

**Present:**

- Harry Clements (*President*)
- Nieve Fay (*Vice President*)
- Ben White (*Treasurer*)
- Nicole Antoine (*Equality and Wellbeing Officer*)
- Abi Wander (*Social Secretary*)
- Nathan Langford (*Social Secretary*)



**In Attendance:**

- Naomi Fallon (*Secretary*)

**1 - Apologies:**

- Liam Carty-Howe (*Alumni Representative*)
- Sam Sayan (*Communications Officer*)
- Adèle Carr (*External Opportunities Officer*)

**2 - Actions Update:**

- Equality report released: Done
- SU website description: Done
- Look into charities for next year: Done
- Set up a time tree: Done
- Setup a link tree: Done
- ACTION Liam and Sam: update the MTB website: Ongoing
- ACTION Committee: Send headshots to Sam in black and white.
- ACTION Committee: Send Abi the TikTok video
- ACTION Adèle and Liam: Make the promo video.
- ACTION SAM: 'Welcome freshers' page on website.
- ACTION Abi: Organise pictures of people holding letters.
- ACTION Committee: Buy membership on September 1st
- ACTION Harry: Check reading week and email Improv Theatre for Newbies.
- ACTION Ben, Abi, Nathan: Sort committee merch for freshers fair
- ACTION Harry: Talk to durham about IUMTF.
- ACTION Harry: Write post for ITW cast and crew to bring scripts back.

**3 - Treasurer's Report:**

- Ben: Had a bit of an unpleasant surprise from Bristol Improv, who have an unpaid invoice from us of around £480. Not the best during covid but also not the end of the world!
- Committee members merch can be paid for by funds or we can pay it ourselves?
- Claudia has been reimbursed for ITW makeup.
- Zoom membership needs to be paid (if we need it ??)
- Ben has researched into some amazing Bristol based charities for this year: Stepping out theatre (the current charity), The Grand Appeal, Travelling Light, Avon Wildlife Trust, Help Bristol's Homeless and Students 4 Students.
- It was suggested in the last meeting that the Charity could be picked show by show.
- Harry: Bit too up in the air to do show by show this year, as not enough shows.

- Nieve: We could split between two for the year.
- Harry: As we are a gold balloon society, we can have an extra grant, what could we ask to use this for?
- BAME workshop fund or IUMTF competition fund
- SU could pay money for money lost in ITW -£700 (for makeup and costume already spent)
- Nieve: Bigger showcase budget?
- Abi: Money could be used to market out of student circles?
- Harry: More info on the grant soon so we can decide later
- Loco Klub in process of sending back money (around £1800)
- ITW Ticket refunds have been done!!
- Need to chase Megan about Ryan air money, but Auschwitz money has been sorted (message Megan Good if you haven't had your Auschwitz ticket money refunded yet).

#### 4 - Balloon Accreditation Scheme:

- Harry: It has opened and we've had three approved already (training, contested elections and budget (thanks ben!))
- Three more have been sent off: internal collaboration, external collaboration and funding.
- Two more that we can send off soon- SU website(done once we have some members) and feedback (equalities report).
- Eight should be approved by the time term starts and need fifteen for gold!!
- They also added an employability/ transferable skills one, so maybe workshops will count for this?

#### 5 - Workshops Update:

- Adèle has been planning some production team workshops for TB1, as they can run easily without restrictions being an issue.
- Adèle also decided not to hold any workshops over August, as she got the vibe that everyone wanted a break from zoom and enjoy summer!!
- She has some contacts to reach out to once we want to start up workshops.
- Would prefer to do in-person workshops from now on but depends on spaces we can get and any number restrictions.
- Need to know the situation with SU room bookings before planning anything.
- STA have offered a tech workshop/ seminar, which will be very useful for showcase directors.
- Harry: We will be discussing two possible Give It a Go sessions.
- Professional online one will be cheap and an in-person one with alumni can be easily sorted (we could possibly get Ruth).

#### 6 - Alumni Update:

- Liam has started the alumni newsletter giving them an update
- He has titled it "The Last Five Years" <3
- This should be done by next week!!
- **ACTION: Sam and Liam need to discuss and update the website.**

## 7 - Socials Update:

### 7.1 Social Form

- Abi: The social's form was released and received around 15 responses.
- Please fill out the form below!!

