

AGENDA

- Check action points
- Co-option of costume store supervisor
- Appointing ODA rep
- Oxford Opening Night
- Recap of AGM
- Website update (although Beth in Fairy Queen tech?)

APOLOGIES:

Mischa, Beth, Georgie, Cat, Charlotte, Ellie

PRESENT:

Christopher White, James Tibbles, Charles Pidgeon, Conor Jordan, Ell Potter, Georgia Figgis, Jack Bradfield, Josh Blunsden, Ros Ballaster, Sos Eltis

UPDATES FROM LAST WEEK:

GARDEN PARTY: Georgia can't find a wet-weather venue. CP: Book Worcester and then we can come up with a contingency plan. EP: I can find out if we can do it at Uni parks with a contingency plan at Keble. CW: We need to talk about what our budget for the picnic will be. CP: Last year they sold £60. Humus, bread etc.

CO-OPTION OF COSTUME STORE SUPERVISOR

- CW: It's a matter of urgency. CJ: Marcus will be great and wants to do it!

ACTION POINT: Ask people who might be interested and tell them to get in touch!

APPOINTING ODA REP

- CW: Jen Hurd has been in touch about having an ODA rep. CP: OUDS puts money into the assets fund. CW: We need someone to go to meetings and represent OUDS.

ACTION POINT: **Conor** will do it!

OXFORD OPENING NIGHT

- CW: Ellie wants someone to take over with Oxford Opening Night. This involves getting reviewers together. It's particularly good for smaller shows. It's been very successful so far. It's good marketing for shows. CJ: How does that work? Ellie runs it? CW: Her and Lauren Hitchman. CJ: Do they contact their own set of people. CW: Yes, it has to be done very quickly. CJ: What kind of help does she need? CW: It's mainly organisational. CJ: I'm happy to do that.

ACTION POINT: **Conor** and **Jack** to be Oxford Opening Night rep. Jack does even weeks, and Conor odd.

(AGM – Equalities and diversity unit – Can Charles send an email explaining the changes to constitution?)

ACTION POINT: **Ros** will check the email for approval.

EXTRAS:

- Chris is going to get into touch with funding bodies.
 - CJ: I know someone at DailyInfo and was wondering if OUDS wants to build more bridges with people like them. Shows want to advertise to non-student audiences. Can it become an established part of what DailyInfo advertise. We would advertise DailyInfo on the website. CW: It would definitely be beneficial.
 - RB: I'm surprised at how much you have publicly available. Most companies have conclusions to their minutes. It's an extra layer of work. Maintain some privacy.
-

OUDS WEBSITE (BETH'S REPORT)

- Change to wix – better layout – more sophisticated but still easy to use – think it will actually be better to start from scratch
- Aware that probably every committee thinks they can make the website better etc but we're the first committee to have a dedicated member whose role is website
- Really think this is the year we'll be able to set it up properly so that it is super easy to use from now on – if we take the time to build a really good base then the only things that need to be changed are termcard and venues (if they change/are updated)

Content:

- Updated venue profiles/links to their websites/pictures
 - **Josh** can give content for Corpus Auditorium.
 - **Conor** can give content for Pilch.

SE: It's too much for the treasurer to chase up all the funding. The old committee agreed that we could assign a member of the committee to each show. The treasurer's job to have a list and make sure each show has a link person. The link person can then offer any further advice. It's the only way funds are going to keep coming in. Funding and repayment.

ACTION POINT: **Charles** will gather a links for next week.

(ACCOUNTS: Critchley's cannot do everything they need because there are 'holes' in the accounts. But we can do a partial audit.)

- Updated termcard – **JAMES**
- Updated constitution – **CHARLES**
- Updated college reps – would be good if they wrote a sentence bio as well + photo...just an idea but think it would make a massive difference! - **JOSH**
- Get involved – turn it into the 'about' section as an FAQ section – **GEORGIA & ELL**
- Can CHARLES look at 'funding' section....is it good info?? If not update pls?
- Festivals and tours – NWF/Cuppers/Summer season – **MISCHA, CAT, GEORGIA, ELL, CHRIS** (JAMES to send email to Mischa and Cat)
- LOTS AND LOTS OF PHOTOS!!! PLEASE SOURCE EVERT HIGH QUALITY PHOTO OF A SHOW YOU HAVE – THAT MEANS NOT FROM FACEBOOK
 - **EVERYONE** – Make sure the photographer is attributed.

FURTHER DISCUSSION ABOUT WEBSITE:

SE: Have a home page in the website that says exactly what OUDS is. Work out a mission statement and identity. ACTION POINT: **Chris** to write mission statement.

ACTION POINT: Chris will ask Ellie to send PDFs of the newsletter.

RB: Put a temporary notice up so that people know where to go. SE: 7th week should be a deadline. CP: You don't need that long to get the website up. CJ: With the Pilch we sent out a template and as soon as we had some stuff we started updating. Some will be bad, some will be good, but the good stuff will set a precedent. As soon as it's published people will get on board. The quicker the website is live, the quicker things will come in. CW: If we set it up as soon as we get things, then it's going to look half-done.

ACTION POINTS: **Monday of 4th week** everyone must update the content of the website. Everyone look over the website and look for inconsistencies. Look for missing information and see if it's clear to prospective applicants. SE: The 'About' page is for that.

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ACTION POINT: **Conor** will get in touch with DailyInfo

- RB: I'm surprised at how much you have publicly available. Most companies have conclusions to their minutes. It's an extra layer of work. Maintain some privacy.
- SE: Juliet Bernard award needs to be organised. Money goes to an actress who has contributed to Oxford Drama. CJ: We can't mess with the legacy.
- RB: When EK goes, make sure she makes a list of things that come up and need to be done.
- SE: It would be good to have an Oxford Drama calendar.

JACK BRADFIELD on CAKE.

ACTION POINTS:

- 1) Ask people who might be interested and tell them to get in touch!
- 2) **Conor** to be ODA rep
- 3) **Conor** and Jack to help with Oxford Opening Night
- 4) **Ros** will check email for Equalities and Diversity Unity
- 5) See above for who is responsible for gathering content for the website
- 6) ****NEXT WEEK:** We need to assign people to TT shows who can be a link for OUDS and chase up lost money etc.**

COMPS: The Weir – **Conor** and **James**