

Forum Organizing Meeting
March 11, 2019

1) Next Forum – April 15th The Post

- Recap the last forum meeting
- Main Theme: GVPTA Meeting
 - May 28th, Making a Scene Conference
 - Presentation for independent producers to assist making design lives easier without just addressing with fees
 - Minimal amount that can be done about fees as well as smaller producers typically have good intentions
 - Having a structure of ideas that can be built upon by the larger group
 - Educating about things that are not fee based
 - Ways of communication, checking in about scope and scale
 - Do able things beyond payment
 - Typical timelines of smaller groups being too compressed
 - Communication pre-contract signing and during process
 - Lack of information being handed off delays other projects
 - After a design inquiry has been made and further steps are delayed, having open communication as to why.
 - Job description - Common issues that different disciplines run into
 - Jobs that exist outside of the role but are expected (lighting the display in the lobby, etc.)
 - Necessity a Technical Director and their role
 - Post Mortem
 - Mid process check ins
 - Looping in other people in production on deadlines (handing in a plot w/o a run through, etc.)
- Moderator and Panelists
 - 5 designers and a moderator need to be picked for this panel
 - producer who is friendly to designers is the ideal person
 - 5 disciplines should be represented by the 5 panelists
- Logistics
 - need someone to make a playlist
 - need someone to pick up snacks
 - meeting an hour prior to set up
 - RSVP button on website so we have a sense of numbers
 - reaching out to more experienced designers to be present
 - make sure we don't bombard people with emails

Secondary Themes: Committees

- a shorter period of time to update what has been happening with the PRC and A-HC

2) Workshops

- Vectorworks
 - New workshop date: April 20th- Location SFU Woodward's
- Qlab
 - A part of Making A Scene?
 - To partner with Stage Managers and other people in the community that aren't specifically designers
- Practice the QLab workshop on April 7th?
- Delay over all to give allow time to prepare as well as more time to garner interest
- Delaying to early May to be have a designer focused workshop
 - Costumes for TDs Workshop
 - Better name is in Slack (Costume Construction and Basic Maintenance)
 - Tour and practical sewing skills workshops will be separate
 - 3 workshops
 - Beginners Sewing
 - Tour of Bard Workshop
 - Colour and Lighting Workshop
 - Currently trying to organize the date with BMO
 - will need to be flexible with their dates

3) Activism/Events

- Arts Club LX Demo: March 14th -- 12:30 BMO
 - Not in association with VDF but feel free to see some moving lights
- Bruce Ramus Symposium -- March 15th 10am Museum of Vancouver
- ADC AGM - June 29th
 - July Dwd will be held early on Friday June 28th
 - Will be held at Craft in Olympic Village
 - Group tickets to Bard?

4) Assistants/production database

- Creating on the website that has professional craftspeople related to theatre and design assistants
 - if you have people to add, please input them on the spreadsheet in the dropbox
 - non-core folks can email info to Jenn, she'll be sending an email to ask if they'd like to be included and info about VDF (stewart.jenniferann@gmail.com)
- As a resource directory for designers
 - would include: cutters, prop masters, stitchers

5) Contact with Vancouver Uni/College PMs

- Contacting PMs
 - talk about the use/non-use of ADC contracts
 - working conditions for designers
- Already spoken with SFU
- Plan to go to UBC or Studio 58 next
 - Grad volunteers to go to Studio
 - dates TBD

6) Producer Committee Meeting

- Progress Lab has inquire if some Designers would like to sit down with some producers
 - Suggested to be early May as a dry run for GVPTA meeting
 - A means of feedback from the producers of the meeting as well as already have some answers for their questions
 - Not sure which producers would be in attendance, currently gauging interest
- Producers Letter
 - currently still in the working stages

7) Anti-Harassment Committee

- being aware of limitations
 - encouraging other companies that can to enact their own policies
 - have reporting mechanisms
 - have external resources
- ADC is currently working towards having funds to assist with legal actions
- Planning on having a meeting of IATSE to have these conversations
- Any designer (ADC or not) can reach out to Gail, she will do the work of communicating with the correct/necessary organizations
- Encouraging companies (and designers) to have designers present when they do their Not in Our Space talk, and to do it once in the theatre with all the techs and crew in the room
- Planning for both committees to meet again in advance of the Forum

8) ADC Parents Initiative

- happening in TO currently
- would be wise to work towards this in Vancouver
 - ideally having designers with kids on this committee
- Are there wats to help further support these folks?
 - can we offer childcare at our events?
- Contact Gail to see if the Parent's Initiative has been a conversation with Equity

9) Hours Tracking

- Track your hours!
 - Hours Tracker is a good app to use
 - Being able to share he date of hours worked by designers with producers would be helpful
 - Hours info will allow for conversations about scope and scale

10) Additional Business

11) Next Meeting

- April 8th
- Setting a fixed meeting date, only for the organizing meetings
 - Second Monday of every month- 6 PM