



# MINUTES OF MEETING

**Meeting:** Arts Executive  
**Place:** 1 W 2.6  
**Date and time:** Friday 8 February 2008 @ 1.15pm

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All papers are available on a selection of coloured paper.

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**Present:** Tom Newman Arts Officer (TN)  
 Matthew Hayes Arts Treasurer (MH)  
 Helen Reed Arts Representative (HR)  
 Nic Lee Arts Representative (NL)

**In attendance:** Andrée Peacock Societies Administrator (AP)

**Apologies:** Nick Wilcox Arts Representative  
 Hollie Sands Arts Representative  
 Hayden Arrowsmith VP Activities & Development

## Action

### 1. Notification of Any Other Business.

Music Society application for Special Equipment Fund.

### 2. Reading, correction and acceptance of minutes from last meeting.

3 iii) re. Showboards. MH said that it did not record what he had said correctly.

TN said this was an item in the agenda and would be discussed later.

### 3. Matters Arising.

1 Keys for the Lightbox. MH said that the person who has the bolt cutters is not around for some time and we should ask Security if they have any keys belong to BUFS which might open it

MH

3 i) HR reported that the Photocopy Pin codes for the arts areas have not yet been sorted.

The costs which were incurred for SIAW are being finalised. When these are

done a donation will be made to the new build fund. MH and HR will get together to finalise all costs and bring figures to next Arts Exec to make a decision as to the donation amount.

Knitsoc still haven't come back with expenses incurred.

It was possible that the income from tickets and programmes might have been mixed up. VP A&D has signed off costs for flyers and programmes but it is unknown if this has been correctly charged to the Arts Account.

HR and  
MH

3. iv) Volunteering. HR is working on Volunteer role descriptions for the Alternative Prospectus. She will not be making a video about their activities as the equipment is already booked out.

#### 4. ITEMS FOR DISCUSSION

i) Showboards.

Backstage would like booking of these boards to go through the Societies Office. However, they have agreed to store them outside their workshop in the underpass. This has come about because the storage area by the Sports Hall was not suitable and boards tended to be removed and go missing.

Currently there are 2 showboards and paint etc is ready. A filing cabinet/storage container for paint needs to be purchased/found. VP A&D will be asked to action this. All forms and T&C's etc are ready but booking can't be controlled by the Societies office until a cabinet is purchased/found.

VP A&D

ii) Alumni Feedback

This has been very positive for the Arts.

BTS got funding for radio mics.

MusicSoc got funding for new equipment.

Gravity Vomit for funding for juggling equipment.

iii) ICIA Arts Complex Update.

The architects - MUMA - were chosen for this project because they are flexible and open to adjustment in design. Also they have designed arts complexes before. NL said that the concept of a glass wall at the back was unsuitable and would achieve little.

iv) Arts Extravaganza

There was some discussion about the best day to hold this. It needs to be well organised and a small working group should be set up to do this. There was some concern that if it was held on the Friday of the Societies Awards there might not be enough time for performers to change into formal dress. NL said that Backstage would not have any problem setting up for this and transferring equipment straight to the Pump Rooms. The fact that Happy Hour would be during this event would be an advantage as it would attract more interest. It was decided to bring this item to the next Arts GM for feedback. This will be an agenda item.

v) Date of next Arts GM.

It was decided to keep to the original date of 14 February although it clashes with Union Council.

#### 5. Any Other Business

i) Special Request Fund Application  
Society - MusicSoc

Amount - £200. This would be spent on a de-humidifier for the music practice room which does not have any ventilation. They have recently received £3,000 from the Alumni Fund for new equipment. This is reasonably robust equipment which is intended to last for some time. It was felt that without a de-humidifier it would deteriorate.

The exec felt that Estates should make more control of this room. TN will contact them and ask if they could lend a de-humidifer to see if it would make any difference. If it does we will give Music soc the money for a new one. He will inform Joshua Greene about this action.

TN

ii) Fashion Society.

AP said that a Fashion Society wants to set up. It may fit into the Arts Union if it is creative and artistic. She said she would contact the chair and ask him more about their planned activities and report back.

AP

**6. Date, time and place of next Arts Exec.** Wednesday 5 March 2008 @ 1.15pm in 1WN 3.12.