**MERMAIDS PUBLIC MEETING MINUTES**

**6:00, 14th SEPTEMBER**

**LARGE REHEARSAL ROOM**

1. Attendance

-1.1: Joanna Bowman (President, ‘The Waste Land’), Natalie English (Vice-President), Laura Antone (Productions Treasurer), Beth Atkin (Marketing Officer), Charlie Maguire (Barron Manager), Michael Laird (Productions Co-Ordinator), Cat Scott (Secretary, ‘Antic Disposition’), Annabel Ekelund (Box Office Manager), Ryan Hay (Costumes Officer), Nataliea Abramowitz (Set and Props Officer), Al Gillespie (Engagement Officer, ‘Equus’), Ali Saldawha (Christmas Ball Convener), Danielle Donnally (Technical Officer, ‘Cat on a Hot Tin Roof’), Beth Atkin (Marketing Officer), Alicia Shultz (‘Miracle Material’), Clarence Leong (‘New Youth’), Alberto Micheletti (‘Role Play’), Beatriz Azevedo (‘An Impromptu Performance’), Cameron Wright (‘An Impromptu Performance’), Elliot Douglas (‘His Duchess’), James Hall (‘Antic Disposition’)

2. Apologies

-2.1:

3. Minutes from Previous

-3.1: Will be online

4. Matters Arising

-4.1:

5. President’s Report

-5.1: Great Fresher’s Week, day of workshops on Tuesday, around 400 new people on Mermail, around 200 people signed up at Freshers Fayre, 200 flyers for Freshers’ Drama Festival, meeting w/ committee to set goals for Mermaids in the coming year, lovely website design – cast lists etc will go up – e-mail Mermaids account to ensure things are put on the website, any questions queries thoughts etc send in

6. VP’s Report

-6.1: Keen Freshers involved, exciting look at new performance space, meeting w/ Ali, Christmas Ball is so exciting and I’m so excited, meeting w/ Gillian tomorrow to discuss finances for the year

7. Productions’ Treasurer’s Report

-7.1: Meeting to set up system for refunds, intends to set up office hours, going to be emailing all shows about procedures for that also Universal Language and Variations on the Death of Trotsky  
  
8. Production Co-Ordinator’s Feedback  
 -8.1: Cash Book Reminder – On budget form sent back, look at bottom of tabs, second along, cash book, for you to keep a record of all purchases so not out of pocket at the end, also a reminder to keep all your receipts!  
Alberto asks – what sort of receipt to provide for uniprint? MyPrint, find a list of transactions, highlight screenshot of transactions  
Auditions – if any problems let him know, always here for you, drop him an e-mail – all individual e-mail after callbacks to make sure all went well and get cast list  
Assistant producers and directors – interest from keen Freshers – M will send an e-mail – if we want to take on a shadow-er or extra helper for someone to get used to Mermaids

9. Subcommittee Reports

-9.1: Fringe: Three excellent shows, cashing up this week, had a great time and learnt a lot

-9.2: Freshers’ Festival: Meeting on Wed for people who are interested, Sandy’s Bar on Wed

-9.3: Christmas Ball: Music acts are lined up, theme will be released soon, subcommittee applications are out, spread the word, want as many people involved as possible

10. Show Discussions and Feedback

-10.1: An Impromptu Performance: First production meeting last Friday, worked out different things that need to be done and when, organizing props, cast etc – auditions on Thursday and Friday, Danielle asks if they have a technician they do, earlier for props and costumes the better (Michael)

-10.2: Antic Disposition: Auditions over the weekend, really enthusiastic, callbacks went really well, tough decisions afterwards, nice double acts, cast of ten now instead of seven

-10.3: Cat on a Hot Tin Roof: Auditions are this weekend, revised budget passed down to two nights instead of three, cost of rights doesn’t change if gone down one night, venue hire almost nothing (Chris), can put third night back in? Looked round and liked new performance space, happy the play can happen in that space, venue capacity back up to 150, cost of rights: 256

-10.4: Equus: Has auditions today and yesterday, lots of good people, deciding on callbacks, rejigging production team as someone had to drop out – updated list to be e-mailed to Michael, performance dates 13th and 14th not 12th and 13th as on web, to change

-10.5: His Duchess: Auditions today and yesterday, callbacks on Wed, have technician, set designer/stage manager and costume person, possible copyright issue with song, need to rejig script? Barron is covered under PRS but it may be different if it is mentioned in the script – Jo to send forms, note difficulties w/ second Barron door not normally open

-10.6: Ives’ One Acts: Went really well, receipts given to Laura

-10.7: Miracle Material: Auditions on Wed and Thurs, first production meeting this week, all happy.

