**Hull 2017 Core Project Team Meeting, 13/07/17**

**Attending: Katy, Lily, Ian, Laura, Phil, Sara (via phone)**

**Apologies: Jenny, Ben**

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| Item | Lead |
| Amend working groups excel and create meeting schedule | Lily |
| Ask artists (start with Lubaina?) whether they’d be willing to be involved in Artist in my House | Sara |
| Finalise list of events that we want to hold at Ferens to take to Simon | Lily/Katy to take to Simon |
| Update Learning Programme document with finalised list of events | Lily – Sara has the costings for this |
| Share Visual Identity/Positioning drafts to Katy and Phil next week before they’re off | Laura |

Project Management

* Agreement that we need to streamline the decision-making processes and meetings in order to be much more efficient and effective.
* Documents need to be shared at draft level, all working as a team to get things signed off quickly
* Managing Turner related email traffic: If you’re in TO box, you are required to reply. If you are in CC box, it is just for info.
* Phil and Katy back from annual leave on 1st August

Ferens Closure Press Release

* Martin has emailed Jacqui about press release
* We need to be the people that communicate to Tate
* Hold on the announcement going out until we have explored the closure schedule. We lose all hold over it once it is in the public domain.

Learning Programme

* Phil expressed the value in Artist In My House – create a space/moment where each artist could talk about issues, topics, directly or indirectly relating to the work they’re doing. Digestible. – Agreement that we would explore further in to whether this is possible, start by asking artists.
* 6/8 artist responses/walking tour - northern spin on culture, late night Thursdays when they’re already open. Charge for? Fiver with a glass of wine.
* Agreement that film programme for Turner isn’t a priority/no one feels particularly strongly about keeping it. We could ask to see the Hull Independent Cinema programme as it stands and see how we can fit in to that.

Marketing and Comms

* We need to draft a press schedule with Ben/Bolton and Quinn, including key media moments and key spokespeople – WHO LEADS?