**MERMAIDS PUBLIC MEETING MINUTES**

**6:00, 12th  OCTOBER**

**LARGE REHEARSAL ROOM**

1. Attendance

     -1.1: Joanna Bowman (President), Natalie English (Vice-President), Laura Antone (Productions Treasurer), Beth Atkin (Marketing Officer), Michael Laird (Productions Co-Ordinator), Cat Scott (Secretary, ‘Antic Disposition’), Annabel Ekelund (Box Office Manager), Ryan Hay (Costumes Officer), Ali Saldawha (Christmas Ball Convener), Danielle Donnally (Technical Officer, ‘Cat on a Hot Tin Roof’), Beth Atkin (Marketing Officer), Charlie Maguire (Barron Manager), Alicia Shultz (‘Miracle Material’), Jackie Ashkin (‘Miracle Material’), Beatriz Azevedo (‘An Impromptu Performance’), Uloaku A-O (‘His Duchess’), James Hall (‘Antic Disposition’), Alberto Michelletti (‘Role Play’/’New Youth’), Clarence Leong (‘New Youth’), Daniel Radzinsky (‘One for the Road’), Jon White (‘East Coast Chicken Supper’), Emma Mortensen (‘Twelfth Night’), Harry Johnson (‘East Coast Chicken Supper’), Sam Oshins (‘Check, Please’), Valeria Ryabchina (‘The Pretentious Young Ladies’), Rahul Srivastava (‘Black Comedy’)

2. Apologies

     -2.1: Al Gillespie (Engagement Officer/’Equus’), Danielle Donnally (Technical Officer/’Cat on a Hot Tin Roof’), Nataliea Abramowitz (Set & Props Officer) – all at Equus dress rehearsal

3. Minutes from Previous

     -3.1: On Google Drive

4. Matters Arising

     -4.1:

5. President’s Report

     -5.1: Went to Antic Disposition on Friday, sold out, went well, Equus, went to rehearsal (dress)– get tickets for tomorrow and next day, from Byre website, Jo selling tickets tomorrow, His Duchess written by Elliot later this week, will try to pop into rehearsal, week on Wed talk from a director in residence at Dundee Rep, changing cover photo weekly for shows coming up, all shows not just Byre, Byre advisory board meeting on Thursday, if anyone has done anything with the Byre let Jo know, voice of you which is terrifying for you, how to propose workshop this weekend, proposal deadline for next semester announced within the next week, Blind Mirth tonight as ever, free in the Barron at 8:00, booking extra rehearsal space in the Union, book under show name, not Mermaids

6. VP’s Report

     -6.1: Issue to get checks back, bank messed up, Natalie only person signed onto all accounts, nothing to do with Laura, don’t blame Laura or me, blame the bank

7. Productions’ Treasurer’s Report

     -7.1: The Waste Land significant profits, Antic Disposition definitely made profit, doing a good turnover

8. Production Co-Ordinator’s Feedback

     -8.1: Freshers’ Festival: Audition Success – Everyone now cast, thirty nine Freshers acting, excellent, lots of opportunities

        -8.2: Photography: Equus, His Duchess. – Equus had one in today, Al doing his own photos, dress rehearsal for His Duchess on Thursday – preferred time – rehearsal 10 til 12 – come at 11ish (PM, not AM)

9. Subcommittee Reports

-9.1: Christmas Ball – Busy week, yesterday to Kinkell with Creative Team to visualise, excited, met with Sandy and Stevie who does lighting and sound, ideas for how things will be laid out, met with Jillian to set up security and all sorts, more publicity this week, exec committee meeting tonight, interested in making snowflakes let me know

10. Show Discussions and Feedback

       -10.1: An Impromptu Performance: Rehearsals going really well, logistics a bit stressful but we have four weeks, anything we can do? N not responding to e-mails, nor the Union design people, Ryan recommends going into the suite, Jo will give Carla a prod, massive props/costumes you need/haven’t got? Stuff that can be ordered, just to see if already have or not.

-10.2: Antic Disposition: Went really well, cast line perfect, good reviews so far, attendance on the first night a bit disappointing but sold out the second night, all receipts to Laura, really made Jo laugh a lot and there was glitter, Jo – adds sparkle to every play, in Jo’s manifesto?

-10.3: Black Comedy: Did casting, first reading went alright, have heard back from all the cast, how long to devote to blocking/learning lines/scheduling – M – set deadline for actors off book – at least half a week before you want them off book, start doing runs at least a week before the show, go backwards from show date to figure out how much time you need for everything, don’t accept excuses, can have script and prompt, constant pauses will scare them into learning lines, divide sections of one act, make it easier for actors, know who you want, how often to rehearse? Twice as a minimum, Annabel – for Freshers play had four times a week, hour Michael arranged then two hours Charlie arranged earlier, look for another hour somewhere else at least for another week or so, can also use union, book under Black Comedy, not Mermaids, practice moving of props? Ali – get to mime or carry something, later start rehearsing with props (plastic chairs etc), Charlie will send an e-mail re: signing contract later this week, Laura will get check for this receipt in the not too distant future

-10.4: Cat on a Hot Tin Roof: Danielle not here.

