**2097 Project Meeting**

13/09/2016

Present: NT, KJ, LA, HWW

PROJECT MANAGER

Project manager role advertised on Blast Theory’s website. Job to cover projects in Hull, Aarhus and one other Blast Theory project.

Interview date is 28th September. Hull 2017 to think about any London/Brighton people to share the job advert with. Blast Theory will feedback how interviews have gone.

COMMUNUITY LIASION ROLE

Hull have an internal candidate that they think would be very suited to the role. He is the current audience engagement manager at Hull 2017 and is very well connected into the city and the different groups the project wishes to work with. Internal conversations have happened within the Hull 2017 team and his manager is in principle happy for him to take on the role if his current role is backfilled with the money for the post.

It was suggested that Nick meets James again when he comes to Hull.

Action: Hannah WW to arrange the meeting.

WORKSHOP FACILAITOR ROLE

Hull 2017 also has a candidate that we think would be suitable for this freelance position. We will approach him after launch on the 22nd and ask if he is happy for us to share his CV with Blast Theory.

Action: Hannah WW to follow up on the 23rd Sept.

AARHUS

Due to budget demands Blast Theory are no longer running as many workshops in Aarhus. There workshops will now focus on the young people’s exchange from Hull.

-The workshops in Aarhus will be planned in conjunction with the team in Aarhus, Nick and the community liaison role when in post.

YOUNG PEOPLES EXCHANGE

The age range for the young people’s exchange is 18-25. There will be 5 young people chosen. The group of young people for the exchange will be picked from the larger workshop they run.

Lindsey raised the need for guidelines for participation for the young people’s exchange which we can work on when the community liaison is in post.

In terms of the structure of the exchange this will be worked on with the community engagement team from Aarhus, Nick and the community liaison officer. There will be a chance for the group to present material from the workshop in Hull, to tour the city and to visit interesting neighbours and/or young people in Aarhus.

There was discussion around documentation for the trip and what we will be asking participants to capture; photos, blogs etc.

We also discussed issues such as the young people may not have passports – and if this is something the project can support if needed – which will be reviewed when we know what young people have been selected and their needs.

People attending the Young People’s Exchange from a staffing perspective will be Nick, the Community Liaison officer and a member of the Hull 2017 staff.

BUDGET

Action: Kirsty to send an excel version of the budget

CONTRACT

Action: Lindsey Alvis to feedback

MOU

Kirsty to work on – Lindsey is happy to look over when in draft if helpful.

EDUCATION

Action: Hannah WW to follow up with the education team and see if there are any examples of education resources and material.

Action: Hannah WW to try and arrange a meeting with Ian for when Nick is up.

EXPERTS

Nick has sent over the list of people he is planning to contact including the two people he will be interviewing on the 23rd Sept.

Action: Hull 2017 to feedback with any suggestions for experts in the areas that are missing.

KCOM

Nick has arranged a meeting on the 21st at 4pm. Lindsey Alvis and Hannah Williams Walton to join the meeting.

Action: Confirm location

HULL FAIR

Sam would like Nick to come up and see Hull Fair as we would like the films to be shown there. Hull Fair starts at 17:00 on Friday 7th October 2016, running until Midnight on Saturday 15th October 2016.The fair is open every day between 14:00 and 23:00, except Sunday when it is closed all day.

Action: Nick to look at dates and see if there is a time he could come up.

FOOTBALL

Nick to arrange a time to come to a football match at the stadium – possibly to tie in with Hull Fair if dates work.

We also need to arrange a meeting with the two stadiums.

Action: Hannah WW to try and arrange meeting when Nick is up for the launch.

CARS

Liz in the Hull 2017 team is looking at potential partnerships. She has been in touch with John Roe Group (Toyota & Lexus)

Action: Sam H to follow up.

LAUNCH & ANNOUNCEMENT

Action: Hannah WW to send over timings of the launch and when Blast Theory can announce on the 22nd.

Action: Blast Theory to send over mock up design of the project website.