/o Google Drive – can shift format, don’t need to go through website bureaucracy

Seb Bridges is voted in as new Secretary.

Congratulations Seb, I’m sure you’ll be wonderful. To quote the immortal Bard – ‘Fortune love you’! Goodnight, good luck, and I’ll see you on the other side. Best of luck! – Cat X

-5.4: Set & Props Officer:

Ellen White – Get catalogue of props to know exactly what we have, sometimes looks a lot less interesting (the brown table...) get in touch with Transtion to get potential props that are being given away.

How would you make sure all resources of Barron are avaliable for everyone? Good for people to have access to a register for what is where all the time, get another table!

If affiliated society wants to use set/prop that wants to be used by Mermaids? First come first serve basis

Experience with finding/making/sorting set? Never done set formally but invlved in making plays more visually interesting and know what is avaliable to use

Adding to the Committee? Knows how everything works, creative ideas, help out with things tht need more work

Libby Cabaye – Stage productions done, part of committee for 6 weeks, with training she would be straight at the job, communications with productions teams easier, Barron is small but she will work with producers to make the set more interesting for the plays, love to continue job done recently.

Returning props? Format for props to be returned every week, a checklist

Experience with building set? In school did set and props, did building, haven’t done a lot of it but would love to learn and continue, use previous ideas and progress

How to make sure Barron space is used by affiliated societies? Timetable sign up, make communication easier, everyone has a right to be in the Barron

What would you bring to the committee outside duties? Streamed productions online

Hannah – done 3 productions recently, loved it, done props in all buying, making the whole shebang, keep props cupboard clean and tidy, pretty labels and boxes, online database to make list of props we have, make sure everything gets back and see what needs to be bought. Workshops on making decent props, approachable person, creative skills. Loved being involved with Mermaids.

Second year next year, time to do emails and reserve spaces, do best to facilitate everyone

How to make sure Barron is available to everyone, non affiliated societies? Make sure people know about workshops and that everyone knows her email

What to do about returning props? Database as above, saves buying lots of props

Affiliated society purchased prop? They get priority but first come first serve basis

What else would you bring to committee? Experience in producing so understand the whole theatre process, promote theatre in general.

Libby is voted in as new Prop and Set Officer

-5.5: Costumes Officer:

Caroline McWilliams – 2nd year, involved this year and in love with it, 3 plays this semester, done hair and makeup as well, did dance, but knows, studying at college of fashion and design, made and altered own clothes, would like to catalogue wardrobe, firm team of costumers to help with workshops, get more people involved in costume, grab freshers straight away ot get involved, its an integral part of theatre.

Electronic tagging system in Barron? Already doing costumes for dance soc, would like to put budget into more costume rather than e tagging

3 words to describe you? Overdressed

How put together team? Catalogue over summer ready to start next semester, make workshops more obvious, got pople to headhunt

Production teams are unorganised and last minute? She will be proactive in ensuring all active productions have a costumer available

Non-mermaids affiliated societies? People come to her and work to sort all problems for anyone

Time period costumes are limited, restricts plays? Connections outside with Opera society, set up outside connections to rent etc, don’t want anyone to be limited with ideas

Ryan Hay – Commitment to being on committee, previous costumes officer, made sure all shows had costumes and sorted all shows, helped an RSC production, rescued shows last minute, good at fixing costumes to plays, ran workshops on makeup, effects and costume, someone from these has been a part of every production this year, interests of Barron in mind.

Tagging system? Don’t think its a useful thing to be taken on, nice idea but manual system is more useful, better for resources

How to make sure resources are available for all societies? Worked with societies, will make sure all societies are up to date

How would your friends describe you in 3 words? Reliable, pushy and polite

Constraints by time period? Make them and work with outside societies like Scottish Opera soc to help out

What else to bring to committee outside duty? Made sure that everyone is involved in committee and represents other people’s views

Sarah Chamberlain – Costumes at the moment are not easy to figure out, make sure everyone knows how to browse the costumes, make sure there is a line of communication with freshers to sort costumes, bring it online to do forms about where costumes are at all times, introduce a disciplinary system, workshops in costumes and work with affiliated societies and use Barron for their costumes as well

Non-Mermaids affiliated societies? Have a space for alternative people to put costumes in the Barron and increase collaboration

Describe you in one word? Trustworthy, sarcastic and friendly

What is your favourite play? Favourite genre is renaissance, Shakespeare

Experience with sewing etc? Learnt at school, not the most experience but learn with workshops and work with previous costumes officer

Costumes cupboard is full already? Bit of organisation and always make space, see what is beyond repair, what can be thrown out

Caroline is elected Costumes Officer