-10.8: New Youth: Auditions coming up on the 20th and 21st, a couple of meetings over the summer, already bought some costumes and they have arrived, going to society’s events to promote auditions, looking for Asian actors especially, getting the Chinese/Asian community more involved in Mermaids

-10.9: Role Play: Auditions happening now, going well, also tomorrow, callbacks on Wed

-10.10: The Waste Land: First read through yesterday, character work and deciding how it will be staged this week, a rehearsed reading, line memorisation not a huge concern, M – if you need any extra help drop him a message, will have an AD in the next few days  
  
M will try and come to some rehearsals, wants to ensue things are going well, if you need to speak to him in private can do this then – will send an e-mail beforehand  
  
Seascape – Props and money questions to be discussed in in-camera meeting, Fri and Sat in the Barron, 7:30, will do ad on Mermaids page on Friday

11. Committee Business (public)

-11.1: Barron Rehearsal Booking – On Wed productions received e-mail to book rehearsal times – some productions still need to reply (for Weeks 2 and 3 bookings), causes an issue, scheduling to book things, open the Barron etc, appreciates that if haven’t cast can’t tell schedule, appreciate by lunch time tomorrow at the latest, if not will be fitted in as and when is possible, thank you for coming and signing contracts, any problems or questions about use of the Barron, just send an e-mail  
  
Will receive e-mail from Charlie on Friday – bookings for next two weeks – will be sent in by Sunday – will receive e-mail on Monday with link to Barron schedule, change or cancel three days notice – all detailed in Charlie’s e-mail, M recommends booking other spaces as well eg. Buchanan building (res and business services), Jo and Charlie also secured rooms in the Union for overflow from the Barron, Younger Hall not so easy to use, don’t forget space in halls, Gateway also has killer audition space – Charlie will allocate Union rooms, make sure to book Barron rehearsals the week before (M)!

**END OF PUBLIC MEETING**

11. Committee Business (in camera)

-11.1: Freshers’ Drama Festival: Document to go online, all be available 5:00 to 7:00 on Wednesday, Sandy’s, all make sure you’re available for the ones you’re asked to come to, as well as the Whole Committee ones, M has created PPT, everyone who is speaking has a section, put crucial info on there, M will format and make it pretty – make sure it’s done by 5ish tomorrow so Michael has time to edit – running order can be found online – icebreaker, speed-dating, chat about suitable plays (Ryan and Jo to lead) – wear jumpers, give out term cards etc., OK to run fast (2mins or 5mins)  
  
Jo: Thank you for yesterday – so many people, Freshers seem super keen, hope we can keep them as keen, super cool booklet, really good ideas, how to propose a fresher’s festival play – take a look and get back to M with comments/suggestions – Jo says to put ideas for one acts on the drive

Al – asks if people still OK to do Sunday workshop – they are – Al will get event up for this ASAP, Beth to make a cover photo

Barron business – fees – hire of set, props and costumes –something to put into the budgets for semester two, can be problematic, but its something that needs to be discussed, financial burden, when given funding given access to props/costumes, fine situation far better, punitive values/problem of accountability – producers and directors sort it themselves, need to replace w/ something comparable etc. Do need a financing system for those not funded by Mermaids however – these fees/flat rate could work for them –nothing wrong w/ charging a fee for unaffiliated productions (Jo), not those affiliated to Union though – all get deposit if not Mermaids shows – links w/ town and gown eg., deposit would work here (costumes nothing to do with Barron – w/ Mermaids directly), dry cleaning a financial burden as well, can’t charge people for dry cleaning, giving them costumes anyway – general consensus, dry cleaning comes out of costumes budget, not show budget, Ryan happy to do maintience, but if comes back unacceptably dirty, not happy to pay out of costume budget, perk of affiliation, smaller deposit than other societies  
Impossible to say one rule will fit all.

12. AOCB (in camera)

-12.1: Cat on a Hot Tin Roof – third night? – Will discuss on Wed.