



Meeting of the Festival Implementation Group (FIG) on Thursday 29 March 2007 at HI~Arts, Inverness at 12.30 – 14.30

Present: Ian Brown (HITN Chair), Robert Livingston (Director, HI-Arts), Maggie Dunlop (Funding & Liaison Manager, Cathy Shankland (H2007). HI-Arts), Muriel Ann MacLeod (HITN Development Officer / Theatre Hebrides), Stuart Brownlee (HITN Marketing & Information Co-ordinator / sbworks).

Apologies: Dolina MacLennan (HITN Board Member), George Gunn (Grey Coast Theatre Company), Matthew Zajac (Dogstar Theatre Company), Simon MacKenzie (Artistic Director, TOSG), John Durnin (Federation of Scottish Theatre), Julie Ellen (Playwrights' Studio Scotland), Roz Bell (Eden Court Theatre).

1. Welcome and Apologies

Apologies recorded from above representatives.

2. Minutes of Meeting held Thursday 8 March 2007

True record - approved.

3. Matters Arising and List of Actions

LIST OF ACTIONS

From previous Matters Arising

3. From Matters Arising:

16.1 (IB) proposed as regards contacts with Canada that as a result of recurring non-action on this matter, the matter be deferred to a FIG meeting later in May. **This was agreed.**

4. ACTION: (MAMaL) – to invite the companies selected in Section 4.8 to participate in DNA2007 (subject to conditions stated); and to notify the unsuccessful companies. **AGENDA ITEM 4**
(SB) – to liaise with Puppet Labs regarding DNA 'branding' and marketing support. SB to do. **AGENDA ITEM 4**

5. ACTION: (IB & MAMaL) – to liaise with Neil Murray at NTS regarding programming NTS ensemble work into DNA2007 programme. **AGENDA ITEM 5**

(MAMaCL & RB) – to discuss technical requirements prior to discussing with NTS. **AGENDA ITEM 4**
(SB) – to open a ‘marketing opportunities’ log, with key event opportunities for tie-in with DNA2007. **AGENDA ITEM 14**

6. ACTION: (RL) – to invite (NA) to put forward a written proposal for carrying out sponsorship work on behalf of the FIG for DNA2007. **AGENDA ITEM 6**
7. ACTION: Idea of a ‘Patrons Group’ to be wrapped up with Item 6 ‘Sponsorship opportunities). **AGENDA ITEM 6**
8. ACTION: (MAMaCL) – to let (SB) have a note of the names of HITN members who might be interested in taking on the ‘logo’ challenge, with (SB) providing a brief. **AGENDA ITEM 7**
(SB) – to inform Feelwick Design that we have not as yet arrived at a decision regarding their logo designs, source some comparator design ideas to be drawn up by an independent source(s) and take a final group decision on the best course of action. **AGENDA ITEM 7**
9. ACTION: (ALL) – to consider how we attract the remaining c£35k for the required funding package, or alternatively consider what could be changed in the proposed programme to reduce the funding required. **AGENDA ITEM 8**
11. ACTION: (MAMaCL) – to contact David Tenant and enquire regarding his potential interest, availability and fee. **AGENDA ITEM 9**
13. ACTION: (MAMaCL) – to speak with (JE) regarding PSS Symposium event. **AGENDA ITEM 10**
(SB) – to include the BC event on the 18 October in ‘marketing opportunities’ log (see Agenda Item 5.2 above). **AGENDA ITEM 14**
14. ACTION: (MAMaCL) – to progress the idea of a Gaelic Youth Forum day and also discuss with (SM). **AGENDA ITEM 11**
15. ACTION: (MAMaCL) – to work with (IB) on checking the guidelines for community work and then for drawing up a long-list for FIG to validate and select a short-list from and then final selections. **AGENDA ITEM 12**
16. ACTION: (SB) – to redraft CPP for next FIG. **AGENDA ITEM 13**
18. ACTION: (MAMaCL) – to take account of EC as the home/base for DNA2007 in programming schedule and to consider how best to schedule in receptions/ceilidhs as appropriate. **AGENDA ITEM 4**
20. ACTION: (IB and MAMaCL) to arrange to see Roy Cross of the British Council. **AGENDA ITEM 6**
(IB) – to work with (RL) and (MAMaCL) to address need for additional administrative support services for DNA. **AGENDA ITEM 15**
(IB) - take matter of DNA Brochure to next FIG. **AGENDA ITEM 14**

