**02.08.17 Turner Prize Project Management Meeting**

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| **To Do** | **Lead** | **Notes** |
| Check price for the fabrication of exhibition copies of Andrea’s tables – 2 or 4 | Sara |  |
| Confer with Rosalind/David Kohn about the possibility of having a higher capacity, and access considerations | Sara |  |
| Chase Simon re: out of hours events | Katy |  |
| Find quote for regional (Yorkshire or North East) tech company | Sara |  |
| Ask Will about Hack & Host Procurement/contract issues | Katy/Lily |  |

**BBC**

Amelie has spoken to Jonty and Ben to Martin, award stays at 10pm

Conversations need to be siloed so we separate out award giving, programme, etc.

Lily checking copyright on giving BBC access to Sodium film

**Artists**

Andrea

* We are paying for legal counsel from Daniel McClain re: Andrea’s tables. Will to most likely give Andrea the advice not to go ahead for reputations sake and to design them with a significant change. If she agrees, we propose exhibition copies are made but Andrea can buy them from us if she wishes.
* Hollybush have agreed to pay for the framing.
* Need to determine if Peace Library will cause a problem going through the door as it won’t be flush with the wall and people looking might obstruct the doorway.

Rosalind

* Access considerations need to be taken for the seating and to make sure doorways/turning circles are accessible
* Is there possibility to have a higher capacity? Line of sight for projectors currently allows for more seats where the stairs are.
* Regular security sweep will be needed for under the seats, Shaun to do this.
* How do we stop people sitting on the stairs?

Loans

Need to be clear on the responsibility of loans if the works are sold.

Loans finalised, speaking to Simon Braithwaite today about insurance and if there in an increase/change in conditions.

**Ferens**

Out of hours events still not finalised - Katy to chase Simon and resolve by Exec meeting next week

**Build**

Need to be conscious about bringing London techs in.

**Learning**

Hack&Host –

* Procurement
* Amounts of money they have been paid for other contracts
* Kate west conflict of interest