

Agenda

1. **Women in Theatre Week [Feedback]**
2. **OUDS Funding [Update & Voting]**
3. **OUDS National Tour [Update]**
4. **Workshops [Stage Combat & Next term]**
5. **Social [Committee Dinner]**
6. **AGM [Accounts shown to Senior Members, Minutes, Constitution]**
7. **Future committee support for postgraduate initiatives**
8. **Handover documents**
9. **AOB**
10. **Comps**

PRESENT- Lucy Hayes, Laura Wilshire, Hugh Tappin, Finlay Stroud, Christina Hill, Amelia Coen, Adam Diaper, Charlotte Vickers, Christopher Burr, Lucy Miles, Miranda Mackay, Joel Stanley, Jake Woods, Francesca Amewudah-River, Amy Thompson, Jamie Lucas, Hannah Greenstreet, John Livesey, Linette Chan, Ros Ballaster, Naomi Chapman

APOLOGIES - John Watts, Daisy Porter, Eleanor Blackwood, Frances Livesey, Cameron Spain

1. **Women in Theatre Week [Feedback]**

- a) It was a success!
- b) Attendance did trail off towards the end of the week, but this was to be expected.
- c) Thank you to the committee members who helped in the organisation of the week.

Action Point: Charlotte to create a handover document and meet Fran to discuss the possibility of doing it next year.

2. **OUDS Funding [Update & Voting]**

- a) Outgoing and Incoming Exec will help to hold funding interviews this Thursday.
- b) Voting on the decisions will be decided by the old committee.
- c) If you are involved in any of the bids or shows, then you must abstain.
- d) The last committee used survey monkey to vote on each individual show so an individual only must abstain for voting on their own show.
- e) The voting process used next year be decided by the next committee.

3. **OUDS National Tour**

- a) They know they are the national tour and have held auditions this week.
- b) The two recommendations we hope to suggest to them will need to be sent to the group as soon as possible.
 - i. This is based off of the minutes from HTW7

Action Point: Chris to email the recommendations to the National Tour team.

4. **Workshops**

- a) We have the stage combat workshop tonight at LMH which has had many people drop-out.
- b) Christina & Finlay will meet with the new committee members who will take this role next term in the handover process.
- c) Advise for workshops for next term:
 - i. Recommended the next committee to plan a workshop that is early next term (smaller scale) through students and then to use the summer to email and contact outside sources.
 - ii. Good to generally plan to think small with numbers for workshops because of the tendency of students to drop-out of sessions.

- iii. Could possibly release a smaller number of tickets for an event at first, sell these out, and then release more.
 - iv. This could possibly be helped with a more stream-lined marketing system for events via social media and the website next year.
- d) OUDS and TAFF have paid for the combat workshop tonight and could do with more sign-ups.
- 5. Social [Committee Dinner]**
- a) Reminder to be at The White Rabbit by 8pm.
- 6. AGM [Accounts shown to Senior Members, Minutes, Constitution]**
- a) Ros and John would like to see Chris' annual accounts.
 - b) We also need to send the accounts from this term to the Proctors.
 - c) The AGM minutes are being worked on and will be released by next Monday via the newsletter.
 - d) The constitution will also be sent to the Proctors next week.

Action Point: Laura to finalise the constitution and AGM minutes. Chris to send the annual accounts to Ros and John and to send the Michaelmas accounts for Laura to send with the constitution to the Proctors.

7. Handover Documents

- a) Handover documents to be sent by Friday to Laura.
- b) They are not in substitution of a meeting with the next committee members who take on certain roles, but they are to help over the vacation as the committee plan what they want to work on.
- c) Thesis deadlines – two committee members have this deadline on Friday and will not be able to send the documents by them.
- d) Exec Handover deadline – Friday 16th March.
- e) Change general deadline to Sunday for general committee

Action Point: Everyone to send a handover document to Laura (secretary@ouds.org) by Sunday this week. Lucy M can then share them with the new committee. The Exec to send the handover documents by next Friday.

8. Future Committee Support for Postgraduate Initiatives

- a) Post-grads have often felt ostracised by the Oxford Drama scene.
- b) Generally, the support for the role has worked well over the past two years.
- c) There have sometimes been occasional troubles with the wider committee supporting individual projects.
- d) There is a question as to whether all committee members should support these events on personal pages.
- e) Support is especially important with the post-grad rep.
- f) The next committee need to consider how the post-grad works with the rest of the committee.
- g) Also, now we have the OUDS Facebook page, post-grad events could be added and co-hosted with that to make the advertisement of events centralised.
- h) There may be a discussion needed in the next committee as to what we would be expected to share on personal social media accounts.
- i) There may need to be a rule or expectation that is established early on.
- j) The college reps are a system that works well for sharing information.
- k) Standardisation is the best way to work towards advertising events well.
- l) LW: Suggest to the next committee to do a weekly update of what individual committee members have been working on [given over email if they cannot attend the meeting]
 - i. This will help keep everyone updated on what committee members need support or help with

- ii. It will keep the committee in the loop with each other and also offer the opportunity for more committee members to become involved in different projects
- iii. This is something that can be voted upon and implemented by the next committee

9. AOB

a) *Where will the next committee meet?*

- i. Mansfield could possibly be used for the Monday meetings
- ii. Wadham could be a good central location to use since JL is a student there

Action Point: Lucy Miles to prompt John Livesey to look into the possibility of using Wadham for the meetings.

10. Comps

- a) None to give out.