4. Draft Schedule of Programme/Venues - update

- 4.1 (MAMaCL) – Draft Programming schedule previously circulated. Now working on breakdown – list of everything so far was tabled (See below). All rejected companies have been contacted and three successful Scottish companies have agreed. (MAMaCL) - to follow up with H&I’s company. Tables not updated yet. Iron Works not confirmed yet about young people’s work, technical input. May need to source

'blacks' from Scottish Opera. 50% box-office offered. (SB) - to deliver draft events programme for H2007 by end March. (IB) – to decide on 'Passing Places' soon – (JD) to be approached (not a major set – maybe Strathpeffer). (RL) – if we need a plan B for Dramaten not coming, is 'Passing Places' a possible replacement for main house? (IB) – maybe, with Tara also appearing a couple of days earlier. (MAMacL) – Eden Court is still an unknown in terms of opening and in terms of their servicing. As there is a direct programming tie-in with box-office income yield we need to prepare a proper breakdown. (RL) – proposed that Inverness High School would be better venue than Inverness Royal Academy (IHS has a good main hall and is central, whereas IRA is on the edge of Inverness). (MAMacL) – CPR show – costs still unknown.

4.2 DNA2007 will feature:

- The Winter Room, Tabula Rasa
- After Bright Water, Mull Theatre
- Plan B, double dance bill
- The Box It Came In, Arts in Motion
- The Callanish Stoned, Theatre Hebrides
- The National Theatre of Scotland – 2 shows (ensemble)
- Macbeth, Dramaten
- Pojke Flicka and Bukom Rutan, Profilteatern (children and young people)
- Storytelling project, Vasterbottensteatern
- The Tempest, Tara Arts
- The Last Supper, CPR
- Only the Men, Reeling and Writhing
- Spider Girls, Birds of Paradise
- Otter Pie, Fish and Game
- Four playreading events of emerging H&I's work
- Four individual artist showcase events
- Four community and/or youth theatre events
- Up to five international masterclass practitioners delivering three days of intensive workshops, (confirmed so far are Julian Crouch, Designer; Kirstin Linklater, Voice Specialist, New York; Staffan Valdermar Holm, Director, Dramaten)
- Four symposium events: one hosted by the Playwrights' Studio Scotland; one by the Centre for Performance Research (Aberystwyth) on experimental theatre in Europe; and one hosted by Tosg/Proiseact Nan Ealan/Fèisean nan Gàidheal on Gaelic youth theatre development; and a Shakespeare symposium event (Wednesday 17 October)
- Other music, stand up, film, street performance (including Plan B Street performance project and possible Puppet Labs 'Big Shop' event) and other associated events
- Festival early mornings: actors' shared practice workshop, warm-up, network events.

4.3 Statistics on delivery as at 29 March 2007

- 28 shows proposed

- 64 venue based performances intended over 5 days
- 5 workshop tutors delivering 15 workshops
- 4 symposium events
- 1 civic reception
- 1 ceilidh night

4.4 Venues

- Eden Court Theatre – 2 theatre spaces: Space 1 main auditorium seating c800; Space 2 seating 250; 2 studio workshop/rehearsal spaces; 2 cinemas; 1 small gallery space.
- The Spectrum Centre – 1 theatre space seating 250
- The Ironworks – seating 250
- Merkinch Theatre – seating 100
- The Craigmonie Centre – seating 260
- Strathpeffer Pavilion – seating 270
- The Town House – standing 250
- Inverness High School – seating 300

4.5 Box Office Ticket Yield

- Propose DNA2007 aims for £60,000 (not £70k as originally intended)
- Average ticket yield £8.00
- 7,500 sales required
- 117 average attendance at each show
- c50% of box office obtained from main house shows.

