

Agenda

1. Action points from last week (FAR)
2. ODA handover (FAR)
3. Accounts update (FAR/AT)
4. Oxford Student Disability Society update (FAR)
5. Social Media update (FAR)
6. New performance space - RoQ site (FAR)
7. OUFF Crewdate (MM)
8. Funding decisions for TT18 and Threepenny – voting (AT)
 - a. Could we work debriefs into their conditions?
9. Bidding workshops for this term (AT)
10. Headshots and bios (AT)
11. Comps
12. AOB

PRESENT- Francesca Amewudah-Rivers, Amy Thompson, Charlotte Vickers, John Livesey, Joel Stanley, Tracey Mwaniki, Miranda Mackay, Linette Chan, Hannah Greenstreet, Jamie Lucas, Jake Woods, Ros Ballaster, John Watts

APOLOGIES - Lucy Miles, Seb Dows-Miller

1) ACTION POINTS FROM LAST WEEK

- a) Freshers –
 - i) going into interview Travesties and film people for Freshers video
 - ii) working on the freshers survey
- b) Social Media
 - i) Events page is open and need to change description to announce that we are now open
 - ii) Everyone needs to send bios to Fran by tonight
 - (1) Why you like drama
 - (2) What you want to bring to the committee
 - iii) College reps: will start after the Facebook thing
- c) Stash - everyone please continue adding to the poll
 - i) JW has sent details of a company that could do all different things
 - ii) Ask senior members if they would like things
- d) Treasurer - Not chased Chris yet for the website but has accounts (!!)

Action Points

- **JW/FAR to change description of OUDS Events page/make it known that it's now shareable**
- **ALL to send bios to Fran by Monday**
- **JW to start college reps next week**
- **ALL keep adding to stash poll**

2) ODA HANDOVER

- a) *Oxford Drama Assets handover in trinity term. OUDS treasurer and 2 other committee members need to be on the team. Would any of you like to put yourselves forward? They meet twice a term to discuss the assets that OUDS and TAFF have and anyone can put themselves forward.*
 - i) *LC: interested because ODA linked to TAFF*
 - ii) *JW also happy to.*
- b) **VOTING**
 - i) *Linette pitches why she's like to be on the ODA committee - great responsibility, esp. ability to cooperate with Taff on props store and Taff hires.*

- (1) *In favour 9 (including non-voting)*
- (2) *against 0*
- (3) *abstentions 0*
- ii) *JW happy to throw self into it, increasing awareness of assets a good thing, maybe able to put details in website*
 - (1) *in favour 9*
 - (2) *against 0*
 - (3) *abstentions 0*

Action Points

- **Linette Chan and Jake Woods to become new ODA reps**

3) ACCOUNTS UPDATE

- a) AT: I almost have complete accounts from Chris Burr. Some payments haven't processed yet but these are being worked on. The accounts look overall better than expected, but there are a few gaps/difficulties, including Hedda, Bacchae, and NWF (see below).
- b) CB knows Hedda needs to be closed but it has not yet been done. Closing it will be complicated.
- c) Ros: Remember we have to submit the accounts by the end of 2nd week - we may have to submit them with Hedda still missing. Maybe write a supporting statement to explain why it's so big?
- d) NWF isn't cleared yet
- e) Bacchae isn't closed, but it's waiting on a payment from OUDS to AT, which AT isn't comfortable processing alone - AT may want to do it with Ros in the room.
 - i) AT: we don't yet have full account access (waiting on final signed bank mandate) so will do this ^^ when she has access.
- f) CV to ask Nicole about grant for OUDS/Thelma tour, AT to ask Charles about same.
- g) OUDS grant for Thelma Holt tour 2018 apparently needs to be made now - when did it happen last year?
 - i) Uncertainty as to whether this £750 grant needs to be applied for or not as is in Handover pack as an admin task but some members of the committee think it should be applied for
- h) **Headline figures:**
 - i) Total expenditure £22,000
 - ii) Underwriting £23,000
 - (1) Total returns > expenditure
 - (2) We made a profit before committee expenditure (inc. socials, website, freshers' fair, costume store business)
 - (3) Overall we made a small profit, with the caveat that this is before Hedda is taken into account.

Action Points

- **AT to send accounts to Senior Members**
- **AT and CV to meet about closing Hedda**
- **AT to write supporting statement regarding Hedda**
- **AT to chase Naomi and Frances re closing NWF**
- **AT to organise payment from OUDS to Bacchae in order to close Bacchae**
- **CV to ask Nicole about grant for OUDS/Thelma tour, AT to ask Charles about same.**

4) OSDS UPDATE

- a) FAR: Oxford Student Disability Society's events rep contacted OUDS over the vac, they're keen to collaborate with us on plays, workshops, playreadings, etc. MM mentioned it in her manifesto and was in contact. Did anything come of that?

- i) MM: Haven't managed to arrange it yet.
- ii) Job to be passed from MM to LC as other societies rep.

Action Points

- **LC to contact OSDC events rep about opportunities for collaboration and liaise with OUDS National Tour – Doomsday**
- **JL to Message workshops rep to try and liaise with professional visitors.**

5) SOCIAL MEDIA UPDATE

- a) Covered in last week's action points

6) NEW PERFORMANCE SPACE

- a) FAR meeting with head of humanities tomorrow morning about a project - it's currently early days, but there's potential for new performance space in Oxford. They want as much info from OUDS as possible.
- b) It'll be a multipurpose space for exhibitions, performances etc. It's part of the Radcliffe Observatory Quarter refurbishment project. It's a big effort with a fundraising project for £100m. There's a bid for the updating of this space to include a performance/exhibition space. They want to know what's already available in Oxford, and what might be missing. Project is all very speculative at the moment, not looking for
 - i) MM: Heard an unsubstantiated rumour that the O'Reilly may be permanently closing for student theatre use after its refurbishment. There may be a gap in the market.
 - ii) ROS: it'd be nice to have a dedicated student theatre space.
- c) CV: Speak to TAFF. One of the big problems with ordinary college lecture theatres is that they're not properly rigged for lighting. Make sure this is raised.
- d) FAR: Committee send messages if you have strong opinions.

