

MERMAIDS PUBLIC MEETING

6:00 PM 30/09/2024

LRR, UNION

Attendance

- Merp
- PC
- Much Ado
- Engagements
- Art
- Midsummer
- Wuthering Heights
- Prospect Creek
- Costumes
- Crucible
- Tech
- Fringe
- Marketing
- VP
- PT
- Sec
- Xmas Ball
- Barron
- Box Office
- sets
- G&S

Apologies

- Barron
- Sets
- Box Office
- DoSDA
- DoES

Show Reports

Prospect Creek

- All well so far
- Box Office all sorted
- Paperwork too

The Crucible

- Finally full cast!
 - All contracts are signed!
- Reimbursement?
 - Cash book to send?
 - PT: yeah send over!
- Byre music licensing question
 - Barron and Byre the same?
 - PC: we will discuss after

Art

- Any sofa updates?
 - VP: sets says Ceres is limited, but can do if storage is organised. It is unlikely to be there before Art, assuming no for now (apologies!)
- Info for Erin
 - To be given this week
 - Risk Assessments
 - Tech: Teams is the best
- New graphics incoming...
 - Will be there on Wednesday for Marketing and Box Office

A Midsummer's Night Dream

- All good just now!

Much Ado About Nothing

- Looking for two parts, but going okay so far.
 - Secretary: can put in mermail! Need graphic and blurb
- Paperwork to be signed...
- VP: When is your read through? Can i come after 4pm?
 - Welcome in Barron!

Wuthering Heights

- Read through on Friday past went well, with rehearsal tonight

- Question for Barron, on personal matriculation notice.

Committee Business for Shows

- Merp
 - FDF
 - Spread the word!
 - Byre Meeting on the 8th
 - Programming slots, if anything to bring up - email merpres@
- VP
 - Congratulations for confirming all wellbeing reps!
 - Please have them check their emails
- Secretary
 - Mermail deadline at 7PM!
- PT
 - Nothing from me
- PC
 - no office hours monday the 7th
 - Message if want to meet otherwise!
 - cast lists + contracts
 - art ✓
 - crucible ✓
 - prospect cast ✓ pt no
 - midsummer ✗ from both cast and pt
 - much ado ✗ from both cast and pt
 - wuthering heights cast ✓ pt/crew no
 - latter 2 to send updated list to PC
- Barron Manager
 - Leaving set in the foyer
 - Turning tech off
 - Barron Directory
 - In teams, make sure to consult before sending Qs!
- Tech and Safety
 - RAs for Prospect Creek have been sent!
- Ops
 - Deadline for any cancellation is now 5pm one day prior to the intended cancellation
 - emergency rehearsal slots will now only be available if there are extra slots offered on sunday afternoon or if we offer it to you (you can still ask)
 - a reminder that you can book uco or buchanan rooms if you need emergency slots
 - All barron shows get in times are 6pm on the second show date, if you do want extra time, please let me know 2 weeks in advance (this is only for barron)

- EXTREMELY IMPORTANT: for any teams that have booked LRR (this room) after this meeting, starting next Monday (not today), your booking will be starting from 7:15pm instead of 7pm
 - Wuthering Heights (7/10, 14/10, 4/11, 11/11, 18/11), Midsummer (28/10)
 - If you need any help with booking out new slots, just send me a text
- Christmas Ball
 - Nothing
- Box Office
 - Almost have access to barronboxoffice@ - I hope to have it by tomorrow
 - Av92@ until then
 - Prospect Creek event is visible but waiting for tickets and graphic to be put up by union web
 - Waiting for Union, hopefully tomorrow?
 - Feel free to reach out to publications for press passes yourselves, or let me know if you want me to email instead
 - Merp: let Box Office know either way
 - Including 2 PT comps
- Marketing
 - Take over info
 - 4-7 days on Stories, to include mermaids logo in the style of your show as a temporary profile photo for our instagram
 - Timeline exists
 - Teams please fill out this form: <https://forms.office.com/e/3pp4S5d0w2>
 - This will be sent out to publicists a bit later.
- Engagement
 - *Backstage Shadowing*
 - Launch Day tomorrow!
 - 14.00; meet in the Barron @ the Byre!
 - Lots of fun things!
- Costumes
 - Prospect Creek let's arrange a time for costume piece pick-up!
 - Prospect: they may be sorted already, but will be in touch
- Set
 - Crucible set and props deadline tomorrow
 - Midsummer needs to confirm Van Run on the 29th at 9:30
 - Midsummer: will do!
 - Much Ado confirm Van Run on November 6th at 2:00pm please
 - Much Ado: will do!
 - Wuthering Confirm Van run on November 20th at 2:00pm-confirmed

Affiliates section

- G&S
 - EGM!
 - 11th October, 7PM!