ACTION: (MAMaCL) – to inform successful H&I's companies formally regarding their selection for DNA2007.

(SB) – to prepare and deliver a draft events programme to H2007 by end March.

(IB) – to approach (JD) regarding a decision on 'Passing Places'.

(MAMaCL & SB) – to rework box-office ticket yield for next FIG meeting.

5. NTS involvement - update

5.1 (IB) – spoke with (JT) regarding their input – not yet ready to define their shows - nearly there.

6. Sponsorship opportunities- update

6.1 (RL) – met with (NA) last week. (NA) has been asked to put in a short brief regarding terms/benefits and to link with a 'Patrons Group'. This is awaited.

7. DNA logo/branding (paper previously circulated)

7.1 (SB) – following last FIG HITN member (DS) was approached to prepare some design options. This has been done, invoiced for and the four designs have been added to the logo portfolio paper already circulated. The following e-mail responses to the latest version of the logos have been received (received after the FIG meeting):

(MZ) – “To be honest, I'm not wild about any of the logos, but I think the four posing figures ones are the best. Otherwise, the very original ones which were like the HITN one...”

(RB) – “Logo 4 seems to me to be the strongest visually although there may be a cost implication involved with the high use of different colours. The use of shapes gives it a modern edge which is needed if you are to avoid the usual clichéd Highland images. But if the FIG is not happy with what is offered then I would say go with the wording on its own this year.”

- 7.2 (IB) – reviewed designs paper previously circulated showing all logo designs prepared to date. Page 1 is too close to HITN logo; page 2 – attempt to develop – DNA/serpents not making sense; pages 3 and 4 too much DNA; pages 5 to 7 – none really worked; page 8 and 9 rejected, page 10 logo 1 – no, logo 2 not keen on mountains; page 11 logo 4 – won't work in b&w, logo 3 will work – ‘the spotlight is on you’ theme, but we need more vibrant ‘saltire’ blue and all lettering in white. Agreed.

ACTION: (SB) – to ask for Logo 4 to be adjusted (more vibrant ‘saltire’ blue and all lettering to be in white. (SB) – to inform Feelwick Design regarding decision not to proceed with their designs.

8. Funding & budget - update

- 8.1 (IB) – budget has been worked out from bottom up, looking at a worst-case scenario. As a result of this, it now appears to be responsible to proceed. Moving forward with HIE:IEH with their funding and SAC with additional funding.

ACTION: But see Item 4.1 above: (MAMaL & SB) – to rework box-office ticket yield for next FIG meeting.

9. Masterclass practitioners - update.

- 9.1 (MAMaL) – If not David Mamet – who? David Tennant is not available. Still researching. Give to next FIG meeting to crack. Mike. Boyd (RSC) and perhaps NTS input. Need a mixture. KL, JC, SVH confirmed plus one other with Shakespeare angle (perhaps Mike Boyd or Trevor Nunn). (RL) – a ‘Shakespeare day’ – public session on work of RSC – approaches to Shakespeare, followed by a workshop with the Swedes, and then the Macbeth and the Tempest performances – a very strong product.

ACTION: final decision on Masterclass practitioners to be taken at next FIG meeting on 27 April.

10. Symposia - update

- 10.1 CPR – symposium and ‘Last Supper’ performance proposed (work for preceding week with local artistic community) – still awaiting costs for ‘Last Supper’. PSS proposal awaited. Worst-case scenario – drop one symposium.

ACTION: (MAMaL) – to follow up with PSS regarding their proposed symposium for next FIG meeting on 27 April.