-10.5: Check, Please: Had one rehearsal so far, cast bonding already, booking rehearsals right now, producer very much on top of that, first readthrough this week

-10.6: Equus: Just checked in with Al, thumbs up, it looks cool, go!

-10.7: East Coast Chicken Supper: Yet to meet cast personally, tonight, read through at some point this week, first rehearsal on Wed. If people don’t respond e-mail Michael and he’ll chase them up

-10.8: His Duchess: Rehearsing currently, arranged budget just ordered one sugar glass thing, currently painting the chair

-10.9: Miracle Material: Yay rehearsals that is all.

-10.10: New Youth: Good and steady progress, starting to look ahead to publicity.

-10.11: One For The Road: One of actors couldn’t double up but we found another actor outside the audition process who is ready to go, Michael says send their name to him, question re: printing scripts – print off yourself then send transaction history to Laura

-10.12: Role Play: Almost there, photos taken today, going great as far as I know.

-10.13: The Pretentious Young Ladies: Meant to have rehearsal on Friday but director couldn’t make it, producer also busy, booked at 12:30, lecture ended at 1:00, had to cancel it, now looking for an hour of rehearsal then three or four in another place, director and producer asked to ask us re: booking the Barron for an hour, Michael has sent an e-mail, hour every Friday apart from this week, Thursday this week (2-3), director busy 1-3 on Thursday, C – emailed Polly about booking extra time, didn’t hear anything back, everyone else has booked an extra two hours, will send another e-mail to Polly to get the two hours sorted, Natalie says someone may be able to swap the Thursday slot, director has e-mailed all of the cast and Facebook page has been created to arrange times etc, Polly (producer) to arrange to sign contract with Charlie

-10.14: Twelfth Night: First rehearsal on Wednesday, still waiting for one person to get back to me – M give it two days, message him if not heard anything.

Charlie just contracted a few shows – just needs to do Black Comedy and The Pretentious Young Ladies  
Will let people know as soon as we organise performance dates for Freshers’ Drama Festival

11. Committee Business (public)

       -11.1:

**END OF PUBLIC MEETING**

12. Committee Business (in camera)

-12.1: Proposal Form – Michael and Jo met yesterday to look at a few minor fixes for proposal form, few tweaks to perfect it: include year of study in production teams, slight preference to those in last year if they haven’t done anything before, ask for inside/outside St A for previous experience, production ideas – ask for stage plan, rough idea, helping along with publicity plan to show ideas are thought through not thrown together (props, set, furniture – make sure it says this/define stage plan), act by act breakdown, have you spoken to relevant committee member? Section to be added. Natalie – drop in session re: budget forms, also putting together a how-to guide, Laura to change some sections of cashbook as well  
Makes people put lots of time into forms, can’t just be completed in four minutes  
Laura – how many costumes not just what props/costumes – Ryan – number available, males and females, costume changes – quantities and more accurate descriptions – so its not £30 for five costumes etc.  
List of special/specific props eg. ones that will be broken, things only one show will use  
Will be ready to go for the new proposals soon  
Michael to put this on the drive – pass at next meeting  
Jo to Annabel – press comps, review to be up 48 hours, remind them, Annabel to e-mail Equus comps etc

Proposals dates to be announced this Wednesday – Michael could this be postponed till the form is finished? If asking more of people need more time. Jo happy to sort form if easier for Michael.   
Beth – to make graphic to advertise proposal forms, fireworks, glitter!

E-mailed Friday night re: comps (Annabel) – will be on it tomorrow, wants to make sure when reviewers show up they get their tickets – asked for three seats a night, committee to also get comps for Byre shows – Charlie to take committee comp for Wed, e-mail Mary and cc: Jo in.

Spread the word about Equus

Spread Christmas Ball stuff – able to reserve tickets re: accessibility/those who can’t stand in line – wait for people to contact Ali about this, e-mail from Saint, interview questions, how to prevent selling post auction – sadly popularity is such that this happens, we don’t endorse or encourage this, money going to a good cause with Mermaids, not any preventative methods we can do, we ask for all names and e-mails at ticket sales

Natalie wants to book Christmas dinner – Monday 23rd November provisional date, that’ll be when Chris’ secret Santa is, after the meeting

Dates for Freshers’ shows – pass on Wednesday – to go under Matters Arising

13. AOCB  (in camera)

     -13.1: