**Larkin Exhibition Project Meeting – Friday 7th April**

**Attended:** MLS, SM, AF, CS, PP, SW, HWW, NO

**Apologies:** GC, BM EC

**Actions Complete:**

-The group to send schedule of pinch points to AF. SW and GC have done this.

- PLS to invite Grayson to the official opening on the 4th of July. – He is arriving on the 5th July so unable to make it.

- CS to talk to our digital team to see if we could stream the talk online or into another room. SW thinks Grayson’s contract may specify no live streaming. - There is a clause in the contract so this cannot happen.

- PLS to find an image of L and his bike. PP to send to AF.

**-** GC to send AF existing Larkin timeline.

-GC to circulate the toads’ education pack.

-SW to find out who is the lead on marketing for Larkin at the university.

**Actions brought forward and new actions:**

-CS to email introduce AF to the gallery manager for Grayson. – AF to ring the gallery to find the right contact as people have left the gallery.

-CS to look into insurance for transport**.** Still ongoing CS will continue to look at this when we know what items are being exhibited.

**-** CS to review ticket holds if any tickets are released from PLS - ongoing until the 18th April.

**-** HWW to find the list of people who are linked to Larkin and circulate. Everyone to then add any other names.

**-** HWW to set AF up on SharePoint the next time she is in the office.

-GC to send over the dates of the PLS Larkin walks. – These needed double checking.

**-** PLS to send a range of images of Larkin at different ages to AF – more images may be needed so ongoing.

**-** MLS is going to send through security costs for previous exhibitions.

**-** MLS to confirm get in from 16th June.

- PP to schedule time in the PLS meeting agenda for AF to present or send a paper to discuss.

-MLS is going to follow up with Janet re the cooperation agreement.

- Hull 2017 to contract Craig Oldham.

- MLS is going to follow up with Elizabeth and will ask her for the titles before the end of the month.

- AF is going to share the document digitally. If people could let her know of any updates.

- PLS to follow up the activity around Larkin for Heritage Open Days and send to AF.

- AF to forward the tour enquiry to CS & HWW

- CS to schedule a press meeting with BM, Cornershop and NO and other members of the press time at the university.

- AF to send suggestions of who she thinks the key people that should be interviewed about the exhibition are.

- **Action:** MLS to send over the contact at Waterstones to AF.

**Exhibition Logistics**

MLS shared with the group that for Lines of Thought they had overnight security and security during the day. As it was their first major exhibition they were keen to make sure they had enough in place.

For the BP portrait awards they just have daytime security. This is needed is the work is covered under the Government Indemnity Scheme.

Although the Larkin exhibition won’t be under the Government Indemnity Scheme security during the daytime might be needed for insurance.

**Action:** MLS is going to send through security costs for previous exhibitions.

MLS said that for previous exhibitions they have used Waterstones to stock books.

**Action:** MLS to send over the contact at Waterstones to AF.

MLS said that if they don’t need a week for making good of the previous exhibition then get in could be from Friday 16th of June.

**Action:** MLS to confirm get in from 16th June.

**Ticketing**

The group discussed if the exhibition needs to be ticketed.

The university has had issues with timed tickets. CS is aware of this and has picked it up with the Hull 2017 team.

If the event is ticketed, then tickets will be free and will need to go on sale the week of the 22nd May.

**Grayson Perry**

CS will know how many extra tickets they will have on April 18th when the PLS tickets sales have finished.

**PLS**

AF is going to find out if she is free to attend the PLS meeting on the 26th April. She will have some information to share with the PLS even if she can’t attend in person.

**Action:** PP to schedule time in the PLS meeting agenda.

**Cooperation Agreement**

SW gave three copies of the cooperation agreement to Janet who is Glenns PA at the university. This hasn’t reached Eddie yet at PLS so MLS said she suspects it has gone to the unis lawyer to check.

**Action:** MLS is going to follow up with Janet.

**Exhibition Design**

AF has met with a wide range of designers (AF to send list) over the last couple of months and has decided to work with designer Craig Oldham. Other exhibition designers were ruled out because either they didn’t seem like the right fit, availability or cost.

Craig Oldham was suggested by David Sinclair and has received recommendations from Jeremy Deller, Ken Loach and Grayson Perry.

AF said he is committed to the idea and feels like he can deliver it on the budget allocated. His website can be found here: http://www.craigoldham.co.uk/

He has worked with various high profile galleries and companies. Some of his projects include the redesign of D&AD, A book about the Miners Strike called In Loving Memory of Work, a visual record of the UK miners' strike 1984-85 and Archbishop Sentamu Academy in Hull.

He has not been contracted yet but he’s AF’s first choice.

The group confirmed they were happy with the choice.

**Action:** Hull 2017 to contract Craig Oldham.

**Exhibition Concept**

AF presented the concept of the exhibition to the group.

The initial drawings are in SharePoint.

Although the exhibition will take place in the gallery AF is keen that the exhibition can come out of the gallery as well. She has been exploring the idea of graphics that could be put in library as they are fairly cheap to do and the designer Craig Oldham has a background in graphics.

NO asked if students would be involved in the installation. Due to time AF said it’s unlikely they will be involved in the exhibition directly but it would be worth knowing if there is an exhibition design course or set making who might want some experience on the installation and when the exhibition is being taken down.

**Programme activity**

**Action:** PLS to check and confirm all the dates of the Larkin walks.

AF has a document of all the additional activity that is happening around Larkin. All partners have fed into this. AF is also keeping a record in this document of when people linked to Larkin are in town such as Andrew Motion.

AF is waiting on additional information on what the PGPG are doing as they have sent over dates but not titles yet.

**Action:** MLS is going to follow up with Elizabeth and will ask her for the titles before the end of the month.

**Action:** AF is going to share the document digitally. If people could let her know of any updates.

Larkins birthday is on the 9th August. CS suggested it would be nice to have a moment of programme activity in August and September.

There is also some activity around Larkin for Heritage Open Days.

**Action:** PLS to follow up the activity around Larkin for Heritage Open Days and send to AF.

**Marketing/Press**

SM is working with EC and BM to write a marketing plan for the exhibition.

It was decided that the week of the 22nd of May should be the deadline for issuing press release with tickets (if we decide to ticket the exhibition) to go on sale. This is six weeks out from the exhibition opening.

AF reported she has received enquiries for her to do tours of the exhibition.

**Action:** AF to forward this enquiry to CS & HWW

AF is happy to talk to students about the process of the exhibition and is happy to do one or two tours but she would prefer not to do this too often.

The schedule for the days running up to the exhibition opening is currently:

3rd July – Testing

4th July – Press Moment in the daytime, Private launch evening

5th July – Open to the public

**Action:** CS to schedule a press meeting with BM, Cornershop and NO and other members of the press time at the university.

**Action:** AF to send suggestions of who she thinks the key people that should be interviewed about the exhibition are.

**AOB**

SW is planning to create a catalogue of the Larkin Exhibition. He has already got budget for this. AF suggested sharing the images that we take of 6-10 key objects with SW for the catalogue.

**Next Meeting**

Date to be confirmed.