**MERMAIDS PUBLIC MEETING MINUTES**

**6PM, 27th APRIL 2015**

**REHEARSAL ROOM 309**

1. Attendance

 -1.1: Joanna Bowman (President), Michael Laird (Productions Co-ordinator), Beth Atkin (Marketing Officer), Cat Scott (Secretary), Annabel Ekelund (Box Office Manager), Ryan Hay (Costumes Officer), Nataliea Abramowitz (Set and Props Officer), Al Gillespie (Engagement Officer/’Patriots’), Ali Saldawha (Christmas Ball Convener)

2. Apologies

 -2.1: Laura Antone (Productions’ treasurer) – out of town, Natalie English (Vice President) – Home for revision

3. Minutes from Previous

 -3.1: Can be viewed online

4. Matters Arising

 -4.1:

5. President’s Report

 -5.1: Golden Seashells, celebrating theatre, went well, better than previous year, just need to believe, be poor for years then do theatre professionally, Laura, Beth and Jo chat about website, will hopefully be finished for the summer, proposal forms need to be in by midnight tonight, Blind Mirth are on tonight, Sweeney Agonistes is on and it should be great

6. VP’s Report

 -6.1: Natalie has sent one in, though she mentions she and Jo are banned from drinking in public now

7. Productions’ Treasurer’s Report

 -7.1: None at present, just sorting receipts

8. Subcommittee Reports

 -8.1: Fringe: Approved Patriots and Pirates proofs, happy with how things are going, start thinking about leaflets and posters to get printed before the summer, Charlie says shows able to book the Barron until the morning of May 12th – Union will take over afterwards – should be open on weekends then but can make no promises – give a lot of notice – 10:00 – 5:00 12th May onwards, Leon first contact

 -8.2: Seashells: Went well, yay!

9. Show Discussions and Feedback

-9.1: Bear Hug: Doing well, proofs today, getting a team together to build set, getting onto publicity stuff soon, have a readthrough and social on Wed.

-9.2: Hamlet:

 From Hannah:

Show went well! Have not had a chance to look at the numbers but I am fairly sure we are set financially.

Get out was a breeze! Everything is back in its rightful place. If the set/props/costumes officers are still missing things shoot me an email and I can sort it out.

I am just tying up loose ends at this point: returning costumes to actors, going through budgets, and compiling and submitting receipts for refunds for the crew.

Please let me know if you have any further questions for us. Thank you all!

Risk assessments for after parties? Hamlet was good!

-9.3: Patriots: Going well, looking at doing rehearsals, found a flat

-9.4: Pirates of Penzance: Made a bit of money from concert, had fun, musical directors let Peter sing, bold but fun, should have flyer and poste designs by the end of the week, will e-mail costumes and props people for meetings before 3rd May, production team meeting this evening, someone else dropped out but will send Jo e-mail

Michael mentions a friend who has an Edinburgh flat looking to rent out two rooms

10. Committee Business (public)

-10.1: T-shirts will be sold this week as they have arrived! £10!

Peter S. also points out global G&S weekend and Trial By Jury on Sat – come at 10:00 if you want to sing

Maria introduces herself – more organisation for a small G&S show in July – will be able to chat to Laura on Wednesday, Thursday deadline for Antony Tudor funding, Jo also can help with budget, can also speak to Neil if it is urgent. Michael also says he can be contacted by e-mail if needed.

**END OF PUBLIC MEETING**

11. Committee Business (in camera)

-11.1: Hoodies – Jade or emerald hoodies – will be our suggestion that the next committee stick with this as the official Mermaids colour

-11.2: Budgets – will pass on Wed before proposal meeting

Cut off point for receipts from Natalie is later in May – will send comments on proposals as well others – please come even if you are dying as we need eight to make quorum

Jo tries to make a Google drive today – Michael will put together a spreadsheet for costs etc so we need to look at it before the meeting

Please read proposal forms/budgets – five minute slots – then we come together and hash out a plan – have questions for the shows!

Proposals – we just can’t pass them all – judging on financial and skills based merit and logistics – break even point under 66% pass on financial merit – holistically – skills learned from each play eg. stage combat – balance reasons to pass and not to pass – don’t judge on people proposing but what’s on the forms

2016 – 400th anniversary of Shakespeare’s death – Mermaids to do something – also G&S, a cappella, Inklight etc etc, Jo trying to put together a short event – short proposal meeting for that week

New Venue 1 space – people being told lots of things – what is correct and what is not? Can seats be moved? Other seats not acquired yet? Stable stage?

Byre dates changed – 12th to 14th of October 2015 – Barron show then in Week 6 instead – Jo will make a grand calendar and will send it out to everyone – Jo stresses we don’t have to pass a Byre show – five weeks a short time to put on a Byre show – Booked two slots in semester two for the Byre

Charlie – Thanks for help on clean up – labelling cleaning supplies, filing cabinets, letter trays, extension leads, first aid kit, etc etc. – Charlie will e-mail me this list – no objections, can be passed – handover to Union on 12th May, all keys will come back to the Union, officers will get keys from the Union, shows will handover between themselves, slots back to back, key trained people allowed to help with opening and closing, up to Bruce (keeping keys locked in office or not etc), booking Fringe slots in July, Jo in charge in the summer

Ali – meeting at Kinkell with Sandy – venue hire has gone up – Sandy has an issue with Union bars, a nightmare last year, turned up late etc, wants us to use his catering company but we are obliged to use the Union as we are affiliated – can the Union come earlier? Kyle will speak to Fay and Leon, provisionally shouldn’t be a reason for it, Kyle says to doctor times, will be discussed with DoES’.

Friday set to sell t-shirts

12. AOCB (in camera)

 -12.1: