**MERMAIDS IN CAMERA MINUTES**

**1PM, 22nd APRIL 2015**

**SOCIETY ROOM D**

1. Attendance

 -1.1: Joanna Bowman (President), Natalie English (Vice-President), Laura Antone (Productions Treasurer), 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: Michael Laird (Productions Co-ordinator/Producer for Bear Hug at the Fringe) – in Oslo, Charlie Maguire (Barron Manager) – assessed presentation, Danielle Donnally (Tech Officer) – Hamlet get-in

3. Minutes from Previous

 -3.1: Online – thanks to Stephen, Cat’s laptop and Wix still refuse to co-operate.

**SUMMARY:**

Social yesterday, feel committee has bonded on some level, discussions with the Byre ongoing, will confirm slots by the end of today, hopefully by the end of today will have plans for new performance space (150 seats, 150 pounds to rent), proposals document should be up by the end of today (incl. Byre studio costs etc)

Productions’ Treasurer will be meeting with productions re: proposals, will be in Rector’s after this meeting, can drop by to discuss budgets

Fringe: Approved proofs for Patriots, in discussion with Bear Hug about what will go in the brochure, all should be on sale by the 11th of May

Seashells: All sorted, wine ordered as well as canapes, make sure you are there at 7:30 in cocktail attire – no jeans! Have running order of all performers – Just So, a capella etc

Christmas Ball: Spoken to Sandy, meeting Sandy on Monday 27th at 3PM to discuss hiring the Kinkell/prices etc. Bought weekly action planner to get prepared. Will be recruiting sub-committee in September – more formal this year, maybe 5 executive positions (get in, get out, decor etc), they will have three or four helpers each as a sub-committee – over the summer will sort application process. Main space – Yule Ball themed. Going big on an act. Also will meet with Jillian – also needs to speak to Beth re: publicity.

Show Discussions and Feedback

Paint on clothes issues re: Hamlet but all seems to be fine now, Jo went to Hamlet get in, it looks good! Jo really encourages us all to go.

Freshers’ Week: Give it a Go Day, play, social, Freshers’ Fayre in previous years. Give Theatre a Go Day on Tuesday (8th) – five hours. Sunday 13th is Freshers’ Fayre. Freshers’ asked how things could improve from last year – better advertising for the play. How to audition and acting slots, rather than two acting slots. Enables publicity for actual auditions. Will also have Just So, Blind Mirth and tech/backstage. Makeup workshop from Ryan, ability to get more involved in workshop. Need to work on getting people’s names/contact details. Need someone to direct people to the Mermail/sign up for what you are interested in etc. Social on Tuesday, after the play. Don’t charge for Freshers to see the play (Tues, Wed, Thurs performances). Loyalty card to be launched then, or during Give it a Go Day – already with one stamp to encourage people to see more shows, encourages people to see the play that night as well. Need to publicise Freshers Plays and audition dates at this time.

Give Theatre a Go Day: Start at 11:00, end at 4:30, Just So, Blind Mirth, Acting/Directing (Jo, Al and Anna), Auditions (all there, Al can contact some shows to get pieces – ensure it’s how to audition!), Backstage (Ryan, Talia, Danielle –30 mins each – intro to/general backstage stuff in St A) – workshops – should push for slightly bigger production teams this year, need to make sure producers know how to manage teams – need more emphasis on producers and stage managers to avoid deficit (Order: Auditions, Just So, Acting/Direction/BM/Backstage)

Talk about all roles at the start of workshop – flag up workshops coming up – producers on committee also – keep up interest (trying to get ‘How To’ handbooks together –will be built up over this year – meanwhile can give out sheets during Freshers’ Week) – Natalie stresses the importance of committee visibility

Al suggests for Jo to give a speech at the social to indicate committee in hoodies!

Christmas Ball – talk about it at the social etc/spread the word – hand out info at Freshers’ Fayre

Info for postgrads – coffee and chat

Freshers’ Fayre: Want booklets put together again (won’t need much editing, although it will need to tie in aesthetically with the new website), term card (make sure Freshers’ Plays are on there), also a flyer of audition dates, need to be publicised better (book audition dates this semester), also a workshop card, aim to do good strikers (laptop stickers!) – MERCH! Al to come back on Monday with quotes (~£1000), Beth to design them, edibles – chocolate (Celebrations, and sea-themed sweets – Al to have a quote for these), wristbands, more permanent (signature colour) – instead of stickers? Ban shows from being in front of the Mermaids table, too intimidating, keep the ‘favourite show’ board, get a new banner (Beth to look into prices), Jo to message Emma re: getting the Mermaid costume, only three or four committee members there at once, will make a rota prob. over the summer, will be in the new Venue 1, will have wifi!

-10.2: Website:

Want to make the website clean/simple, don’t need to update every week, have term card up so at least on the surface it’s up to date (Beth, Laura, Cat – will meet up to discuss sorting website) – hopefully sorted by Fringe

-10.3: Plan the Year:

8-10th Sept – Freshers Week Play (social on the 8th, Freshers’ Fayre on the 13th)

Week 1 (14th) – No play

16th September– Freshers’ Plays meeting

23rd Sept – Freshers’ Plays proposals

7th-18th – Christmas Ball applications open (execs)

Week 3 – Maybe first play (Thurs, Fri, Sat)

Week 4 – Thurs and/or Fri, Sat – Play

Week 5 – Earlier in the week (due to Raisin – Wed, Thurs, Fri)

Week 6 – 19th of Oct – 20th to 22nd – OUR BYRE SLOT (Tue, Wed, Thurs) – 24th – Oct Social

Week 7- 5th to 7th November – show (Thurs, Fri, Sat)

4th November – Christmas Ball ticket sales – will need a lot of people there! Need to be there at 7:00.

Week 9/Nov. – Freshers’ Plays (9th to 14th) – with social on the 14th

Week 10 – 19th – 21st -Show (basically have a show every week, says Jo)

Week 11 – Show (24th to 26th – Jo’s birthday is the 25th)

29TH NOVEMBER – CHRISTMAS BALL (Keep the 30th free as well)

Byre slots for next year – similar to this year – Week 5 (22nd Feb week) and Week 10 (11th April week – Shakes’ 400th anniversary!)

Hoodies:

Pick a colour that is Mermaids and stick to it- teal/blue-green – Natalie will sort colours/design for Monday, transfer peels off in the wash, position at the bottom, won’t be hoodies but sweatshirts

Loyalty Cards:

Al to change dates on cards and send out to get sorted by the end of this week, will be sorted for September

Committee Photos:

Up on Barron noticeboard so name to face, also contact details, theatre happens in the theatre and people are there to make that happen, photos will be taken at Barron clean-up (Sat 12:00 till 2:00 – look beaut., Cat on Monday due to medieval shenannigans) – placeholders for the website for now, will re-take in Sept.

Freshers’ Plays:

Not supportive to ask people to come with plays – assigning a member of committee as a mentor to each show – Michael in charge of them overall – help out/direct to the right people if they have problems – visibility, not even an hour a week, probably

All try to be there for Freshers’ Play meeting

Re-brand as Freshers’ Festival – could be a scene/a short etc not just a full play – maybe change to reflect newcomers to Mermaids, not just first years – need to open it up more and target others

NEW NAME: Freshers’ Drama Festival – five nights rather than five plays – Just So want to do a song cycle – can have night in the Barron for this – do a scene from different decades on one night (from 60s onwards)

Three plays (one acts), play cycle, one Just So slot – if three plays not filled do play cycle two nights

Social at the end of this.

Need to be more supportive – can suggest one acts/ideas rather than just asking people to bring stuff – all think of three easy plays – put effort into making teams from the Freshers’ Drama Festival meeting

More transparency – want to try and spread the Freshers’ Festival enthusiasm to others – have learned with us, other freshers can also do that – little announcement at the end, only for those who are comfy to do it

Nominations for Honourary Life Memberships of the Union are online now