**HCAL/Hull 2017 Troubleshooting Meeting**

Attending:

Hull 2017 - Sara, Katy, Lily, James, Phil

HCAL – Simon, Peter, Kirsten, Maxine, Esther, David, Jane

**To Do**

|  |  |  |
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| Item | Lead | Notes |
| Write one pager on stakeholder events | Katy | Send to Simon/Peter/Jane |
| Send read access to Ferens Outlook calendar to Hull 2017 | Jane |  |
| HCAL confirm BMS closure Dates | Simon/Peter | Should know by CoP today. Suggested closure is 5th-11th inclusive. |
| Clarification on Big Draw | Jane | ASAP if it needs to go in to print |
| Roles and responsibilities list for sign off/enquiries | Lily/HCAL |  |
| Dates for volunteer training to Jane | Lily |  |
| Supply FoH list to join for Turner Prize volunteer training | Haley |  |
| Set up meetings (all ASAP) | Lily | * Venue Operations meeting * Explore Art meeting * Simon and Katy meeting |
| Supply Explore Arts costs for technical deinstall | Jane and Esther |  |
| Send major deadline list to Simon | Sara |  |

**Project Management**

* Project management strategy - Very clear working groups, nominated person from each group, hierarchical feed up to higher levels if needed
* 2 troubleshooting/issues meetings between now and the opening with everyone at key sign off points – what are these?\*
* HCC to deal with Ferens marketing and comms from their side. Any artwork approvals to come from Anna at HCC.
* Jane to come to venue operations meeting\* to manage the day to day Ferens diary

**Build and Operations**

* Closure 5th - 11th inclusive, but we can be in working alongside BMS team in the spaces.
* If there is an issue, we agree as a team to cover the resources
* Budget saving from Turner Prize Supervisor jobs can be put in to another part of the Turner Prize budget, everyone agreed. Plan is to go with 4 staff members for now. No clarification on holiday pay.
* Operational detail of the jobs – not to give tours, security of the work as a main focus

**Learning Programme**

* No management fee to Heritage Learning. Turner Prize removes the risk and supports income generation to Heritage Learning.
* Jane and her team to work with Hull 2017 for Saturday workshops. Comms should be clear that the price has been subsidised to make it accessible.
* Need more input from Heritage Learning about Big Draw and how we can support. ASAP if it needs to go in to print.
* Jane has sent through David’s costs for the Big Draw and Future Ferens involvement\*

**Explore Art**

* Jane on board with the idea, v excited about having ‘hub’ space in the middle. Brilliant idea, fantastic to have a space that reflects all the audiences
* We have to have a targeted under 5’s space – NPO delivery plan, 3m of funding – conference on 12th
* Jane and Esther to work together on supplying technical costs for Explore Art inc. deinstall
* Heritage Learning will still be doing ongoing activity for the under 5’s throughout – marketing to go in with our comms as one overall offer but all costs are covered for running those sessions