- 3 shows to vote on by members
 - Tech & Safety question
 - Found a weapon to be registered in Byre lock box
 - Tech: I can escort to where it belongs, we will work it out.
- Must
- Blind Mirth
- Comedy Soc
- Acapella Soc
- Inkligh
- Dance
- Revue
 - Collaborating on publicity?
 - Marketing: anything reposted - send to Instagram direct messages. Anything else, feel free to reach out to mermarketing@
 - Happy to chat at Office Hours at Tuesday 3-4 in Rectors
 - Engagements: also happy to put on events mermengagement@
 - Secretary: email mermaids@ with blurb and graphic by 7PM Monday
 - Story take overs: could we take over?
 - Marketing: reach out on to email on dates, and can have a look.

Other Public Business

- Sets: Wednesday at mermaids storage if need extra time!
- Barron: playwriting acting deadline tomorrow!

Committee Reports (In Camera)

- President's Report
 - UDMC Mermail + Marketing for Anthony Tudor and Frank Muir Prize
 - Sec: send by 7PM!
 - Semester 2 dates @DoES?
 - SRC Motion Update
 - No longer Activity subcom
 - Now representative subcom
 - Toolbox clarification
 - Sets: Cash Office want it sent to them
 - All worked out
- Vice President's Report
 - Excellent hunting everyone

- Reward time
- Secretary's Report
- Production Treasurer's Report
 - Blind Mirth bank account access
 - VP: going to cash office together so plan of action established
- Production Coordinator's Report
 - updated proposal docs — FDF -&; Sem 2
 - mermengagements email?
 - Barronboxoffice@
 - FDF ball rolling ideas
 - Mermengagement@ for marketing to update
- Fringe Representatives' Report
 - 306 Days to Go!
- Barron Manager's Report
 - Cash office for independent productions
 - Under merms on Union website
 - Have gone to the cash office...
 - Merp: to reach out to previous contact
 - Very much up to you! Merp and VP are happy to attend with
- Tech and Safety Officer's Report
 - Slowburn hopes for this week!
- Operations Manager's Report
 - Anyone want to fire marshal for art? (27/10/2024) we just need one more
 - Costume is happy to do it
 - I am a bit dumb I have a van run at 2pm that we are having the 2 hour FDF office hours so I will have to leave early
- Christmas Ball Convener's Report
 - Will always be late to this slot 😞
 - Do you know what the deal is with signatures?
 - Merp: will check with former Xmas
- Box Office Manager's Report
 - Edited Press Contracts
 - Replace Gillian to Tanya on Cash Office
 - Does this look good? If so I'll start sending it out.
 - Do we have press passes? If not, I will use my budget to acquire some
 - Any new publications to reach out to?
 - Current list is The Saint, The Stand, St.Art andThe Gay Saint
 - Supposedly have access to barronboxoffice@ but haven't been able to access the inbox
 - Can send committee comps to that address
 - Cash box for resale at the door?

- Merp: request it from the cash office
- Marketing Officer's Report
 - FDF & Sem 2 Proposal Info is now live on the website
 - Engagements can you specify your new to me when you get it?
 - Engagements: will send an email from it when it is live!
 - Posting groups other than affiliates
 - Sec: happy to put into Mermail, is more flexible.
 - Engagements: mermates graphic
 - To send more info to Marketing
- Engagement Officer's Report
 - I have an email
- Costumes Officer's Report
- Set/Props Officer's Report
 - Transition said no to chaise lounge :(
 - Ordered tool kit just waiting on confirmation
 - Van run 2 October
 - Got setlist from Prospect Creek
- Other Committee Business (in camera)
 - Fringe: <https://www.castlefurniture.org/collections>
 - Can we maybe donate the chaise?

Meeting Concluded: 18:56