

ShaLT Minutes for Meeting 22nd January 2013

Present: GE, AG, MH. Apologies: PS

- **1). Update on Guide production from MH:**

AG, MH and GE agreed to accept the mocked-up design that Nigel Soper and Geoff Barlow have come up with, including the di-forme fixing for the map in the back. MH reported that distribution of the Guide is still to be decided upon. AG, MH, and GE agreed that we need to consider where we're going to store the Guide after printing, which is likely to be as big a print run (in terms of boxes) as the map was.

- **2). Update on filming/John Wyver contact from MH:**

MH reported that this is ongoing.

- **3). Update on status, location & distribution plans for Maps from MH:**

MH reported that TGG have been paid and are not charging any extra for extra storage. Geoff Barlow has an idea that we might get the Guide printed in Italy, but AG, MH and GE agreed not to do this as getting the maps there/back (for inclusion in the Guide) will cause delay.

- **4). Update on contact with lecturers from MH:**

MH reported that all lecturers have received their recording permission forms (three have come back already).

- **5). Update on tri-fold lectures flyer design from MH:**

MH reported that he would finish the corrections to the draft by 25 Jan 2012.

- **6). Update on website content design and App progress/projections from GE:**

GE reported that all website improvements are 'ongoing' with a new iteration due in the next few weeks, and thereafter the app will be made.

- **7). Update on website organisation and content (PS via email):**

PS working on finalizing database to feed website: this is 'ongoing'.

- **8). Update on ShaLT project publicity (PS via email:)**

PS reported on Meena's activities on this, so all is 'ongoing'.

- **9). AOB:**

*Proposal of a closer link for ShaLT with The Rose, Bankside (MH)

*Suggestion of discuss format for ShaLT launch day (MH)

**Dates/topics of upcoming meetings: PS to book us rooms for meetings on 14 Feb, 7 Mar, 19 Mar, 10 April, 18 April [Note: Done]*

Action Points Arising from this Meeting:

* MH to mail maps to speakers of public talks

* MH to get maps moved from TGG to London Calling's Bermondsey warehouse.

* MH to push Geoff Barlow towards UK printing of Guide

* MH to finish the corrections to the draft trifold by 25 Jan 2013

* MH to get the printer to invoice us for printing the Guide

* PS to put link to Rose Theatre Trust page in our database entry for the Rose
[Note: Done].

* MH to discuss with Pepe at the Rose if he wants to speak for 5 mins at our launch in the hour before Andy's talk

* MH To sketch out that launch pre-Andy hour including Geoff Marsh on the V&A side, GE on the funders and on the website/app, MH and maybe AG on the genesis of the idea for the project and John Wyver on the filming

* AG to see if Reading University will make a staff page for him and if so get a ShaLT link put there

* PS to think about which external websites should we encourage to link to ours, including Globe, Rose, Theatre, Curtain, MOL and/or MOLA and possible universities that might to us including KCL (via Gordon McMullan), Shakespeare Institute (via Michael Dobson) and all the public talk speakers' universities and REED at Toronto (via Sally-Beth MacLean).