**MERMAIDS PUBLIC MEETING**

**18:00, 09/09/2019**

**UNION**

* Attendance
  + President, VP, BOM, Barron Man, Secretary, Treasurer, Productions Co-Ord, Set & Props, Costume, Marketing Officer, Engagement.
* Apologies
  + CBC (Mary)
  + Technical Officer (turned up 10 mins in)
* President’s Report
  + Sorting out things with Byre and meeting them about 1 Man 2 Guvs.
  + Been sorting out Freshers’ with Juliet
  + Thank you to everyone who helped with Clan Warfare.
* Vice President’s Report
  + I’ve ordered jumpers and picked up the termcards and stickers for Freshers’ Fayre (thank you Martin for designing and ordering those, they look so good)
  + Congrats to everyone involved with Fringe shows!
* Production Treasurer’s Report
  + Nothing to report!
* Production Coordinator’s Report
  + Have all production contracts for the shows for this semester.
  + Has dates and plans for Freshers’ Drama Fest.
* Christmas Ball Convener’s Report
  + Booking for pre-event and wristband collection have been booked
  + I’ve got meetings lined up to talk with suppliers etc
  + Overall, really excited to work and get things going!
* Fringe Representative’s Report
  + Do not currently have one
* Barron Manager’s Report
  + Assembled a stellar Barron Sub-committee full of wonderful humans. Waiting to organise first meeting
  + Booked Audition Slots for our semester one shows! Everyone go and audition!
  + Copenhagen- I’m still waiting to hear back about Union space for your earlier auditions. With the booking portal down responses have been slow. I’ll be in contact asap!
  + Just a wee reminder of the importance of keeping the fire exits clear in the Barron! The Barron can be taken away from mermaids/student usage if they are blocked! Thanks folks!
* Tech and Operations Officer Report
  + Been in contact with some people wanting to get involved. Made a handout to give to people who are tech trained. Talked to barron tech about training schedule for year. decided on things needed to buy and now just need to work out numbers. Contacted three techs(jess, alan, natasha) to be at give it a go;)
* Box Office Manager’s Report
  + Have sent emails out to Owl Eyes, The Saint, The Stand, St.Art, and the Tribe with the 2019/20  Press contract. Waiting on replies, but hope to hear back soon so we can get things going for One Man, Two Guvnors. If I’ve forgotten any press outlets in St. Andrews please let me know and I’ll send the contract along to them as well!
  + Reservation spreadsheets are ready for all the shows this year!
* Marketing Officer’s Report
  + Have contacted all the production teams regarding Audition events on facebook - all save one have contacted me and their respective events have been posted.
  + Have met with the *One Man, Two Guvnors* team to talk about how Mermaids can best support their publicity operations - There are a few outstanding questions that I would like to discuss with the Committee regarding their marketing.
    - As long as all Publicity has Mermaids logo then that is chill.
    - Events for show should go up BY a week before.
* Engagement Officer’s Report
  + Everything is pretty much prepared for tomorrow’s give-it-a-go day. Thank you for everyone for all your help and support! It’d be great if I could get a key to open the Barron at around 9:30.
  + Please buy tickets for St Andrews Night Live!!!
* Costumes Officer’s Report
  + Not much to report!
* Set/Props Officer’s Report
  + Got a long list of things to do (sort props room, tidy workshop, etc) which should hopefully be happening soon! My entire week has been swallowed by Freshers preparation and work so free time has been something of a strange concept right now (only like a week to go!)
  + The pre-alpha of an index of the set and props room is just about ready, it just needs the items added which will take quite a while so it will still be a while before that is fully live
  + The keyboard is already in high demand but that's all going smoothly and everything for tomorrow is organised keyboard wise
    - Is the workshop going to be used? – Cannot currently because it is not very clean.
    - Needs to catalogue things for website COMING SOON.
    - 1 Man 2 Guvs looking to borrow more flats and are asking local Am Drams – this might be a contact.
* Secretary’s Report
  + Nothing to report.
* 1 Man 2 Guvs – already blocked the whole show and feeling good. There’s a bit of their budget they might not have to touch!
  + Questions about St Andrews Night Live – can it say 1 Man 2 Guvs on the programme of the show instead of just ‘Mermaids’? Slots are 10-15 mins. Might squeeze up to 15 mins.
  + Set/Props Officer/Tech man Ryan is needing to meet with them. Wed is not good with Byre?
* Edward II – feeling good.
* Doll’s House – feeling good – looking for someone else for team.
* Committee Business (in camera)
  + Jumpers have arrived!!!
  + Give it a Go wasn’t actually booked in but now it is. Eg. G&S didn’t have a slot but now they do.
  + Prod Coord – Wed Week 3 for FDF Proposals? (Event needs to go up two weeks beforehand).
  + Adia has arrived!
  + Cate is showing off the stickers/termcards
  + Please wear jumpers to Give it a Gos, Freshers Fayre, Bonfire etc.
  + President: Its nice to hang around The Barron throughout the day for the Give it a Gos for a friendly face.
  + Secretary and Engagement to have a laptop there for people to sign up for Mermail.
  + After auditions in Week One we then need to advertise on FB and on Mermail for Fringe Rep. They will speak for 2 mins and then we get the opportunity to vote. The Fringe Rep has to have been to the Fringe before.
  + Committee Social on Wednesday!
  + President: As mentioned for last year, there was a team who proposed earlier last semester for February slot but their proposal wasn’t presented. Semester One auditions/FDF are prioritised before this
  + 2 Byre Slots – Marketing: do people then scheme for which Byre one to go for in terms of competition with other teams/
  + Marketing: Are there separate On The Rocks, 2 Byres, Stage and Barron?
  + VP: Traditionally OTR and Byres together, Stage and Barron together.
  + The Barron library and this issue shall be discussed on Wednesday
  + Barron Manager: The bin in the Barron is rather gross, please make sure there is a bag in and if it needs changed, change it.

MEETING CONCLUDED 19:28