**Core Team Meeting Minutes 24.08.17**

Attending: Lily, Sara, Ian, Phil, Katy, Laura, Ben, Will

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| Action | Lead | Notes |
| Send out RFQs and Drawing Packs to fabricators | Sara | To follow up with a phone call |
| List of what we want to store (crates) and how long for | Lily |  |
| Liaise with Emma Tucker to get suppliers set up | Lily |  |
| Liaise with Dennis about Press Preview schedule | Ben |  |
| Push Radio 6 music for a proposal, confirm staffing with Ferens | Sara |  |
| List of acknowledgements for catalogue | Lily |  |
| Calculate price of catalogue distribution | Laura |  |
| Share list of 80 galleries that public programme leaflet is being distributed to | Laura |  |
| Ask Ferens team about restrictions on each gallery for T//R | Lily |  |
| Confirm what we are paying for from Heritage Learning programme (Big Draw, mini masterpieces, etc.). Go back to Jane and if necessary, to Simon. | Sara |  |
| Turner//Return proposal | Ian |  |
| Email Katy outlining Hack & Host's involvement/ different roles in the public programme | Ian |  |

Sara is starting her new job on 4th Oct. 2nd Oct is her last day. Hand over time will be scheduled in and obviously, a drink..!

**Procurement and Legal**

Install/Fabrication – Emails to various potential fabricators went out on 3rd August. Drawing packs and RFQ to go out today, with a deadline of Tuesday midnight. Sara will check everything with Chris as it comes in.

Lubaina has been warned by curators that she may need to adjust on the shelving system for The Dinner Service as it will be expensive.

LOGG artist using Staples w/b 4th to build install - for info re:storage of crates etc.

Anything we buy that we want to sell on (Rosalind's chairs) should be flagged at PO stage.

**Press**

Helen Beekmans is visiting tomorrow. Katy and Ben to attend. She is coming to look at the gallery, see the venue and do the walk Ferens > Minster. Need to know what else BBC are doing apart from Live coverage – half an hour programme?

Good response from press so far for the Press Preview - 22 last week.

Ben to speak to dennis about the schedule for the day – Signing in, welcome speech, curator tours, area for writing (café?)

BBC breakfast (orange sofa) still TBC.

Local media requests will come in nearer to the time.

Ben to take the lead on artists requests for interviews after Sara leaves. All centralised through Ben and Bolton & Quinn.

Dennis to confirm press photography – best way to do it at the best price. We have money for this already outlined in the budget.

Radio 6 Music Breakfast – they want it to be interactive, for the gallery to be open but we haven't had a proposal in writing yet so still TBC. Need to keep pushing on this so that we can confirm staffing with Ferens.

**Marketing**

Catalogue sent to print by next Friday. Tate will see a digital proof next week. We will do an internal physical proof.

List of acknowledgements to go to Fran to check potential conflicts with partners.

GF Smith are supplying all paper for the catalogue for free. Guildhall can distribute to schools and libraries for free.

Laura to liaise with Ben about editorials for corridor 8 and thisistomorrow – when is the best time and the content.

Public Programme A5 leaflets, cover letter and posters to go to 80 galleries around the UK.

Chris to keep 10% of his social media budget for Turner//Return.

**Learning and Participation**

Online lunch of public programme to be 5th September – this has been confirmed with David.

Hello Turner – working with Anorakk. Need to speak to the curators about where it is distributed from in the gallery. Central Court?

Turner//Return – need to meet with Ferens team and find out the restrictions on each gallery. Hack & Host will support this. James McGuire to build a list of targeted community groups to invite - guest list so we know who is coming. Extend the café/shop hours.

Ian to do a clearer scoped proposal for Turner//Return, after meeting with the Ferens team.

**Merchandise**

Will to email Maxine and Simon to see if they want to lead on merch. Simon to confirm how much we would have to pay for that stock.

1000 x £793 totes for opening event. £30 design cost on top.