25/10/2017

Learning & Participation Meeting

Kirsten Simister, George Vasey, James McGuire, Ian Read, Lily Mellor, Claire Drury, Rebecca Clark, Katie, David

1. **Heritage Learning – Schools**
* 25/10/2017 - Curator Tour
30 x people, fully booked. LM anticipating two thirds drop off as the previous curator tours have proved, considering opening future tours up to more people.
**LM / IR to inform Box Office**
* 27/10/2017 – Print Workshop now free
Open it up to staff and HCAL staff as the school group has cancelled
15 x capacity – **IR to circulate**
1. **Turner Return**
* *Event Details*
No longer using the side entrance to the gallery

Hack & Host Blue Box located outside – doing their own risk assessment

Gallery 11 will host music and bar

Feesting in Gallery 2 provision has been reduced, CD has been talking to catering – KS confirmed main contact is Carol Copley and Vicki Knightwaller

Additional lighting in Gallery 3 and Gallery 5 to be added by Matt w/c 30/10/2017

KS suggested screening artist’s film in between in the activities in the studio

Locus Dance to do their own risk assessment
 **CD / RC / LM to visit gallery w/c 30/10/2017 and check lighting**
**CD to e-mail KS for Ferens shop contact details
CD to confirm capacity of Gallery 11 with KS / SC – 40 people approx**(Does furniture reduce capacity - poseur tables are needed) **CD to speak to KS about staffing, LM to request Matt Lund for tech support**
**KS to ask Matt about HD projector**

**LM to ask Shaun about trestles / CD to ask Vicki for white clothes**

* *Marketing*CD/LM would like to send event info out on HCAL channels. KS suggested speaking to Malcom Dunn.
400 attendees at the event is the aim
**RC to incorporate managing audience on the night into the event plan
RC to a briefing note for next meeting 01/11/2017 - KS on annual leave next week. LM to invite Shaun in her place.**
1. **Future Ferens**Heritage learning meeting with Future Ferens 26/10/2017
**IR to meet with Anna Bean to create proposal and feedback to Future Ferens**
2. **Broadsheet**George is working on second broadsheet - completed for Turner Return Event on 16/11/2017
3. **AOB**Turner Prize tote bags to be held back for the Friends of the Ferens preview (400 approximately)
**LM to speak to Simon about the Tote Bags**