**MERMAIDS PUBLIC MEETING**

**6:00 PM 07/10/2024**

**LRR, UNION**

**Attendance**

* Merp
* PC
* Midsummer
* Art
* Much Ado
* Box
* Ops
* Barron
* Tech
* Prospect Creek
* Costumes
* VP
* PT
* Marketing
* DoSDA
* Wuthering
* Xmas

**Apologies**

* Sets and Props Officer
* Engagements
* DoES
* Fringe

**Show Reports**

Prospect Creek

* Sat 12th October in Barron for shadowing, it would be great if we can keep stuff in Barron space for rehearsal on Sunday. Could we just leave some stuff in the storage?
  + Ops: even without the event, the answer to leave in the Barron would be no as per Byre rules. You can leave stuff in the Barron storage, in the **dressing room**.
* Audience capacity: we don’t have a stage, can we have more seats?
  + Merp and Barron and Ops: can’t go above 60, but we have been in touch with the Byre. Presume 60 per night.
  + Barron: are you having a catwalk?
  + Yes.
    - Barron: will check if catwalk changes capacity, just to make sure Byre agrees.

The Crucible

* Bought an extra script; 15 pounds taken out of Costume budget
* Potentially problem, one actor dropped out this morning
  + It’s a small role so it's ok
  + We are holding onto the actor until 5pm wednesday and we are trying to find a replacement
* Potentially no wood? Don’t know where that went
  + Have a lot of extra budget so will find other wood if needed on Wednesday
  + Are checking for cancellation or refund policy

Art

* Any specific format for sets/props/costumes list?
  + Also if we’re unclear on what exactly we’re using should we list every potential costume piece?
  + Costumes: normally take more than need, and cut down.
* Limit on comps for reviewers? (Is it just 2 overall)
  + Box: yes, unless want to give up production team comps
* Tickets timeline
  + Box: should be two weeks before the show, will make it sometime this week.

A Midsummer’s Night Dream

* Character playing a tech, can we use a headset? Would be very contained. We need three to run the show, but would require a fourth.
  + PC: Mermaids headset
  + Merp: something for Tech to consider
  + Tech: rather you find an alternative
* Cardboard knife?
  + Tech: everything is a weapon unfortunately
    - Weapons procedure is coming up

Much Ado About Nothing

* We have filled our cast spots!

Wuthering Heights

* Room bookings: how do we go about slots outside the excel time?
  + Ops: get in touch with me with people and timings, and I will look into it.

**Committee Business for Shows**

* Merp
  + Email reminder
    - Use merpres@ for a quicker response
* VP
  + Reminder to please not overbook your casts!!
    - Send your rehearsal schedules to Carrie
* Secretary
  + Mermail deadline at 7PM!
  + Prospect creek tickets!
  + Crucible tickets too!
  + PC sending
* PT
  + Cashbook up to date reminder
* PC
  + merprod@ email
  + contracts 🥳
    - Much ado extra cast
    - PC techs
    - WH people
  + FDF
    - OH Wednesday 1-3 in Soc A, with Barron and OPs
* Barron Manager
  + Sign in sheets
    - In green binder, in or around tech booth. Everyone needs to sign in and out, even if for 30 mins. Safety issue!
  + How to leave the Barron
    - Rule and curtesy: tech booth off, set put away, leave it as you found it!
  + Playwriting showcase tonight!!
    - Come along!!!
    - First come first serve
* Tech and Safety
  + Weapon procedures are coming in form of a lovely email, keep an eye out for that.
* Ops
  + 5pm day before booking slot deadline reminder
    - Consequences for not changing too late
      * After 2 offences: banned from 6-10PM slots in Barron on weekdays, and Sundays
  + Leave Barron Space as it is when you came in
  + New rule: Please book through Ops with all university and union spaces if you are a Mermaids production
    - Now includes BUC and Schools
    - 3 business days before, minimum.
  + Please use your teams channel or email me directly about rehearsal spaces
    - This includes get in times for the Barron
    - Kwc3@ for any and all messages!!
  + StAge is available for booking for StAge show rehearsals, let me know of the week that you would want to book and I can look for you
    - Reserved for StAge shows
* Christmas Ball
  + Nothing
* Box Office
  + Prospect Creek Ticketing Update:
    - Night 1: 12 tickets sold
    - Night 2: 1 ticket sold
    - No Press, Prod Team, or Mercomm comps requested
      * Please let me know by Friday
* Marketing
  + Please make sure you Publicists fill out the Takeover form
    - Prospect Creek just started there’s and its a slay so far!
    - I may also make some slight adjustments to the schedule to accommodate affiliates.
      * Keep an eye out for updates!
    - Need it before your takeover, information will be with your publicist.
  + General reminder for teams: please start going on a media blitz once you are with in 2 weeks of your show!
    - Get it going! Posters within reasonable time too.
      * Permission for posters
* Engagement
* Costumes
  + If you want costumes from storage, please email me and we can arrange a storage trip & pick-up time!
    - If you’re doing this, please bring a suitcase, it makes your life easier (trust me!)
    - Agt6@, email is the best rather than other forms of comms.
* Set

**Affiliates section**

* G&S
* MuST
* Blind Mirth
* Comedy Soc
* Acapella Soc
* Inklight
* Dance
* Revue

**Other Public Business**

**Committee Reports (In Camera)**

* President’s Report
  + Pres & VP Subcom Meetings
  + St Andrews Day
  + Catwalk communication to Box Office
    - Byre to update.
  + Semester 2 dates
* Vice President’s Report
  + Cottage Kitchen has confirmed availability for December 4th, 5th, and 6th for Christmas Dinner
    - Subcommittees are invited!
* Secretary’s Report

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* Production Treasurer’s Report
  + Nothing <3
* Production Coordinator’s Report
* Fringe Representatives’ Report
* Barron Manager’s Report
  + Showcase update
* Tech and Safety Officer’s Report
* Operations Manager’s Report
* Christmas Ball Convener’s Report
  + Canva?
    - Merms Canva
* Box Office Manager’s Report
  + Email for committee comps!! ([barronboxoffice@st-andrews.ac.uk](mailto:barronboxoffice@st-andrews.ac.uk))
    - I will only be checking that email 9-5, monday-friday so if something is urgent, please message me
  + Please let me know if there would be any capacity changes 3 weeks in advance because we don’t want to oversell shows - I’d rather have the union put fewer tickets up and sell the rest later at the door
* Marketing Officer’s Report
  + Any update on the FDF office hours and such to be posted?
  + Affiliates have been offered takeover opportunities and help with marketing
* Engagement Officer’s Report
* Costumes Officer’s Report
  + Storage sign in and outs
  + UDS have returned
* Set/Props Officer’s Report
* Other Committee Business (in camera)

Meeting Concluded: 18:48.