



Showstoppers Committee Minutes

| <u>Attendees</u> | <u>Minutes in a Minute!</u> |
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| <p>VHA - Victoria Howard-Andrews (President)</p> <p>PA - Phoebe Armstrong (Vice President)</p> <p>GPV - Gaby Puleston-Vaudrey (Secretary)</p> <p>JW - John Wilders (Treasurer)</p> <p>AR - Antigone Robertson (Social Sec)</p> <p>NO - Nick Ong (Webmaster)</p> <p>OJ - Oliver Johnson (Development)</p> <p>ZB - Zoë Blackall (Development)</p> <p>BM - Ben McQuigg (Ordinary Member)</p> | <p>The Trail to Oregon: The GoFundMe rewards are being organised.</p> <p>Legally Blonde: Rehearsals are going well!</p> <p>It Shoulda Been You: They have a rehearsal schedule!</p> <p>Sweeney Todd: They've had their first rehearsal!</p> <p>Treasurer: We're collecting payments for JCS tickets!</p> <p>Social: PA Theatrical social is on Saturday, so please come along!</p> |
| <u>Apologies</u> | <p>Development: Come next Wednesday for a spooky workshop!</p> |
| <p>AW - Alex Wareham (Ordinary Member)</p> | <p>Web: The website is being updated and we're doing a rebrand!</p> |
| <u>Absences</u> | <p>Ordinary: Society clothing is available!</p> |
| <p>JC - Josiah Chamberlain (Social Sec)</p> | <p>Original Writing: We're looking to workshop a new show!</p> |
| <u>Non-Committee</u> | <p>AOB: Check out the rebrand for The Annex, and go along to TG's show 'Blithe Spirit' and Comedy's 'Caution! Dry Ceiling'!</p> |
| <p>AbR - Abbie Roach</p> <p>EG - Ed Gill</p> <p>JH - James Hurford</p> | |



The Trail to Oregon

BM: We're having a meeting next week with all of Gone Rogue regarding money.

AbR: Please can I be taken off of the Gone Rogue Facebook group?

VHA: Yes sure.

AbR: Also has the GoFundMe stuff been sent out yet?

VHA: Not yet as we don't have everything all in one place yet.

AbR: Could that be done soon, as the page is under my name?

VHA: Yes, I have all the contacts so I'll send out a message to them all saying that it has not been forgotten and it is on its way.

AbR to be removed from the Gone Rogue Facebook. VHA to send out GoFundMe rewards.

Legally Blonde

AR: We've had more rehearsals which are going really well. We've had a liaison session too. I just have to clarify something though - can we, or can't we, ask cast members to pay for certain props themselves?

VHA: No.

AR: Perfect. We have money put aside in the budget anyway, but we just wanted clarity as a prod team. We've also ordered our posters and flyers, including the A1 poster for the new Annex poster slot.

VHA: In terms of liaison, everything was generally positive, with just a few of the usual comments you would expect from the first liaison session.

LB PROD TEAM to compile audition feedback.

It Shoulda Been You

JW: We had a prod team meeting today, so there is now a rehearsal schedule. We should have everything taught by Christmas. We should have our feedback out soon. We are currently looking at getting APs, and potentially also an AD. As a prod team, we had a question for committee, which was that our pitch feedback stipulated that we needed to get two APs, however if KP was to take on a bigger role by becoming a full producer, would it be okay for us to only then recruit one AP?

VHA: Sure, I don't see there being a problem with that, as long as she's comfortable with doing that alongside choreography.

JW: We had to cancel a rehearsal on Monday as we didn't want to call people in for not much, but otherwise rehearsals are all going well, and our next one is on Saturday.

ISBY PROD TEAM to organise audition feedback, and to confirm AP/potential AD.

Sweeney Todd

BM: We have a cast, and have had a read through. We have a new producer, AR. We might have an AD soon, tbc. We have two AMDs.

VHA: Audition feedback needs to be done within a month from casting. What's happening with materials?

BM: We'll have those in November.

JW: Do we need to elect a liaison?

VHA: GPV will be show liaison and ZB will be production liaison.

ST PROD TEAM to confirm ADs and to organise feedback.



Treasurer Update

JW: I paid SH £6 for the stickers to go on the water bottles.

AR: Do they add to the cost of the water bottles?

VHA: We'll pay for the stickers as a society.

JW: I paid £110 to get the keyboard fixed, along with giving VHA a £20 deposit for it. I got £70 from SUSU this week, I'm assuming for memberships. I've had four people pay me for their JCS tickets. I just paid £53.50 to IB for the LB flyers and posters. There's a bit of an issue with paying for the JCS tickets as the bank details I've been given don't work.

AR: I've sent them an email to ask about that so will let you know what they say.

JW and AR to liaise with Spot-On Productions regarding payment for JCS.

Social Update

AR: We have the PA Theatrical social for Halloween on Saturday. We're trying to work out a Showstoppers-only pres, to encourage people who may not want to go to Stags on their own to still come along and meet us first. We've done a plan for the term. Blithe Spirit is next week, but as we're going to JCS on Thursday, is it okay for me to organise that for the Friday instead?

VHA: Yes that's fine.

AR: IT has been discussing getting a group discount to see Six. We're going to have a Sorority and Fraternity themed social on 8th November, and we're also going to do an ice skating social again. Regarding the Christmas Ball, is it okay for that to be on Sunday 9th December?

VHA: Sure.

AR: The place we went to last year have been really nice, so if it's okay with everyone we might just stay with the same venue again.

NO: It was really nice there. How much do you think it will cost?