Action Points

- **Committee to send messages if we have strong opinions**

7) OUFF CREWDATE/SOCIALS

- a) OUFF want a crewdate with us. General Agreement that this would be fun. .
- b) OUDS picnic still not confirmed, MM to chase again and report at next meeting. If no confirmation, we'll just do it anyway.

Action Points

- **MM to contact EI Blackwood about crewdate and put poll in facebook group**
- **MM to chase Picnic confirmation**

8) FUNDING DECISIONS FOR TT18 AND THREEPENNY - VOTING

- a) AT: All OUDS funding interviews for TT18 were held on Mon/Thurs/Fri of 1st, and a list of recommended projects to fund sent to LM.
- b) Verbally voting by new committee for the funding decisions made by the exec. That's what the meetings are for. Committee members must abstain from voting if they're involved in the show. In future, send out the minutes from funding interviews to committee members in advance of voting.
 - i) BNW requested £350 upfront.
 - (1) In favour: 7
 - (2) Against: 0
 - (3) Abstentions: 2

- (4) PASSED
- ii) Hereafter requested £400 upfront £400 guarantee, were offered £400 upfront £100 in guarantee on condition that they confirm their paid distribution points to make sure they aren't paying for distribution to places they could go themselves.
- (1) In favour: 9
(2) Against: 0
(3) Abstentions: 0
(4) PASSED
- iii) Medea: recommending £200 upfront on conditions that we see their graphics, breakdown of flyer and poster plans, and confirmation of box office to be used as they haven't included box office commission in their budget.
- (1) In favour: 8
(2) Against: 0
(3) Abstentions: 1
(4) PASSED
- iv) Lonesome West: recommend £100 upfront and £100 guarantee on condition that they reach out to Tighrope Productions.
- (1) In favour: 8
(2) Against: 0
(3) Abstentions 1
(4) PASSED
- v) Romeo + Juliet: offer £100 upfront, on condition that we see full marketing schedule and print plan, and that they sort out their marketing budget and box office commission etc.
- (1) In favour: 9
(2) Against: 0
(3) Abstentions: 0
(4) PASSED
- vi) Threepenny Opera: Recommend £1,000 upfront with no conditions, to be increased to £2000 upfront and £2000 guarantee on conditions that: no OUDS funding is used to facilitate access and outreach to schools >30 miles away, they provide complete marketing schedule inc. breakdown of demographics and how they're going to target them, plus a complete production schedule and proofs of graphics.
- (1) In favour: 8
(2) Against: 0
(3) Abstentions: 1
(4) PASSED

Action Points

- **AT to send email confirmation of all funding decisions apart from Brave New World which will be sent by LM**

9) *BIDDING AND WORKSHOPS FOR THIS TERM*

- a) AT: can we make a subset of OUDS to talk to producers about how to put together a budget before application? We saw a lot of budgets with all the same mistakes on them.
- i) Hannah will run one for people doing playhouse shows, but we want one lower down too. CB and CV ran a well-attended workshop for producers and directors at the start of the year. AT is keen to do this again.

- ii) Suggestion that potentially we are justified in not offering funding if the producer hasn't attended the workshop. However, this poses an access issue and lots of people don't anticipate being producers. There's a problem of skills exchange; people don't attend workshops even if they're helpful.
 - (1) Perhaps better to create briefing documents
 - (2) Word in such a way that we "strongly recommend" their attendance
 - (3) Potentially offering surgery sessions might be useful
 - (4) Editing OUDS budget template to give more guidance in the comments
 - (5) Perhaps a group debrief meeting of all the producers of shows at the end of their performance term
- b) Decision to start with workshops then look at doing debriefs

Action Points

- **AT to email CV about setting up budget workshops**
- **AT to edit OUDS budget template**

10) HEADSHOTS AND BIOS

- a) Headshots to be taken after meeting, send FAR your bios.

11) COMPS

- a) FAR: OUDS get 2 per play to post in fb group when comps are available. It'll be a first-come-first served thing.
- b) CV: could you do it in the meeting not on the group? In previous committees this was done in the meeting to encourage attendance

12) AOB:

- a) HG: the playwright talk already has 50/80 signed up, so book your tickets! I'm anticipating that people won't show up, so will slightly overbook, but it's a really good sign considering we launched yesterday.
 - i) CV: Do a waiting list as well.
 - ii) HG: It's on OUDS mailing list
 - iii) ROS: Can it be on English mailing list? yes
 - iv) CV: Can I advertise to playhouse staff? yes
- b) JL: our workshops person hasn't got back to us, but from the ISIS event the people behind the "jungle" are interested. I'm interested in doing a workshop on activist theatre. How do people feel about this?
 - i) FAR: Committee should discuss this before getting in contact. Can it go on the agenda to discuss next week? We need to remain neutral as a committee.

Action Points

- **JL to add activist theatre to agenda for next week**
- c) JW: we need to update the social media and do a big bios headshots press release thing hopefully tomorrow.
 - i) A big thing is that there are no photos on the website, although there are of the senior members. John isn't on there!
- d) FAR: PUNCTUALITY! Please be on time.
 - i) The meeting will be in the Knowles room at Wadham every week
 - ii) Please email Lucy if you won't be able to make it.