**Land of Green Ginger weekly catch up notes**

**22 February 2017 Present: Elizabeth, Katy, Gareth and Maddie Apologies: Lou**

Periplum

* Gareth needs to be part of all conversations at this point
* Currently the ticketing system is way too complicated. Gareth reckons the physical box office is a red herring. Laura's timescales from her document don't reflect any of the conversations we've been having. The problem is there are too many people on it. Whatever happens the timescales need to fit within the larger heralding activity going on.
* Gareth has just realised we'll be needing a premises license

Joshua

* Big weather balloon could be digitally streamed while it disappears

Lone Twin

* Will come for first site visit 10-11 March, then will have a better plan by end of March, when we'll contract them

Davy

* Need to pull him back from designing it himself with a consultant, and also having volunteers build it?!
* Gareth asked Adam to get testing done before we see Davy again
* We need a bingo hall lease. What about business rates and insurance? Sonny says we can do an agreement through Garness Jones. However we need to know the results of the tests before we sign anything.
* Next site visit: 14th March

Macnas

* Katy spoke to Noeline last week to see if we can get in touch with Pete directly re: getting a better idea of shape of parade.

Heralding

* Critical path of final branding from Laura? Nearly there...
* Walk the Plank need to test iron branding of logo. Just the logo; the rest should be painted/stencilled on so we can easily put other words onto the crates.
* Commission/Production agreement with Walk the Plank?

Institute

* 4 elements: Institute brief, script, timeline, overarching marcomms parallel: Katy working on all of these
* There are two sets of people: Walk the Plank staff and online people
  + Walk the Plank need to know back story and what their script is
  + Lou may be able to help with finding local actors for the online people

Actions:

* Katy
  + Share lead roles with artists and Gareth
  + Katy to work on her version of Periplum customer journey
  + Continue working through Davy, Thor and TG’s contracts with Will
  + Share Institute’s new name with everyone
  + Also continue working on: Institute brief, script, timeline, overarching MarComms parallel
  + Speak with Will re: Walk the Plank contract
  + Look to see where bingo hall testing costs will go in budget
* Elizabeth
  + Get Alix to feed into agenda creation for next week’s Comms meeting
  + With Maddie figure out regular meeting purposes and timings and attendees, then send round to everyone
  + Play around with house budget and sub codes
  + Check if Katy’s approved of council tax PO
  + Chase box office for customer journey
  + Pay another month’s rent for LPC
  + With Maddie, revisit LOGG progress tracking doc and generally think through different project management tools for this year
* Maddie
  + Send Periplum an agenda for Monday’s phone chat, after Friday’s phone chat
  + With Katy, speak with Periplum on the phone on Friday
  + Draw together branding feedback and send to Laura
  + Put together a set of actions that need to happen before Davy and Rosie arrive on the 14th March.