AR: The figure I've got from them is around £28.95, but I will have a conversation with JW about a potential contribution. I'm not quite sure how we will arrange drinks - whether we want drinks on arrival and then that will make the tickets more expensive, or if we have people just ordering their own?

AbR: We've never had drinks on arrival before.

GPV: I think also that gets problematic if people don't drink as then they're paying more for something they're not getting as much out of.

VHA: The optional wine is a better option I think.

AR: As always, if anyone has any other ideas they want turned into socials then let me know.

NO: Jesters' karaoke?

VHA: Yeah that would be great.

PA: Is there a freshers' integration social?

AR: Not yet, but EF has spoken to me about it. It's just finding time, and also EF spoke to me as a director rather than as social sec so I'm assuming that's just for the cast rather than all of Showstoppers?

PA: Yes.

JW: Are we screening the other shows?

VHA: Yes, it's fine to launch those and get caught up with ourselves.

PA: Also can we give a couple of weeks warning? Then we might have alumni coming down to watch them too!

AR and JC to put up Blithe Spirit event, to liaise with JW regarding a potential contribution for the Christmas Ball, to arrange a freshers' integration social and to organise further show screenings.



Development

OJ: We had an improv workshop, which was very well received.

ZB: Next week is very exciting, so come along!

OJ: We're also booking cabaret at the moment - we've sent off the forms, with the date of 11th December.

PA: Have you heard from IT?

OJ: Not yet.

PA: Okay I'll drop him a message.

VHA: Any more confirmation on the funded workshop?

ZB: It will be 12-4pm on November 11th.

OJ and ZB to confirm cabaret booking and to liaise with PA regarding Theatrical workshop.

Web and Promo

NO: I've been updating the website and rebranding. WS has added all of the relevant PA Theatrical committee members to a publicity group.

VHA: Can the gallery on the website be updated too?

NO: Yes sure.

VHA: Also, WS is on top of sorting out a camera loaning system to go on the websites.

NO to update website gallery and to liaise with WS about camera loaning system.

Ordinary

BM: Society feedback should be done by the deadline.

GPV: Alex sent me an update! The society clothing order form has gone up, and the deadline has been set for a week yesterday. He's still only had two responses for TTTO feedback so he's going to give that a final push on all PA Facebook pages (and previous show group chats?) and set the deadline for next Tuesday.

VHA: Yes that's absolutely fine.

PA: When's the deadline for all of the merch?

GPV: Next week.

BM to continue to compile society feedback. AW to promote TTTO feedback form and merch.

Original Writing

PA: Did everyone read and listen to JM's thing?

OJ: It's so good.

PA: Okay, so if everyone's done that, the next step is to arrange for it to be workshopped, so if I can leave it to ZB and OJ to liaise with JM to do that? I've still not formulated my response to the other piece of original writing we spoke about last week, as I want to find his previous correspondence with GT, but I'll be writing up our response to that soon as soon as I have found that.

OJ and ZB to arrange workshop with JM. PA to respond to other original writing enquiry.



AOB

AbR: I still haven't gotten the AGM minutes up yet - I'll have those to you by the end of this weekend.

PA: There might be an email sent to VHA which should have been sent to me about Sweeney Todd sponsorship.

VHA: Yes, AE told me about that, but I haven't actually had an email.

PA: Also please all come to the PA Theatrical social on Saturday!

BM: We're doing another Sounds of SUSU live event in November, so if LB wants to perform at that let me know.

EG: Can I look into it?

BM: Yes sure. If you also wanted to pair up with ISBY for a 20 minute Showstoppers slot, that's an option as well.

VHA: The keyboard has been fixed. As facilities officer, is it wise to have pictures of which keyboards and which stands are ours?

PA: We could just put stickers on them.

VHA: Yeah, lets get something on them so that prod teams know and take the right ones. Also, please all sign up to do tuck for Blithe Spirit. I've updated the Tuck doc in the committee group's description to go up to the end of our committee run. Please all buy your memberships, because I'm the only person on committee with a membership at the moment.

AR: Can you still not buy them in person at the box office?

PA: No.

VHA: I replied to AF, and have received no response, but didn't expect one. The Annex rebranding document has been added to the committee description. That includes the new requirement for each show to have an A1 poster, however it has been agreed with IT that this will be covered by PA committee up until Sweeney Todd as they were all pitched before the new rule was introduced. Please read the rebrand document, and be aware that we now need to include SUSU branding for things such as cast clothing in the future. I've also had a message from BN as on Saturdays ISBY only have rooms booked from 12.

PA: That's the only way I could book them, so you will have to book any rooms for earlier than that yourselves, and you might have to change rooms at 12.

NO: In the document, it mentions that all posters need to be ready at the start of term?

PA: That applies less to us as we have multiple shows in the year.

VHA: They're looking at producing a termly magazine (with mid-term deadlines) about what's on each term, but that fits in fine with when our pitches are.

NO: The PA House clean up went really well, so please look after it and keep it clean!

VHA: I'm going to chase up producers to check that everything has been put away properly after each show.

PA: I think we should say that people need to go back to the PA House the day after the get out to tidy it up.

JH: We have a comedy show coming up on November 9th and 10th so please come along!

VHA: It's on the tuck document as well, so please sign up for that!

PA to look into ST sponsorship. LB and ISBY PROD TEAMS to liaise with BM about Sounds of SUSU. VHA to arrange for Showstoppers' keyboards and stands to be marked. ALL COMM to buy memberships, to read The Annex rebrand

October 25th 2018



document, to sign up for tuck. ALL PROD TEAMS to ensure PA House remains tidy after shows.