**Project Management Meeting 14.08.17**

**Attending: Lily, Sara, Katy**

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| **To Do** | **Lead** | **Notes** |
| Edit Simon’s calendar and create an event template for Maxine | Lily |  |
| Simon to send through updated version of costs doc | Katy to chase |  |
| Enquire about Rubitex fabric for Andrea | Lily |  |
| Send draft of Artist’s films to Tate | Sara |  |
| Daniel to go to Jill about Hurvin’s Arts Council loan | Sara |  |
| Chase copy editor | Sara |  |
| Send catalogue design to Tate | Sara |  |
| **Put together a timeline which illustrates why we were unable to put tech spec to tender earlier, and a doc to describe how we will still ensure that we are getting best value** | **Sara** | **URGENT** |
| Curators to confirm their collection choices | Curators/Sara/Lily |  |
| Chase Simon Braithwaite on insurance | Lily |  |
| Talk to Phil/make decision on student trip 26th Sept | Katy |  |

**Events**

* Agreement upon costs for events is moving forward with Simon. He suggests to charge the following for out of hours stakeholder events, with Hull 2017 only being charged for the staffing costs.

£500 for a morning slot, plus catering

£1000 for an evening slot, plus catering

* Maxine to lead on running events? We will provide her with a booking sheet (Lily will update Simon’s calendar) and a separate template to use for each event inc. date, lead, attendees, catering requirements, etc.
* Ask Maxine to update the events calendar twice a week and send through to keep us updated – Thusday and Friday.
* TP Supervisors to be key holders – they can open the gallery when we need out of hours access

Build

* Jennifer Dyne from DK Architects is finalising the drawings for Andrea’s tables
* Any questions regarding Andrea’s install can be diverted to Hollybush whilst she is offline
* Jill Constantine (Arts Council) loan for Hurvin is proving difficult, they are worried about environmental conditions of Ferens and the short notice given. Daniel from Tate will follow up with Jill, and go to Nick Serota if he has to.
* Curators to confirm their choices for collection – Kirsten has already agreed their long list

**Procurement**

* Spoke to Chris Clay and decided to go for an exemption, due to time scale. Sara to put together a timeline which illustrates why we were unable to put this out to tender earlier, and a doc to describe how we will still ensure that we are getting best value
* May have to split transport of artworks to make sure the value remains under 25k for procurement

**MarComms**

* Draft of artists’ films to Tate by next week. Waiting on film clips from LUX/Rosalind
* Send catalogue layout to Tate but say that it is not to be shared widely within the team as it is just a first draft

**Learning**

* Practicalities of Turner//Return need to be ironed out. When is the set up time? Is it free and unticketed with option to buy food, or do we charge a fee for a ticket which includes a drink and burger?