[https://docs.google.com/forms/d/e/1FAIpQLSceBQIZ5PAGTi6WQ-WSx-Ctm7NYoyqkKyQso2zR1G0FVA6\\_ZA/viewform](https://docs.google.com/forms/d/e/1FAIpQLSceBQIZ5PAGTi6WQ-WSx-Ctm7NYoyqkKyQso2zR1G0FVA6_ZA/viewform)

- Abi would like to have a social now but not enough people in Bristol. :(
- There was also not a huge demand for an online social.
- Nathan: We've made a quiz but don't want to waste it if people don't want it online.
- Abi: Better to have it in person, but some people said they weren't comfortable with socials being in-person.
- Some feedback was to have shorter quizzes (this was Nieve lol) and no one wants to sit on their laptop for 2 hours.

### 7.2 Non-Drinking Socials

- Harry: For the Balloon Accreditation scheme we need two non drinking social per term, so online quiz could be a way of doing this.
- Non-drinking ideas: Social to Mrs Potts and "Chess: The Social" at the boardgame cafe.

### 7.3 Pushed

- Pushed will be using the same venue- St George's.
- There will be less pissed events this year, PAF night might not start till January, so will play by ear whether pushed will happen.
- If Pushed can't go ahead could have an MTB end of year event: picnic on the downs bbq, house party if its legal?

### 7.4 Christmas Dinner

- Abi: May not be allowed to do Xmas dinner :o
- Restaurants will probably release their own statements, but will see nearer the time.
- May have to split up into different restaurants if not allowed big bookings.
- There will now be a Socials update on the agenda every meeting now as term is about to start.

## 8 - Society Diversity:

- Nicole: Equality form got 24 responses, but people gave a lot of valuable feedback.
- Please fill out the diversity and equalities form in if you haven't already, it only takes a few minutes!! :)

[https://docs.google.com/forms/d/e/1FAIpQLSfo4CSmzKEpkB4ysdULApVP4bY6iuN5NztrppTM9iDecuHkIlg/viewform?fbclid=IwAR2FTU-ebfkse\\_RLKKkSneSmOjhi9irT9N\\_7-DH0IKHnWwdtLv57kZpAuKQ](https://docs.google.com/forms/d/e/1FAIpQLSfo4CSmzKEpkB4ysdULApVP4bY6iuN5NztrppTM9iDecuHkIlg/viewform?fbclid=IwAR2FTU-ebfkse_RLKKkSneSmOjhi9irT9N_7-DH0IKHnWwdtLv57kZpAuKQ)

- Some people asked about showcase preparations and wanting to be more involved in choosing songs for pieces.
- Due to the planning that goes into a Showcase piece it is ultimately the directors decision to pick the songs, but the committee is aiming to make the process as transparent as possible for MTB members.
- Nicole: Directors can make an intro video, where they say what they're looking for in auditions to make the process more transparent.
- Going to push the form onto cast pages so we can get a few more responses.
- Nicole: Another bit of feedback from the equalities report was to open up meetings to society members so they can be more involved.
- Harry: Can easily open meetings up, we have nothing to hide.

## 9 - Preparations before TB1:

- ACTION Sam: Finish website.
- ACTION Committee: Send headshots to Sam in black and white.
- ACTION Committee: Send Abi the TikTok video
- Harry: All the freshers fair stuff is done, we have a flyer that has all our info, a QR code and answers questions freshers may have.
- Harry also made a flyer with previous shows on it and it looks amazing!!
- Harry described this years freshers fair as a "Mii plaza" xD
- Managed to do all this prep despite SU only giving us 2 weeks notice, so snaps to Harry for sorting it!!<3
- ACTION Adèle and Liam: Make the promo video.
- Promo video is coming!!- got the Chicago trailer to go in there, tour and poshed pics.
- Nieve: Want the first page of the website to welcome freshers and let them know we want them to join rather than just saying our previous shows.
- ACTION SAM: First page of the website is a welcome to freshers page.
- Nicole: Introduce ourselves on youtube, meet the committee posts.
- Abi - Members can make a banner holding letter WELCOME MTB 2020/21
- ACTION Abi: Organise pictures of people holding letters.
- ACTION Committee: Buy membership on September 1st.
- Abi: We can post into the uni freshers groups as people might not come directly to us this year.
- Nicole: Also need to email people who don't use facebook.
- Freshers may not have facebook, so need to make sure we keep them updated by email.
- Harry: QR code is on the flyer, which signs them up to the mailing list.
- Newsletter will include upcoming calendar, motivational lyrics, BAME spotlight section, Musical of the week.
- Once we have all responses, we can compare stats to bristol and national demographics and build up an action plan to increase diversity of membership.

