**Project Management Meeting 18.07.17**

**Attending: Katy, Sara, Lily**

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| To Do | Lead | Notes |
| FAQs to Chris Marr | Lily | x |
| Peace Library – shipping costs and drawing costs for translated text | Sara |  |
| Install schedule and go back to Steve with further questions about breakdowns | Sara | x |
| Ferens closure press release – OK to go after amends and Tate have seen | Sara | x |
| Check with Partnerships if Friends of Ferens need to come to the TP opening | Lily |  |
| Resolve A Day in the Life charge question with Heritage Learning | Sara |  |
| Research Audio Guide equipment options for Access | Lily | x |
| Confirm whether we want to use the foyer outside Live Arts Space | Curators/Sara to confirm with Ferens |  |
| Cash flow for budget | Sara | x |

**Build**

Andrea Buettner

Still a couple of issues to be resolved for Andrea’s install;

* Tables – Will seems to think the copyright won’t be a problem, but we are waiting on images of the underside of the tables from Kordansky before we can get a definitive answer. If the copyright is not an issue, then we compare whether we should ship or make an exhibition copy of the tables.
* Fabric Wall – Andrea to be put in touch with David Kohn and not the actual fabricator. Daniel Slater from Tate agrees this is best.
* Peace Library – Andrea needs to provide sizes for shipping so we can get costs and we need to pay someone to re-draw the translated text. Sara to lead.

Hurvin Anderson

* Confirmed that we are not shipping any paintings that we do not intend to hang. Final shortlist coming from Hurvin in the next day or so.

Install Schedule

* Sara working on new install schedule
* Further questions to Steve – ask him to break down the costs and schedule further, why do they need two teams and what are they each working on and when
* Push Anna on press release and show to Tate once she has accepted our amends. Ben for final sign off in Katy’s absence.

**Catalogue**

Katy feedback received and passed back to Curators for redrafting. Main points are;

* Language clarity and comprehension – feels like curators talking to curators as it stands. Do we want to make it more accessible?
* The purpose of the introduction wasn’t clear
* Important to have an overview of all the different introductions and how they complement each other – Alex to submit his intro to us by the end of this week

**Events**

* Katy to catch up with Martin on the phone about the awards options. Lily to rephrase feast document.
* Opening event 6-9pm, speeches at 7pm.

Opening/Invite List

* Who from Ferens/HCAL needs to come? Are they part of the 300 number?
* Do Friends of Ferens need to come or can we have a separate event for them? Check in with Partnerships.

**Learning programme**

* A Day in the Life - Need to clarify how much Heritage Learning are charging and resolve this
* Need to clarify whether we are using the Live Art Space foyer. Curators need to confirm.

**Access**

* Have Ferens got their own audio guide equipment? LM to lead.
* Large print to go in to marketing costs

**Budget**

* Sara to work on cash flow this week and Lily to add breakdown of spends to budget once the re-journaling has gone through