**Larkin Internal Meeting – 6th April 2017**

Attending: JM, SM, AF, CS, HD, BM, JH, HWW

Apologies: EC, DW

**Actions from the Meeting:**

- CS & HD to talk about how the file systems need to be managed.

- CS and HD to find the best way to make sure AF can get the objects she needs from the PLS after the meeting. They need to discuss if it’s necessary to contract or do a letter of agreement or if this is already covered in the cooperation agreement.

**-** AF to feedback to the partners tomorrow and if no one expresses any major concerns then CS to contract Craig Oldham.

**-** AF to find out who the Hull 2017 poet for Contains Strong Language is in the PGPG group.

**Marketing/Digital**

AF has made a list of digital assets. This is document that will be live so AF will invite Eleanor to the dropbox so she has access to the document.

Action:

Anna now has access to sharepoint but can’t always work on the files on there so she is using dropbox as the central place to hold information. This is then being uploaded to sharepoint.

Action: CS & HD to talk about how the file systems need to be managed.

**Exhibition**

AF talked the group through the current design for the exhibition.

There were some concerns raised about how to make sure AF could gain access to some of the material she might want to display.

**Action:** CS and HD to find the best way to make sure AF can get the objects she needs from the PLS after the meeting. They need to discuss if it’s necessary to contract or do a letter of agreement or if this is already covered in the cooperation agreement.

There is a controlled room in the university which we could store some of the items in before the exhibition.

AF is keen that the exhibition can come out of the gallery as well. She has been exploring the idea of graphics that could be put in library as they are fairly cheap to do and the designer Craig Oldham has a background in graphics.

There is also the potential to do something in the Liberian office. The library are keen to run tours during the exhibition so that members of the public can have a look inside during the exhibition.

**Exhibition Designer**

AF has met with a wide range of designers (AF to send list) over the last couple of months and has decided to work with designer Craig Oldham. Other exhibition designers were ruled out because either they didn’t seem like the right fit, availability or cost.

Craig Oldham was suggested by David Sinclair and has received recommendations from Jeremy Deller, Ken Loach and Grayson Perry.

AF said he is committed to the idea and feels like he can deliver it on the budget allocated. His website can be found here: <http://www.craigoldham.co.uk/>

His brief is to engage new audiences and AF thinks he can do this.

He has worked with various high profile galleries and companies. Some of his projects include the redesign of D&AD, A book about the Miners Strike called In Loving Memory of Work, a visual record of the UK miners' strike 1984-85 and Archbishop Sentamu Academy in Hull.

He has not been contracted yet but he’s AF’s first choice.

**Action:** AF to feedback to the partners tomorrow and if no one expresses any major concerns then CS to contract Craig Oldham.

**Exhibition Programme**

AF has a document of all the additional activity that is happening around Larkin. All partners have fed into this.

AF is also keeping a record in this document of when people linked to Larkin are in town such as Andrew Motion.

CS said there is a documentary being made about Hull with Maureen Lipman that might feature Larkin.

AF is waiting on additional information on what the PGPG are doing as they have sent over dates but not titles yet.

One of the PGPG group is also one of the Hull 2017 poets for Contains Strong Language.

**Action:** AF to find out who the Hull 2017 poet for Contains Strong Language is in the PGPG group.

Ali and Michelle are keen for performances to take place in the library.

**Marketing/Press**

SM is working with EC and BM to write a marketing plan for the exhibition. She doesn’t have a draft of this to share currently but will start working on this next week.

The schedule for the days running up to the exhibition opening is currently:

3rd July – Testing

4th July – Press Moment in the daytime, Private launch evening

5th July – Open to the public

AF also said that she would be happy for press activity to happen on the 3rd of July is needed.

BM suggested offering an exclusive preview of the exhibition to a broadcaster.

BM also discussed timing the press launch so that people could come up on the train from London for it.

BM said it would be useful to have a few people available to talk to press around the narrative of the exhibition and Larkin. AF suggested:

-Graham Chesters

-Andrew Motion

-Michelle who is the current Liberian.

**Launch**

We are the producing lead so we need to hold the guest list for the launch on the 4th July.

Partnerships are also planning on doing a private view around the 12th/13th of July.

**Accommodation**

JH flagged that the exhibition and install takes place over a busy period so if any accommodation is needed the request should come to her soon.

**Engagement**

There’s national citizens service event at the lawns doing week long residencies during summer. They might be interesting people to invite to the exhibition.

**Action:** HWW to send JM the learning pack for TOADS.