## 10 - TB1 Plans:

### 10.1 48 Hour and Cabaret in November

- Harry: We have the Winston and Pegg in the 2nd week of November.
- Ben: We could have 48 hour in Winston and Pegg earlier in the week to do a mid week cabaret.
- Winston is a big stage, so can get 40 people seated socially-distanced.
- Harry initially went for Pegg slot for 48 hour but winston was free to potentially have a socially distanced cabaret.
- If we have the cabaret in the Pegg we can film performances and release them.
- Nieve: Can have a one way system for both stages and strict one way exits.
- Ben: We wouldn't be able to use the wings.
- With 48 hour in the Winston, the Pegg can be used for weekend rehearsal space.
- Harry: The band could go on stage and we use minimal mics and lighting.
- Ben: Would need a really good stage manager, committee can help out.
- Harry imagined the Pegg having a U-shape facing towards the doors so performers can leave in and out safely.
- Need to do a production team callout for 48 Hour.
- The Pegg cabaret would be for all members not the Newbies Cabaret.

## 10.2 Newbies Cabaret

- Newbies Cabaret would be just before showcase auditions in the Improv Theatre.
- Harry: The only dates together would be the Saturday and Sunday 21st and 22nd November. Tech on Saturday and show on Sunday.
- It's a very wide theatre so could be clever with it and socially distanced with a one way system.
- Committee can help manage this to be organised and act as stage managers.
- **ACTION Harry: Check reading week and email Improv Theatre.**

## 10.3 Christmas Cabaret

- Harry: Contacted The Room Above at The White Bear and they haven't got back yet.
- Xmas cabaret will probably be more than one night.
- Nathan: We can also ask the Clifton Observatory.

## 10.4 Online Shows

- Would we need to set up a go fund me for online things?
- Ben: We will be charging for any online cabarets.
- MTB Only fans for exclusive MTB content???!?
- Could have a list from SU tickets to be allowed into zoom call.

## 10.5 Audition Opportunity Workshop

- Workshop to sing in front of hypothetical directors and alumni/ past directors.
- This will prepare people better for showcase auditions.
- Showcase directors can do a Q and A, where people can submit qs to directors for transparency.

## 10.6 Showcase Auditions

- 28-30th November and cast the show by the Xmas Showcase
- This means the ticket link can be released early.
- Cast will be released after Xmas Cabaret.

## 10.7 Spring Cabaret

- This will be in the middle of Feb hopefully at the Alma Tavern.

## 11 - MTB Merch:

- Ben: Will order when people are back in Bristol, so he doesn't end up with a big stock pile in his house.
- Abi: Can we get different items??
- Ben: The more things we order the more expensive.
- Abi: Can do an interest form to see what items people want.
- Members' merch will be released much closer to term time.
- Aiming to do one order this term and one next term.
- Harry: Committee merch will be nice to have for freshers fair. If we are ordering things, we need to do it in Bristol for sustainability.
- **ACTION Ben, Abi, Nathan: Committee MTB merch ready for mii plaza freshers fair!**

## 12 - IUMTF:

- Harry: Nothing has happened since the last meeting but the Anson Rooms are pencilled in. Need to make sure we have got the go ahead from Durham.
- **ACTION Harry: Talk to Durham about IUMTF.**
- In TB2 after Easter we will have a 48 hour and then will have Anson Rooms for IUMTF.
- If this is not allowed, we can just use another online one again.

- Need a better way of voting- eurovision style- cast votes between themselves for their top 3 performances.
- Will do a call out for a graham norton impersonator!!

### 13 - Into The Woods Update:

- Ticket refunds have been sorted.
- Loco Klub are sending money back.
- Need to collect scripts for MTI.
- **ACTION Harry: Write post for ITW cast and crew to bring scripts back.**

### 14 - Showcase Update:

- Got some fabb MD's on board already!!
- Meeting at the end of September to pick the Showcase pieces, hopefully in person.
- MD's will be present to discuss the musical side of the pieces.
- Directors proposals are now open!!  
<https://www.facebook.com/events/955920034875852/>
- Directors need to check with MD's that their choices are do-able.
- Ben: Showcase budget needs to be discussed- STA have said keep it simple for all shows.
- Harry: Fine for us as Showcase doesn't need to be fancy.
- We will be keeping Showcase at 8 pieces including Into The Woods.

### 15 - AOB:

#### 15.1 MTB cupboard and Costume Cupboard

- Need to clear out the cupboard when SU opens.
- Talks of reshuffling the cupboards so we get a better location.
- Only keep good wigs/ costumes and keyboards.
- Need to decide who has access.
- Committee can have access and people who want to use it need to make sure they let us know.
- Perhaps people need to message a designated person?

### 16 - Musical of the Week:

- Phantom of The Opera- wear a mask people ;)
- Shout out to Claudia we watched your 'Say So' music video and it was perfection <3