



**Meeting of the Festival Implementation Group (FIG) on
Tuesday 18 September 2007 at HI~Arts, Inverness at 12.30 –
14.30**

Present: Ian Brown (HITN Chair), Dolina MacLennan (HITN Board Member), Robert Livingston (Director, HI-Arts), Muriel Ann MacLeod (HITN Development Officer / Theatre Hebrides), Stuart Brownlee (HITN Marketing & Information Co-ordinator / sbworks).

Apologies: George Gunn (Grey Coast Theatre Company), Simon MacKenzie (Artistic Director, TOSG), Hamish MacDonald (Dogstar Theatre Company), Matthew Zajac (Dogstar Theatre Company), Cathy Shankland (H2007), John Durnin (Federation of Scottish Theatre), Julie Ellen (Playwrights' Studio Scotland), Colin Marr and Roz Bell (Eden Court Theatre).

1. Welcome and Apologies

(DMaL) – Provided an update on Simon's health. It was agreed that (IB) will drop a note of best wishes on behalf of FIG.

2. Minutes of Meeting held Wednesday 22 August 2007

True record - approved.

3. Matters Arising and List of Actions

(MAMaL) – raised matter of contracts – to be taken under AOB.

LIST OF ACTIONS

From previous Matters Arising

3. From Matters Arising:

None

4. Launch of Programme Brochure & Box Office details / PR Services

ACTION: (SB) – to liaise with Vine PR on the marketing campaign (see also Item 11.1). Ongoing. **Agenda Item 4**

5. NTS involvement – Workshops – update **Agenda Item 5**

ACTION: (IB) – to speak with NTS for clarification regarding Theatre License responsibilities. Ongoing. **[(IB) - HITN to set up NTS theatre license for Lochardil Scout Hall and pay for electrical upgrade work (c£400)]. [(MAMaL) - theatre licenses - may not need to pay a fee as Scottish Charity. 6 license applications submitted to THC].**

(SB) – to speak with NTS regarding firming up on Workshop aspect and to suggest the Columba Hotel (Festival Club) as a possible venue for day-time NTS workshops. Ongoing.

6. Funding & budget – update **Agenda Item 6**

ACTION: (SB) – to continue to negotiate with PAN regarding paid for passes for PAN Members, and to contact NEAT to see if that Promoter organisation would wish to consider a similar arrangement. Ongoing. **[(SB) - chase up PAN]**

(MAMaL and SB) – to work out number of house seats to held aside for each show. Policy on complimentaries to be put onto dna2007 website. Ongoing.

(SB) – continue to liaise with (CMacL) regarding HITN's VAT status. Ongoing.

(SB) – to re-work DNA 2007 budget as per 6.5 above. Ongoing.

7. Sponsorship opportunities- update **Agenda Item 7**

ACTION: (SB and RL) to liaise on contacting Chamber of Commerce member companies. Done.

9. Symposia - update **Agenda Item 9**

ACTION: (SB) - see 6.5

10. Technical Services Tender **See Agenda Item 10**

ACTION: (SB) – to liaise with (IB and MAMaL) regarding response to technical services tender. Done.

4. **DNA2007 – Marketing/PR Services update**

4.1 (SB) – update provided. (DMaL) – offered to help at festival and suggested that the MOD should be targeted on Wednesday 17 (drama night). Awareness and street presence focus required. (IB) - will be spending more time in Inverness in run up to festival and forum - 3 days a week for co-ordination.

5. **NTS involvement – Workshops - update**

5.1 (MAMaL) – NTS - wanting box office (door tickets) - not the original agreement. (IB) will deal with this. 40 tickets reserved - (SB) – to check this out.

6. **Funding & budget / ticket sales - update**

6.1 (SB) – update provided. (IB) - 24 volunteers is likely number - volunteers get a guaranteed number of free tickets. Each venue will have 2 dna staff - Box Office /

Technical. (MAMaCL) - make contact with Inverness College students and Senior Scouts - (over 18).

7. Sponsorship opportunities- update

7.1 (IB) – Gannochy Trust application unsuccessful. British Council still a possible funder.

8. Masterclass practitioners - update.

8.1 (MAMaCL) – now all in place - accommodation/travel all booked. Alison Chitty travel times tbc.

9. Symposia - update

9.1 Scottish theatre symposium – Simon Sharkey a possible participant as opposed to Neil Murray (tbc); Greg Thomson, Mark Thomson, Muriel Romanes.

9.2 Information sheets to be produced on symposium events, meet the artists, seminars, etc. Celtic Language symposium – (DMAcL) - to chair. Speakers – proposed are: Ian Findlay MacLeod, Artair Donald. (DMAcL) – proposed as Gaelic contact for the Vine PR.

10. Technical Services - update

10.1 (SB) – Ali Ross commissioned to provide full technical services.

11. Video Services Tender

11.1 (IB) – will approve, provided get a viable tender within a budget envelope of £1,500.

12. Any Other Business

12.1 (MAMaCL) - Draft master contract tabled. Changes recorded. Festival Club – link with Go Events.

13. Date, time and place of next meeting

Propose to hold a FIG meeting during festival – Monday 22 October at 12noon. HITN members meeting proposed for same day at 14.00 (both at Columba Hotel).

Northern Connections meeting – Tuesday 23 October, 10.00 – 13.00 (Columba Hotel).

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