**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)*