

Minutes of the proceedings of the meeting of the Dramatic Society of the Imperial College Union in the 2015/2016 session

31st May, 2016

PRESENT:

Peter Bridgman, Daniel Clay, Olivia Gatliff, Daisy Rogers-Simmonds, Elena Stronach, John Oliver, Jack Steadman, Chris Love, Kieran Gilmour.

APOLOGIES:

Andy Finn, Ellie Rose, Anisha Kadri, George Ainscough, Omar Hussein

1 Agenda

- Previous Minutes
- Shows: Rosencrantz & Guildenstern, Splinters, Fringe.
- Technical: Hems, Winches, Portable Winches, College Health & Safety.
- AOB

2 Previous Minutes

The previous minutes were unanimously approved after some changes, which were read to the committee by Jack Steadman.

3 Shows

3.1 Rosencrantz and Guildenstern are Dead

- **Timings:** The show will be performed on Mon 20th June to Wed 22nd June.
- **Summer Ball and *Thomas'*:** It was noted that *Rosencrantz* must be out of the concert hall by 07:30 AM on the Thursday morning after the last night (23rd June). This is due to *Thomas'* which will be in the UCH from that time. It was noted that a reduced number of people are available due to summer ball.
- **Budget:** The budget is to be discussed and approved by incoming treasurer, Chris Love, and incoming President, Jack Steadman.
- **Rights:** Rights have been obtained, however a refund is required as there are now only 3 performances taking place.

Action: JS to acquire refund.

- **Publicity:** All publicity material must contain a disclaimer, as dictated by Samuel French.

- **Rehearsals:** There have been 2-3 rehearsals and it seems to be going well.
- **Technical:** There will be traps, but other than that it will be a basic black box theatre.
- **Ticket Sales & Pricing:** JS notes that in an ideal world, he would like to charge more than 2 for it as it is a main play. However, he also notes that for the last 2 years DramSoc has not charged for its summer play (due its locality on the Queen's Lawn) and therefore it may be prudent to charge only 2 rather than our normal prices for shows (5/7 for Autumn and Spring shows).

3.2 Splinters

- **Timings:** Blyth Gallery, Sherfield Building on Wed 15th to Thurs 16th June 2016.
- **Budget:** No budget has been handed in, however JS has "been led to believe" that it will cost approximately 0 to stage. Daisy would like some money to be given to print some nice posters for it. JS suggested 20-25 as pub budget for the show. After some deliberation, PB said it should be 30 and we should move on, which was agreed unanimously.

Action: Publicity for Splinters to be given 30 to do nice posters and other publicity.

- **Costumes:** Some noises were made about going in the costume cupboard for costumes.

Action: Zöe Edwards to look into this.

3.3 Edinburgh Fringe

- **Budget:** At the previous committee meeting, a budget was requested but has not been forthcoming, hence the need to take further, more drastic action. I propose to the committee that further action (specifically financial) on the Fringe production be stopped, until the writing and approval of a budget. After some discussion of the reasoning and implications, this is unanimously accepted by the committee.

Action: JS to talk to Andy Finn and Helen Root about getting a budget.

4 Technical

4.1 Hemps

Many of the hemps (ropes for flybars) are in need of replacement for safety reasons. As DramSoc owns some of these hemps (and paid for their installation and purchase n years ago, the Union (ICU) believes that DramSoc should put some money towards replacement. The ballpark figure for replacement is 1400, the Union will pay about half of this. It was noted that *Thomas'* want and expect the hemps to be in and working. It was noted that *Thomas'* has used the UCH for around a decade every summer for their school production, and that *Thomas'* pay Union Commercial Services (Beit Venues) for the room hire, and DramSoc for equipment hire and technical staffing. It must be done before *Thomas'*, and crucially, someone must pay for it. It was discussed whether DramSoc should pay up front for it or continue wrangling with ICU to get some money. There was some concern that if DramSoc puts up the full amount for the replacement then DramSoc may not be reimbursed for this by ICU.

KG notes that the setting a precedent of DramSoc paying for things of maintenance in UCH is a bad thing because it's actually ICU's space. It was suggested that other CHUG¹ societies might put some money in.

HKS asks what is more important - our (and ICU's) relationship with *Thomas'*, or setting the precedent of DramSoc paying for all UCH maintenance. DC notes that he believes that this precedent is already set, especially with regards to the UCH redev throughout 2014-15.

PB notes that Malcolm Martin² has never really spoken with DramSoc before and he has said he would wish to meet with PB outside of this timeframe in order to work out who should pay for what in regards to maintenance in the concert hall. PB understands from Mr. Martin that they thought it should go through DramSoc now, for this immediate situation, but they should come back together later to discuss how this will go.

Action: PB to set up meeting with Mr. Martin regarding financing UCH maintenance. It was noted that the given ballpark figure should not cause DramSoc long-term financial trouble, but is nonetheless a significant sum.

Proposal: DramSoc to pay for it in the immediate term, but on the understanding (to ICU) that this should not set a precedent and the aforementioned discussions with Mr. Martin shall happen, notwithstanding this payment.

The proposal was approved unanimously.

4.2 Winches- UCH

White Light have agreed to carry out a LOLER inspection on the winches in the UCH.

4.3 Portable Winches

PB has written a Harlington Grant Application. Soon it will be available for the committee to review, it was noted that he's going to run it past Ben Howitt³.

Action: PB to make grant application document available for review and to run it by Ben Howitt as well.

4.4 College Health and Safety

It was noted that the Head of Health and Safety from College's Estates department witnessed some crew members using the scaff tower and was concerned about the safety of such activities. Since then there have been some meetings about H&S with College.

We are required to adhere to the following practices:-

- It is forbidden to move the tower whilst someone is on it.
- All platforms where work is being carried out must have toeboards installed.

¹ *Concert Hall Users Group:* DramSoc, MTSoc, ICSM Drama, ICSM Light Opera and Imperial Cinema

² Head of Union Finance

³ ICU Deputy President - Clubs & Societies

This has been agreed in the meetings. New RAMS⁴ for the use of the scaff tower are being prepared and will hopefully be approved by the College Safety Department.

Action: PB to prepare the aforementioned RAMS and continue to engage College Safety Department and Estates in dialogue over this issue.

5 AOB

5.1 Social Secretary

- **Shit-faced Shakespeare:** Noted that on Friday 27th a group of people went to see Shit-Faced Shakespeare at the Leicester Square Theatre. The tickets were bought by DramSoc with a discount. HKS reported that it was enjoyed by all who went. It was noted that a person cancelled 8 minutes before the event. This person had not bought a ticket through DramSoc and so the ticket price (17 inc. VAT) was lost to DramSoc. This loss was accepted by the Treasurer and President as "negligible".⁵
- **Joint MT/ DramSoc Socials:** HKS is friends with Fergus Wade⁶ and will talk with him, with the aim of organising some joint socials.

6 Motion to Close

JS proposed to close the meeting at this point. It was unanimously approved. JS reminded everyone that the next meeting of the committee will be on **14th June**. The meeting closed.

⁴Risk Assessment Method Statement

⁵(Jack Steadman to Harry Kingsley-Smith: "Continue socialling")

⁶MT Social Secretary