

Notes of Mareel Stakeholders meeting held at Garrison Theatre, Lerwick on Wednesday 28th September 2011, 6.00pm.

Present:

Gwilym Gibbons (Chair)	Rick Nickerson
Richard Wemyss	Stuart Hubbard
Davie Gardner (from 6.30pm)	Linda Glanville
David Wagstaff	Joe Christie
Brian Spence	Barry Mehent
David Spence	Pete Glanville
Bryan Peterson	Jeff Merrifield
Jimmy Carlyle	Alan McLeod
Cara McDiarmid	

Apologies:

Leslie Lowes, Andy Ross, Fraser Mouat, Fiona Dunbar, Andy Ross, Ian Irvine and Emily Shaw, Martin Summers

No.	Item	Action
<u>1.0</u>	<u>Welcome</u>	
1.1	Gwilym welcomed everyone to the meeting.	
<u>2.0</u>	<u>Notes of Last Meeting (15 June 2011)</u>	
2.1	Minutes of the previous meeting were approved as an accurate record.	
<u>3.0</u>	<u>Matters Arising</u>	
3.1	Included in agenda.	
<u>4.0</u>	<u>Construction Update</u>	
4.1	Gwilym reported that there is still no firm opening date but still working towards March 2012. Definite opening date won't be given until 100% confident of achieving that date. A number of meetings have been held recently with DITT to establish when handover might be possible.	
4.2	Gwilym/Richard presented a series of images taken inside the building earlier in the day. Metal casing along fringe is part of artist lighting installation which will highlight frame of the building. Main revolving door is not in because materials (mainly glass) that can only enter the building through that opening have yet to arrive on site. This is not affecting progress inside.	
4.3	An LED information screen will be placed above main door. All 1st fix electrical complete. 1st fix plumbing complete, and 2nd fix ongoing – radiators. Ceilings have been lined. Taping and filing taking place, ready for painters soon.	
4.4	Underfloor heating is going in. District heating soon to be connected and turned on. Lighting infrastructure in place, including lighting bridges so technicians can move around without using ladders.	
4.5	Piano lift – to move piano on/off stage. Steinway piano in town hall belongs to Shetland Arts and will be moved to Mareel.	

- 4.5 Main auditorium - Fixed rake at back of auditorium. Control room at back. Front of house position further forward – gives two options for position to control sound. 85 fixed seats around balcony area.
- 4.6 Q – Is the building wind and watertight yet? Gwilym – not fully, but most areas of the building are. Taping and filing ceiling of cinema 1. Entrance into main foyer space is still open but roof is complete. Opening windows not on site yet – due to happen by mid October. Cinema 2 is now sealed and plasterboarded.
- 4.7 Q – What is the capacity of main auditorium? Richard replied seated 347; standing between 650 and 750, depending on what is agreed with the fire officer. Seated at tables for silver service, e.g. wedding – 39 tables, seating 160 people, leaving space for dancing.
- Gwilym added capacity will depend on type of event, and demographic of crowd. E.g. Club night, DJs, can assume some people will move into other parts of building, whereas headline rock act – everybody expected in auditorium at same. Will make judgements on health & safety grounds, including fire risk assessment.
- 4.8 Fit out of the building post-handover will take 4-8 weeks. Cinema install 10 days. PA install within 4-8 weeks. Huge amounts of furniture/loose items. Will be contracting in lots of help for those 4-8 weeks.
- 4.9 Liquor license - provisional license is in place which will become live when building completion certificate handed over. 2am licenses for events will need to be applied for. Will wait until opening date known.
- 4.10 Oil tanks – work has been completed by GB oils, agreed and signed off – just waiting for paperwork. Gwilym reminded the group that oil tanks were recategorised as significant risk. Change of status was negotiated. Confidential now this is no longer an issue.

5.0 Box Office

- 5.1 Gwilym reported ticket prices will depend on act and promoter but will be similar to mainland prices, e.g. ABC in Glasgow. Promoters of national tours often set fixed ticket price.
- 5.2 Equipment rates – hourly rates for recording studio have been set, and will be published online soon. Although a rate card has been compiled, the rates are negotiable and so anyone wishing to use the venue is encouraged to come forward to discuss rates for individual events.
- 6.30pm - Davie joined the meeting
- 5.3 A discussion was held around Shetland Box Office. Gwilym noted that the promoter is currently charged for use of the Box Office, unlike most other Box Office systems where the customer pays the service fee. He acknowledged this is difficult for promoters working with fixed ticket prices because they can't change the ticket price to cover this cost. It has therefore

been decided to implement a service charge for customers meaning that promoters are no longer charged for Box Office use. Customers will not see effect until end Nov/December.

- 5.4 The charges will enable the Box Office to sustain itself. The Box Office system can also incorporate 'friends' scheme – e.g. can credit someone on the system so they can 'buy' a free pass to films for a year.

Q – Will Box Office be based at Islesburgh or Mareel? Gwilym - tickets will be sold at both locations. There is also a plan to have a number of rural ticket collection points, outside Lerwick.

