



PantoSoc

Meeting Minutes

1st October 2007

In Attendance:

Ruža Ivanovic (R.I)
Paul Hollingdrake (P.H)
Matt Watt (M.W)
Ben Michaud (B.M)
Katie Evans (K.E)

Guthrie Freeman (G.F)
Peter Stone (P.S)
Ashley Waters-Schmitt (A.W-S)
Mike Hatch (M.H)

Apologies:

Richard Cartwright (R.C), Genni Pierce-Butler (G.P), Steve Bryant (S.B)

Chair: R.I.

Minutes: G.F.

Meeting Called: 10:45 am

- Agendas handed out, all future Agendas will be sent to Guthrie as Secretary.
- Shirts handed out, we now have Committee Shirts! As of 1/10/2007 still owing money for shirts: G.F, K.E, S.B, E.O

Action Report:

- PAPS Report,
- FRESH,
- Committee/Production Team Meeting
- PA Sketches Workshop
- First Social
- Upcoming Dates
- Open Floor

1) PAPS Report

- a. STA – As they are not an affiliated Society, they cannot ask for Grants, but they want more money for members as they have had trouble retaining members.
 - i. Increased crewing fee to £200. R.I. – Subsequent amendment: it is now unlikely that the STA will increase crewing fee,

instead they are looking at alternative sources of revenue and the crewing fee will remain at £100. However, our continued support of the STA is paramount.

- ii. P.S. Needs grant form ASAP – To be discussed more on 3/10/2007 **Action: P.S. R.I. – Subsequent amendment: Action no longer necessary, see i. above.**
- iii. Funding Office may only be able to contribute towards the crewing fee, not the full amount, so PantoSoc has to be ready for that possibility. **R.I. – Subsequent amendment: Non-issue, see i. above .**
- iv. Dictat & Information about the STA – see STA’s website
 - 1. What the STA expects from us and Vice-Versa
 - 2. Used for producers to help them find out what needs doing. **Action: P.S. access STA’s website**
 - 3. To prevent prejudice, Get-out non-attendance etc.
- b. STORES - PantoSoc has been charged with cleaning them.
 - i. Two issues: 1) Space – we may be getting more, and we’re going to have a large throw-out of costumes. **Action: R.C. access STA’s website** 2) Maintenance – P.H. Suggests possibility of cleaning costumes? M.H proposes “Only two cards per P.A. Society to keep records of who has been in and out of the stores.” – Needs to be approved by Porters & SMSC. **Action: R.I.**
 - ii. Cabinets – for Tech Kit. They are expensive, P.S asks could PA Societies ask for grants for the cabinets? R.I – we’re going to try, the expected procedure is to discuss with Facilities Manager before seeking approval of Treasurer. Previous application got lost over the summer. **Action: R.I. and R.C.**
- c. Joint Socials
 - Ents Rep/Social Secretary meeting in process of being organised. **Action: K.E.**
 - 1. This will give people a chance to get to know people from other PA Societies.
 - 2. Include Choral/Dance Societies?

End of PAPS Report

2) FRESH

- a. STA flyers increased to £9. **Action: P.S. to reimburse STA on receipt of invoice.**
- b. Stall Timetable – Any problems?
 - i. P.H shift may change. **Action: R.I.**
 - ii. P.S. Will be helping Improv Stall, but will help PantoSoc as much as possible. **Action: R.I.**
 - iii. Be enthusiastic!
 - iv. Set up Wednesday evening 7:00 pm **Action: R.I., B.M. and any other volunteers.**
- c. Laptops – for signing up and a slideshow. Will also have a hard copy of sign up sheets just in case **Action: G.F., B.M and G.P are lending**

their laptops, be v. careful and sensible! Thanks to B.M and G.P

Action: B.M. and G.P.

- d. Cards/Leaflets
 - i. Need folding! **Action: All after Comm. meeting.**
- e. Sweets: Asks G.F for a trip to Costco. G.F agrees to get sweets. Date arranged for tomorrow to get them. Budget to be decided. **Action: G.F. in accordance with communication with P.S.**
- f. Budget - has increased! Through sweets, printing etc. £25 for print shop, £9 STA.
- g. Music for Panto – G.F volunteers to get some. **Action: G.F.**
- h. Designs
 - i. A.W-S – helping decorate.
 - ii. B.M has ideas for stall design.
 - iii. Take measurements for next year. **Action: B.M.**
 - iv. Improv/PantoSoc to sell each-others & other PA Soc's.
 - v. Sell STA!!
 - vi. Sign-up sheets **Action: G.F.**
 - vii. Audition Time sheets **Action: B.M.**
 - viii. Any photos to B.M **Action: all.**

End of FRESH

- 3) Committee/Production Team Meeting
 - a. Fortnightly
 - b. If anything goes wrong, Committee can help
 - c. First to be held on the 3/10/2007

End of Committee/Production Team Meeting

- 4) Performing Arts Sketch Workshop
 - a. Andy Casey and Peter Jones to run and Sarah Webber as Secretary.
 - b. 14th October 6-8 pm is first workshop
 - c. £4-5 for posters – Approved by P.S
 - d. Encourage anyone and everyone to participate! **Action: all**

End of PA Sketch Workshop

- 5) First Social
 - a. Monday 8th October at 8:00 pm
 - b. K.E. Booked bar.
 - c. Committee Compulsory!
 - d. Budget £10-15

End of First Social

- 6) Upcoming Dates:
 - a. 3/10/2007: Committee/Production Team Meeting 12:00 pm (Zuma)
 - b. 3/10/2007: Stores meeting 5:00 pm (Zuma)
 - c. 4/10/2007 – 5/10/2007: FRESH (Winston)
 - d. 8/10/2007: First Social 7.30 pm (Mandela Bar (AR2))

- e. 9/10/2007: Auditions starting 8:30 pm (Art Studio)
- f. 10/10/2007: Auditions starting 8:00 pm (MR4)
- g. 13/10/2007: Stores Clear Out (4th Floor)
- h. 14/10/2007: Call-backs 12-8 pm (Mandela)
- i. 24/10/2007: SMSC Meeting
- j. 27/10/2007: EGM 3:00 pm (Zuma) **R.I. – Subsequent amendment: also meet for lunch at Lansdown, 13:00 before AGM.**
- k. 31/10/2007: Hallowe'en
- l. 5/12/2007 – 8/10/2007: "Sno White" Production (Winston)
- m. 5/12/2007: Cast Meal (Pizza Provencale)
- n. 9/12/2007: Get-Out (Winston)
- o. 14/12/2007: End of Term

End of Upcoming Dates

7) Open Floor

- a. BURST – G.F to have responsibility of starting a BURST radio show. **Action: G.F – Contact BURST, other PA Soc's and interested PantoSoc members.**
- b. STA Training: Sell to everyone at FRESH.
- c. M.H. A proper bookings form will be used for the hiring out of Tech Equipment. **Action: M.H. – Compile booking form for committee approval. Action M.W. – make sure ImprovSoc are aware of booking form and procedure for using tech. equipment including how to contact M.H. etc.**
- d. EGM called: 27/10/2007 3:00 pm (Zuma)

End of Open Floor

Meeting Adjourned at 12:20 pm