

## Agenda

1. NWF
2. OUDS National Tour
3. Termcard
4. OUDS/TAFF Exec Meeting
5. RSC Costume Store Fund Raising
6. Women in Theatre Week
7. Website  
*EXTRAS*
8. Handover Pack

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

APOLOGIES - Daisy Porter, Adam Diaper

1. NWF
  - a) NC: The main issue is that most of my contact hours are on Mondays, and both get-ins are on the Monday. It would be useful to have someone with technical knowledge to help the Blackwells get-in since they only have three hours to do so.
  - b) CV: Will try to get someone from TAFF to help if there are no OUDS committee members that can help.
  - c) The groups have marketing managers, crews and have made Facebook groups and seem to be doing well organisation wise.
  - d) Collating a list that can be sent to the teams to check if they are on track would be useful.

**Action Point: Naomi and Frances to create a basic check list to send to the teams to check if they are on track.**

2. OUDS National Tour
  - a) We have the deadline in 3<sup>rd</sup> week, and we need to think about how we want to judge submissions.  
*How it's worked before:*
  - b) Last year – Exec committee did interviews, and then bids and interview notes were discussed with the whole committee in a meeting.
  - c) The committee before last – They had the group present their show to the whole committee, after which they all could ask questions.
  - d) We want to make sure that the show is a creative idea that will represent OUDS well and will also have a team that is confident in marketing the show on tour.
  - e) We need to meet the Vice Chancellor to be able to make it clearer as to how she will fund the show.
  - f) In terms of funding other Fringe shows, we may need to consider how we want to fund them – whether we limit the number of shows, or limit the funds that we put aside for shows to minimise the impact that it has on the OUDS accounts.
  - g) Whatever method we choose, it still would be good to outline that we would not guarantee funding for any show and have the right to refuse funding.
  - h) For efficiency, it seems that the Exec holding the meetings for the National Tour would be the best way to tackle the applications. If we make sure that any committee member involved in the applications is excluded from any judging or decision making, we can insure that it's impartial and fair to other applicants.

***VOTE to allow the Exec to interview National Tour Candidates using questions that all the committee have formulated through a google doc (minus any committee member involved in***

*any application) to then feedback in a committee meeting for a collective decision to be made.*

**FOR: 11, AGAINST: 0, ABSTENTION: 0**

**Vote Passed.**

**Action Point: Chris to review Edinburgh accounts from last year to suggest an amount to possibly set aside for Fringe shows and give a clearer proposal for OUDS Fringe Funding next year.**

**3. Termcard**

- a) LW: I need the dates of the for shows we are funding this term to create a basic digital Termcard to pass around.
- b) *Social Ideas*  
Brunch & Saturday Matinee at the OP [Women in Theatre week] for all OUDS members
- c) In their final term, the previous committee had a committee dinner and a OUDS/TAFF social.
- d) Charlotte has the termcard show dates for Laura to adapt to the sheet.

**Action Point: Laura to work on a Termcard by the end of the week.**

**4. OUDS/TAFF Exec Meeting**

- a) It would be good to meet the other committee once more before handover.

**Action Point: Charlotte to arrange a meeting (early in the term if possible).**

**5. RSC Costume Store Fund Raising**

- a) Chris has been contacted to see if OUDS would like to be involved in fundraising for the RSC Costume Store
- b) It would simply be a collection after the shows OUDS have funded.
- c) It would be good for OUDS to do this, since we often use the RSC Costume Store for the Shakespeare tours and occasional student performances.
- d) Essentially, it would be a bucket collection after shows with leaflets explaining the cause.
- e) There's doubt as to how much students and audiences would be able to give after shows, and also as to OUDS asking shows to fundraise for this specific cause.
- f) We may need to consider other possible incentives or methods of raising funds if we worry how much we will raise through after-show collections alone.
- g) The question seems to be not whether it should not be done, but rather how to ask shows to do it and making sure we make the fact that we have been approached to do this clear to those donating.

**Action Point: Chris to go forward with his research into the logistics of raising money and we will vote next week as to whether to approach shows to raise the funding.**

**6. Women in Theatre Week**

- a) Shakespeare and Gender workshop confirmed
- b) Rachel Mars – has been contacted to run a workshop
- c) Ros & Sos – on the 20<sup>th</sup> February, they will run an academic based event with performances interspersed between the speeches
- d) The marketing plan is being devised this week, since not all events are confirmed.
- e) Charlotte plans to release a festival page first, and then events will be slowly released as they are confirmed.
- f) Having a 'festival featuring' or 'look out for' post may help keep things on people's radar since there will be many events throughout the week – we need to make sure it builds up a great deal of interest.

- g) Marketing the event as something that is open not just to Oxford students that do drama is also essential– reaching out to Oxford Brookes, different subjects etc.

**7. Website**

- a) We need to have a think about how it needs updated.
- b) FS: Do we need a question submission page?
- c) Rather than creating a new submission method, maybe we should outline that people can message over Facebook or email, since this is how we primarily receive questions at this present time.

**Action Point: Everyone to think of ideas over the week of what we can do for the Homepage and the online Termcard which need updating.**

**EXTRAS**

**8. Handover Pack**

- a) Handover pack for the incoming committee would be a good idea to consider for all roles, and also having an OUDS budget that outlines expenditure for certain departments and a rough timeline of events.
- b) Everyone should begin to think about what this document would need to include in the following weeks.