**Land of Green Ginger 2016 Debrief & 2017 Planning Away Day**

**Agenda:** Wednesday 5th October 9:30-5pm Lowgate Project Room 1

*Present:* Katy Fuller, Liam Rich, Louise Yates, Elizabeth Bergeron

**9:30-12pm 2016 Debrief**

*Additional team members present:* Adam Long, Alix Johnson, Chris Marr, Elinor Unwin

* Budget and invoices update
* Debrief of each project, covering:
	+ Artistic content
	+ Community/Audience engagement
	+ Communications
	+ Marcomms
	+ M&E
	+ Technical
	+ Admin
	+ Compiling any feedback we need to send to artists

**12pm-1pm 2017 Creative Planning**

* 2017 planning
	+ Neighbourhood projects
	+ Citywide interventions
	+ Writer/illustrator: The Book and 64 Humber Street

**1-2pm Break for lunch**

**2-5pm 2017 Logistical planning**

* Admin and staffing
	+ Staffing going forward
		- Production Manager
		- Project Producer
		- Simon’s role
		- Writer/illustrator
	+ Hull 2017 LOGG working group: marcomms, M&E, learning, volunteering, etc.?
	+ Systems and tools going forward
		- Artifax vs spreadsheets
		- Meetings/catch ups, etc.
* 2017 marcomms *Phil Batty potentially to join (4-5pm)*