**LOGG Weekly Catch up Minutes**

**11 January 2017 Pacific Exchange Ground Floor Pod, Present: Elizabeth, Katy, Lou, Gareth**

House update: contract is signed and we now have the keys. Elizabeth needs to do an inventory check and set up utilities. Soifur is organising the DD for rent already. Katy has suggested that we keep a cap on sharing it out to the others so it doesn't get out of hand.

Storage update: Gareth has checked with his colleagues and he says that the only project that may need it so far is Back To Ours. Katy has said we should park this for now because we can't really say whether it will be properly useful or not.

Script

* Katy is nearly through revising Simon's script that he sent her, which she is hoping to send to artists ASAP. The script tells the story with all the linking bits from start to finish.
* Next step is to send to artists and tell them that this is a version, please look at the section that refers to your heralding moment. Are you happy with this? This will start the conversation now so that it's all sorted by the time we meet on the 7th Feb.
  + E.g. smoking crates makes NPSC detector go off, inducing a mini evacuation. When people return to the centre, they find a large gold nose where the crates once were. The specialists swoop down to retrieve the nose for study, a campaign for the nose to be returned to its rightful place in Bransholme.
* This script will ultimately form the Marcomms brief

Dominic: do we need him?

* Pro: gives content for website and institute. But, we could just keep a lid on it and save the money... Are we doing it just to involved him? Or would we be doing it because it's the right thing to do?

Macnas

* Unfortunately not available on 7-8 Feb.
* Affordable budget, just, if they get funding from Culture Ireland, however there is no 'making' budget. Noeline almost always re-imagines objects for specific contexts, but it would be nice to have something completely specific to Hull, so Katy's asked for a budget breakdown for one new object to be included.
* Budget will determine its final location. The public expectation for city centre stuff is currently really high, so we'd need a min of £250K budget. If it is a community project, then it should be Derringham. Noted that there are not a lot of community groups in Derringham.
* Hopefully Katy will have a revelation when finishing the script.
* Finale: book in 2018, or big event at end of 2017? It would need to be scale of 100-120K audience.

Thor

* The Extraction Factory is definitely not an option, which Katy is going to say to Thor the next time she speaks to him. The group (I.e. we) prefers Hessle Road as a location. This means he will need an active producer to help with coordinating the community aspect if he goes to a completely new neighbourhood, as that was what took up so much of his time during the pilot project. Obviously where his project is located will be affected by where Noeline's project goes because if she is in Derringham, then it would be inappropriate for him to be so close on Hessle Road.

Periplum

* Budget: they are now set on East Park as a location, and thus want to make it a larger scale piece over more nights with a bigger budget.
  + This will affect the ending as well as Macnas.
  + We need to keep fiddling the numbers and see where we get.
  + When does the contingency budget get released? Katy spoke to Martin who 'trusts her implicitly' but won't commit to giving more money at the moment, though he may later. This isn't really helpful for our planning though!
* Gareth believes that East Park is the better site because we should start big.
* They want their contract by the end of this month.

Joshua

* Lou's found him another unit that's smaller than his pilot project unit and unfortunately doesn't have as much footfall. There's also always space in the market, though we'd need to build something bespoke in there.
* Ideally we need something bigger and we need it to be confirmed by the time Joshua leaves for Sri Lanka in February!
* What about a structure outside North Point?
* Wants his contract by the end of the month.

Staffing

* New producer to look after heralding/crates aspect
* Lou will look after Joshua and Periplum. Potentially work with Davy and Kristin on the community aspect, though Noeline talked about Lou a lot too for her community work.
* No mention as to who will be looking after Lone Twin and Thor.
* We need to lock Adam in for extra support for Gareth so that Gareth can focus more on the strategic. We can do this once we have more of an understanding of other projects. Would be good to have him as an event manager for Periplum, and extra support for Davy & Kristin, Thor and Joshua too. Gareth is hoping T&O will be getting more resource as a department as well.

Next Creative Development Session

* First day should be all together, and include time to discuss access and M&E
* Second day will be a time to divide and do separate things like site visits and meet with Laura, Alix and Chris to discuss marcomms. But maybe also gather together to talk with Gareth to clarify what they're doing and what we're doing and emphasise that we're happy to do it but we need info from them in order to do it!

Actions:

* Elizabeth
  + Book time for Gareth to visit LPC storeroom
  + Change Periplum dates and milestones on Artifax, depending on Lou's conversation with East Park
  + Go over schedule with Katy
  + Check out Matheson Marcault's original EOI
  + Inventory check and set up utilities for house, then order new supplies/potential new furniture. Sort cleaner. Make new keys. Return contract and inventory to letting agent.
  + Continue working on risk registers
* Katy
  + Send artists revised script
  + Look at budgeting Adam's time
  + Sit down with Will to make a bespoke 2017 artist contract
  + Send Gary the script before talking to him
  + Extract bits of the script and send to Chris by the end of the week
  + Email Dominic separately
* Gareth
  + Think through alternate structures for Joshua potentially
  + Do a bit more work around bingo hall
* Louise
  + Send Gareth more information on sizes of the units for Joshua so Gareth can look at temporary structures as an alternative
  + Liaise with East Park re: Periplum's dates
  + Check to see if you can juggle both Joshua and Periplum along with BTO's May Fest