

## LEEDS CIVIC ARTS GUILD

### NOTES ON OPEN FORUM FOLLOWING THE GUILD EXEC AGM

Publicity: Carolyn circulated her email contact address to all members present.

Publicity meetings have been arranged with theatre staff and the new manager.

PIPS with social media:

Social media can be used effectively to market a show. It can also become a massive problem when used irresponsibly. Societies have been fined for misuse of social media, particularly in respect of child protection. Carolyn and Bryan are both available to discuss this.

Pull-up banners – we want to have the whole Guild season on one of these banners and stand it by the Guild noticeboard. Theatre staff think this is a good idea. One of the problems is that we do not have good quality logos from all societies. We are still chasing these. We hope to have a pull-up banner to advertise all Guild shows as per the brochure.

We don't have information from all societies about their forthcoming productions. Please forward this information to Carolyn as soon as possible.

At the moment, we are unable to display anywhere else in the building except next to our board.

Tina asked if there is any reason why we can't use the screen in the bar for marketing? Carolyn pointed out that the theatre do not have control over this, and are unable to add or remove advertising from the programme. Tina wondered whether there was any chance of having our own screen? Carolyn said that as the Theatre staff are not happy with current system; we will take this up with the theatre and LCC.

Access to the Workshop: Maria said that we can accept H&S implications for working in the workshop, but more difficult to see how signing in each and every time is logistically feasible.

Dave Peters asked whether it would be easier to have a key which is signed out at the office?

Tina wondered whether there was any chance of electronic swipe cards? This was costed up by a previous Exec, and was found to be too expensive to implement. A couple of other venues are looking at using a system utilising little black fobs. Cheap alternative?

David reinforced that we have to make the building and workshop secure for everyone. As a Guild we have to make sure that our members are safe. We should be minimising all risks.

Karen: Danger of signing in is that people do not general sign out. Surveillance might be the only thing that will work effectively in the workshop.

Suggestion to have a signing in and out list, with sanctions for mis-use.

We need to be cautious in our discussions and make decisions wisely.

Gerry – Without the workshop committee there would have been no workshop facility, keys, Bridewell facility etc. They had not expected a letter which they had received from the Exec requesting their departure from the workshop. Discussion between Gerry and the Chair ensued.

Gerry suggested the Guild should collaborate to put on a one-act play. It was pointed out that the Carriageworks want to put on an anniversary production to celebrate ten years in the new theatre.

Tina – could the Guild put together a list of email addresses for crew members who would be willing to step in at short notice?

Dave P – consider the insurance implications. If your'e not a member of a society, you are not a member of the Guild.

Karen – LCT have changed their constitution to cover this problem.

Gillian – can the new constitution be sent out to all members of Exec? Yes, when amended.

Barry – Would it be possible to have a Guild evening with the bar open. We would need to check whether it's a theatre bar licence, which means it can only open for 30 minutes before and after a performance. You can apply for extensions, but only a limited number available each year.

The answer might be to get the millennium room with a members' licence.

No other business.