

Agenda

1. **OUDS National Tour**
2. **Women in Theatre Week**
3. **Termcard (Elections)**
4. **NWF: Blackwell's Get-in**
5. **Stage Combat Workshop**
6. **Website**

PRESENT- Lucy Hayes, Laura Wilshire, Finlay Stroud, Amelia Coen, Christopher Burr, Lucy Miles, Frances Livesey, Hugh Tappin, Naomi Chapman, Cameron Spain, Charlotte Vickers, Ros Ballaster, John Watts, Christina Hill, Adam Diaper

APOLOGIES - Daisy Porter, Eleanor Blackwood

1. **OUDS National Tour**
 - a) Will be pushed to next week to give Chris more time to review the accounts.
2. **Women in Theatre Week**
 - a) Charlotte is continuing to finalise event details and confirm timings.
 - b) Charlotte will ask Frances to book out the Corpus Auditorium for a couple of the days' events.
 - c) Charlotte is going to the OP this evening to sort out ticketing for a few events.
 - d) Charlotte will also email WomCam this evening about collaborating for the week.
 - e) A social media strategy will be sent by the end of this week.
 - f) We can't push the events yet until we sort out the ticketing methods.
 - g) We need to look into a way of making sure that people can sign up to events in a fair way – making sure that those who didn't get a slot on one event get first priority of another etc.
 - h) El & Aisha – Social secs of OUDS/TAFF, Charlotte will help get reduced tickets sorted for Little Match Girl, Saturday 5th week, and then book a room for drinks included.
 - i) We can approach the BAME society to help run the writing workshop.
3. **Termcard**
 - a) *Feedback and Notes on the Draft Lucy M and Laura W made*
 - b) Add NWF to the termcard.
 - c) Add Individual shows to the termcard for NWF.
 - d) Add time / location TBC for the workshops.
 - e) We also need to give people a few weeks to make manifestos.
 - f) If we make an email to send out at the end of this week, to then have the deadline as Saturday of 4th week – to then have husts in 5th week, the days to be confirmed (give two time frames as suggestions) – make a google Form for submissions so the manifestos go into a folder.
 - g) A returning officer is needed (this could be previous committee member or someone who is on committee, but they cannot be involved in the voting process)
 - h) We could contact the committee before last to ask how they ran it smoothly.
 - i) OUSU has an election system – it is worth looking into whether this is a viable option.
 - j) Could we possibly send a code to everyone on the drama mailing list and use a system with the codes?
 - k) The issue is that lots of students not currently in Oxford are on the list
 - l) Could we make it so they have to register beforehand?
 - m) It has to be a current Oxford Student address to vote– if we can send the email to just .ox.ac.uk addresses on the mailing, then that would solve the problem.

- n) The best person it appears to run the system if it was put in place is Mil as Webmaster, since she is leaving and does not need to be involved in the process like the Exec do.

NAOMI ENTERS

VOTE to have Chris setting up the voting system and Mil to become the Returning Officer.

FOR: 9, ABSTAIN: 1, AGAINST:0

Vote Passed.

- o) Shall we make NWF or Cuppers a separate role to apply for?
- p) The end of 5th / start of 6th will be when the votes are open.
- q) Handover packs need to be comprehensive and full of information for the next committee.
- r) To get more freshers involved, it may be worth on Sunday 4th week to run an info session about the committee and roles on the Exec.

Action Point: Exec to look into various voting methods. Everyone to write a few lines for Laura to compile by Wednesday to go in the email – This will be worked out together as an Exec to send on Friday. Sending to senior members to check will also be needed before distributing to the mailing list.

CHRISTINA ENTERS

4. NWF

- a) We now have a director for the play where someone dropped out (Georgie Botham) and Christina will do the lighting.
- b) Frances & Naomi will Produce Shock Therapy.
- c) Opening gala is the main concern now.
- d) The gala's producer has been given all the tech specifications.
- e) The technician needs logistical information about the show and has gone to TAFF for help – they have not been forwarded this information.
- f) It may be worth sending the information straight away to the technician and over-riding the Producer to give the technician time to design the show and then encourage the Producer to improve the communication between team members.
- g) Chris offers to help with the information for the tech of the show if needed and, as a last reserve, help with the get-in if really needed.

5. Stage Combat Workshop

- a) Will be advertised on the TAFF and OUDS mailing list in 4th week – paid for by both committees.
- b) It's a workshop for actors, not for choreography.
- c) It needs to be even numbers so if we get an odd number of sign ups then we may need a committee volunteer.
- d) Monday of 8th week is the day of the workshop.

6. Website

Moved to next week since we ran out of time