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

**25 January 2017, Lowgate Project Room 1 Present: Lou, Elizabeth, Katy, Gareth, Adam**

Adam

* Do we want to devolve the production budget for Periplum to TG Events? Periplum is the most clear-cut, but it will be different for each project. This model may be a lot simpler. Might work for Aswarm and Macnas too.
* This will help especially with TG supplier relationships and avoiding procurement process.
* Should we divvy up projects or is it both of them on everything with Gareth leading the strategic and adminy stuff and Adam on the ground?
* Decided that Periplum is now handed over to Adam, just as soon as Katy and Adam figure out how to break it to Tim (i.e. sort out money bit), with Gareth on parks and ESAG liaising
* Davy and Kristin logistics around building needs to stay in house with Gareth as he’s already started several discussions with different people.
* Gareth’s other projects: PRSF at end of June/start of July, Great Blueness in August (though he’s currently trying to offload this one), Slung Low pretty much all year.
* Adam needs proper dates and how to present this to Tim. We need to go through project by project with Gareth soon.

Creative Development Days

* 7Th Feb spend the morning together and the afternoon apart in breakout sessions, site visits, etc.
* 8th Feb: Morning TBC, in the afternoon divide up and do things that need doing e.g. Periplum to East Park, individual conversations with Laura, Chris and Alix, Davy to Bingo Hall, Thor to Hessle Rd and Pickering Park, Katy and Dominic with Gwen

Periplum

* Fine with dates but have an issue with some team members’ availability, though it’s looking like that is the case no matter what dates they choose so they are happy to go with the dates we’ve suggested. At the moment they have a gap in a production manager and possibly a lighting designer as well. Lou has mentioned Johnny to them as a possible alternative. They are quite keen to work with local people but it all depends on where they rehearse. Also Mike not be available!!
* They are currently looking at their tech rider, which they will be sending in soon. Key: how do we send this info to ESAG? Gareth is planning on sending info in March, then will send a final draft in April. It all needs to be framed in terms of site. Thus their priority while they are up here next is to figure out the exact location within East Park.
* KRM are booked in!
* They are looking at dates after heralding; they’re looking at doing deliveries the week of the show. Agreed that that was a little tight in terms of timing. Weekend before is fine, but people need another day before that to plan.
* Crate will arrive 22nd April at the Freedom Centre, and Ash People will arrive after that. Full team up from 28th April, but they may not need to have everyone up by then.
* They’ll need to speak with Laura about bringing the wider community to this show, as well as the booking system. They won’t have the capacity to deal with this, so we’ll need to take this off them stat.
	+ The idea is that if our marketing team know what they’re doing in the immediate area, then they can push that out to a wider audience
* Lots of community development work. Will employ someone (Graham?), or someone local to recruit participants. Could bring James into this... whoever it is, it will require lots of coordination!
* Will need Pavillion for backstage area and toilets – need to okay that with Howard. Note: the café runs separate from the park but we'll need additional facilities anyway as the café will be shut during show times.
* We'll take first draft event plan to ESAG on the 2nd Thursday in March (9th)
* FYI Periplum are off next week
* Gareth needs to speak with them re: their build schedule once they get their tech rider tied down.

Joshua

* Small unit but the location is spot on. Issue of accessibility for workshop space upstairs, but atrium space should help to make it work.
* End point
	+ Misunderstanding of parade vs procession (I.e. scale)
	+ Why are we doing this? Joshua thought it was to carry the narrative from Bransholme to Longhill. Our belief is that we need greater visibility.
	+ Other conversation of getting outside more, rather than always being in buildings
	+ Joshua is confident in his numbers but we don't really trust that level of engagement from his pilot project (I.e. how were they counting?)
	+ Katy's worry is that this project has become smaller in space, in time and in end point. We are in danger of it becoming a self-indulgent project rather than fulfilling the objectives of the project.
	+ However this end point is the stretchy bit of Joshua's project, so we need to push for a bigger finale
* In terms of space, our only options are smaller unit or portacabin. Should we bring out the big gun (MG?)

Mike Covell

* Writes for the Hull Daily Mail
* Runs over 50 tours, can do a bespoke tour using HD Tablet!
* We are having a tour from him to suss him out.
* We are all suspicious of him so let's do this bit in cognito

M&E

* We need core step by step process of what's needed

Actions

* Gareth
	+ Find out whether procurement is cumulative or project by project basis. Also, is it over the year or is it over the course of projects if it is cumulative?
	+ Get on top of McGuires’ production budget
	+ Chase Duncan for clean-up costs at the bingo hall
	+ Check with Sonny whether they already have an up to date survey of the bingo hall already
	+ Work on East Park application
	+ Contact Walk the Plank re: the crate designs creative brief.
	+ Revisit document script and factor it into a 2-phased approach for crates
	+ Take ownership of crates
	+ Put together further costs on portacabin option for Joshua; this may be out of the realms of possibility but it would be good to know regardless
* Elizabeth
	+ Sort out time for Rosie and Katy to speak/communicate
	+ Sort out time to meet with Mike Covell with Lou, Chris and Alix
	+ Send all risk registers to Katy, and to Lou (when applicable)
	+ Send Adam brief from before Oct dates
	+ Send Adam all individual budgets
	+ Make BBC PowerPoint presentation
* Katy
	+ Keep up the pressure with artists on updated proposals over the next couple of weeks
	+ Mark up and send contract draft to Will in Tokyo by Friday (27th)
	+ Catch up with Lou re: Joshua by the end of the day
	+ Come back to Elizabeth on budgets
* Lou: check horse and carriage dates with KRM for Joshua's project