- 5.5 Q – Will event times tie in with transport links? Richard said this is always considered for Shetland Arts events, e.g. finishing times that tie in with ferries. Gwilym noted that early afternoon screenings will finish at a time to enable people to catch buses to Unst, Yell.

- 5.6 A discussion was held around what would happen if booked events can't take place because building hasn't opened. Gwilym asked that people be willing to share this risk. He can't give 100% guarantee because of unexpected issues, e.g. two subcontractors have gone into administration during construction.

6.0 **Programming**

- 6.1 **Music Programming** – will be covered by various people though a combination of in-house programming, working with local festivals and with local promoters. In addition, looking at options for 4 guest programmers or curators – discussing additional funding for this with Creative Scotland. This would operate similar to Mark Kermode's role in Screenplay Film Festival. Feel this would provide broader range of events than by one artistic director.

Curators would arrange 4-5 gigs in a spring, summer or autumn season. Gwilym stressed this would be only one layer of programming, in addition to independent promoters, and local programming of festivals and events. He feels this is responsive to what Shetland is about – a mixture of ideas, rather than one individual's ideas. He added that discussions have also been held with a number of TV production companies about digital content, and there's a programming element built into that.

- 6.2 **Cinema Programming** - City Screen Virtual have been awarded contract to programme cinema – part of national network of cinemas. Will work closely with them to give local input on audiences. Cinema will operate 7 days a week, 3-4 screenings per day offering more opportunity for diversity of films.

Discussion was held around encouraging Total to use the venue.

7.0 **Website**

- 7.1 Lisa Ward starts as Marketing Officer next week. Mareel website is under development – holding page is up, and site due to go live soon for ticket sales. RSNO tickets will be sold there. Events booked in July – promoters want tickets on sale just after Christmas.

8.0 Recruitment

8.1 In addition to Lisa, Iain Waddell has been recruited as Production Manager and will start on Tuesday next week. He has experience working on national and international events. He will help consolidate all equipment schedules ready for venue opening.

A discussion was held around availability of experienced technicians, and challenges that fluctuation in work levels present. How to best train and educate people for these roles will be considered. Gwilym noted that Mareel can combine education and experience by having a training facility in a live working venue, setting it apart from other training environments.

8.2 Other posts to be advertised in October: Customer Services & Box Office Manager, Bars & Catering Manager, Senior Technician (Sound), all for January start. Only other full time post to be advertised in future will be Bars & Catering Assistant.

Any additional recruitment will be zero hours contracts, to increase front of house staff, technical team, stage management. This gives options to scale up if needed. Open recruitment for all these posts. There will be one or two internships.

Q – what does ‘zero hours’ mean? Gwilym - contract that doesn’t stipulate how many hours of work given - casual working arrangement. Shetland Arts are using an online system to manage this which will go live shortly where people can go on and say when they’re available. The info is then used to compile a rota.

9.0 Equipment

9.1 Cinema – cinema projectors and servers purchased and on their way, Should arrive this week to go into storage. Installation engineer arriving 18th October to ensure everything in place for January install.

9.2 LED screen for above the door has been purchased and on its way, and artist lighting will arrive soon.

9.3 Sound/lighting equip - Final decisions still to be made. Discussions with suppliers/engineers/other users at Plasa (Professional Lighting and Sound Association) trade show in September. This led to some adjustments, and some confirmation of equipment choices. Some new equip just launched at Plasa worthwhile considering. Iain Waddell (Production Manager) starts next week – he will consider before going out to tender to get prices for specific pieces of equip. Will check rider requirements (what equipment people are asking for) to inform choices.

9.4 A discussion was held around how professionals had been consulted on sound/light options. Richard said there has been continuous consultation with Arup, suppliers, contractors.

9.5 Gwilym reported that package of lighting equipment will be tendered. He noted there is commercial sensitivity around advice from local suppliers –

risk of informing tender document. Richard noted that Keith and Iain will help prepare the tender process.

- 9.6 Gwilym added that the AV equipment is not included in capital project, but that infrastructure to support it is – including facilities for outside broadcast, cable passes, and providing room for others to come in and work, e.g. production editing suite. Timeframe for purchase will be as late as possible, to get the best deals and most recent technology. Cinema projectors have been purchased based on advice of risk around supply time. Other equipment choices will be finalised by end November.

10.0 Smash Rumours

- 10.1 Recent rumours include that the building has sunk by 9 inches! Clearly not true because Mareel is build on bedrock.
- 10.2 Other rumours re figures e.g. that costs had risen to 30 million. Gwilym reminded everyone that the construction project is still within the 12.2 million budget. The additional construction time has meant extra costs for fees, e.g architect, quantity surveyor etc. However, there is still some contingency to help with this. Final costs will only be known a year past completion. For now, the focus is to complete the building.
- 10.3 Rumour that roof is falling in. Gwilym said the roof is now complete, and is guaranteed. He added the building is not corroding – the material is designed to oxidise with time, and become less shiny.

11.0 Date of Next Meeting

Gwilym suggested meeting before Christmas - should be confident of opening date by then. All agreed. He stressed that if anyone has questions to please contact himself or Richard. He reminded the group there are contractual issues that can't be discussed.

Meeting ended at 7.30pm.