11. Gaelic Forum - update

11.1 (MAMaCL) – starting contacting Gaelic bodies – it is now with them to bring concept back. Should know by May.

12. Smaller product sub-group - update

12.1 (IB) - Guidelines agreed and circulated. (MAMaCL) – format for next FIG on 27 April. Likely to be big interest. A choice of four spread around the region. Decision-making process should be a small working-group pre FIG – bring summary paper to FIG. (sub-group – MAMaCL, MD, RB, GG). Possible procedural issue with HITN members sitting on this sub-group if they are also submitting work under this category - refer to chairman as necessary. To approach Doli or Simon to also sit on sub-group. (SB) to log submissions as they come in – deadline 13 April. Proposal is that the sub-group meets on 26 April, pre FIG on 27 April.

ACTION: (SB) – to log all submissions to smaller product group for deadline of 13 April.

(MAMaCL) – to approach (DMaCL) and (SMaCK) regarding their input to the assessment sub-group.

(MAMaCL) – to call an assessment sub-group for this category, to meet on 26 April, to present summary to FIG on 27 April. Sub-group membership: (MAMaCL), (GG), (MD), (RB) and possibly either/and (DMaCL), (SMaCK).

13. Draft Child Protection Policy - update

13.1 (SB) – 4th draft previously circulated - one additional change being the inclusion of a reference to seeking Disclosure Scotland clearance where this is appropriate, considered by HITN Board on 22 March and approved. Approved.

ACTION: (SB) – to circulate Child Protection Policy to members and put on website.

14. Marketing log, brochure design/printing and PR services

14.1 (SB) - to contact Platform, Peter Kane, Lesley Booth to discuss PR services. (RL) – when and how do we make bookings available – pricing structure, early bird tickets, *thebooth*, etc.? Use new logo as a teaser postcard. Start to sell tickets c4 months before event. Shakespeare theme.

ACTION: (SB) to make contact with Platform, Peter Kane and Lesley Booth regarding PR services.

Pricing structure, bookings regime, etc. to be considered at next FIG meeting on 27 April.

15. Administrative Support

15.1 (IB) – additional support services required. (MAMaCL) – particularly within the three-month run-in we require a f/t business hours person? (IB) – suggest make contact with Queen Margaret University regarding student placements. (SB) & (MAMaCL) - to speak with Caroline MacLeod and bring a proposal to next FIG. (RL) – suggest use end office on upper level from now on as HITN base office.

ACTION: (SB) and (MAMaCL) to discuss additional administrative support with (CMaCL) of HI~Arts, with a view to investigating the most cost and

efficiency effective method of procuring additional admin support – to bring conclusions and proposal to next FIG meeting on 27 April.

16. Any Other Business

16.1 (RL) – the matter of a single DNA patron appears to be in abeyance. (IB) – Both Diana Rigg and Brian Cox have been approached for DNA. What about approaching Liz Lochhead, David Grieg and Robbie Coltrane – what gets the media reaction?

16.2 It is still agreed that we need a public face for 10 June launch – a well-known Scottish stage actor – suggest we try David Tennant for June launch (CATS connection)?

16.3 (MAMaL) – a small fund is required for actors' early morning workouts and late night performances. (IB) - no more than £1k to be vired from another heading if possible.

ACTION: (IB) – to approach Liz Lochhead and David Grieg regarding DNA patronage. (MAMaL) – to approach Robbie Coltrane on this as well. (MAMaL) – to approach David Tennant regarding DNA Launch appearance on 10 June at Pitlochry. (MAMaL and SB) to reconfigure budget to take account of need for a 'small event' budget line.

17. Date, time and place of next meeting

The next FIG meeting will be held on 27 April 2007 at 12.30. Meeting after that to be held on 17 May at 14.00 (setting up the launch). Launch on 10 June. Has FIG evolved into an action committee. (RL) – once programme is set what is it needed for? Probity - report back to HITN Board. Suggest a late June FIG meeting – Tuesday 26 June.

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None

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