

AUTISM MONTH 2015
Minutes of meeting held on Thursday, 19th February 2015
Riverside Primary School, Stirling

Attendees: LA (Chair), JD, WS, CM, MS, VP

In Attendance: DD, AF, LR (Minutes)

Apologies: BM, SR, SF, JR, KH, HM, SC, KH, FES, LB

Agenda Item	Action	Due Date
(1) Minutes of previous meeting.		
Minutes to be circulated.	E-mail Minutes of last meeting.	19/02/2015
(2) Events Update & Planning		
<p><u>4 Specific exhibition projects running:</u> Alva Primary, St Modan's High School Enable, Scottish Autism.</p> <p><u>Other schools accepted:</u> Bannockburn, Callendar, Killin, Cowie, Riverside.</p> <p>Written Guidance has been requested by schools to clarify project parameters.</p> <p><u>Alloa Venue:</u> New Struan School has set aside 23rd March to 12th April for exhibition. NB: this encompasses the Easter School holidays (2 weeks).</p> <p><u>Stirling Venue:</u> to be confirmed ASAP. Cowane's Hospital may be out of commission. Other potential venues: Stirling Tollbooth, Made in Stirling.</p> <p><u>Other Venues:</u> Joanne has had a positive response from Coffee Shops in Stirling and Alloa. They will potentially display 1/2 artworks and an event poster.</p> <p><u>Forth Valley Hospital Promo:</u> confirmed for 2nd-10th April.</p> <p><u>MacRobert Arts Centre Film:</u> Vanessa confirmed that the preferred film was X + Y, produced by the BBC, and has a national release.</p> <p>Vanessa suggested starting with a short film from Scottish Autism, followed by X + Y, finishing with an post-screening informal discussion/chat</p>	<p>Catherine to meet with Bridget to confirm participants from units.</p> <p>Lorene & Catherine to produce sheet based on the difference between "project / classroom" work.</p> <p>Post-meeting note: Struan School is now unavailable, LA is researching other potential venues in Alloa.</p> <p>CM to follow-up potential venues and confirm ASAP.</p> <p>LA to e-mail picture and project text to Wendy, who will create an A5 flyer for Joanne's coffee shop quest.</p> <p>VP to confirm that BBC will allow MacRobert to show X + Y. And possible dates (3 viewings proposed)</p> <p>VP to contact G at Scottish Autism to agree short film to be shown.</p>	<p>ASAP</p> <p>19/02/15</p> <p>ASAP</p> <p>ASAP</p> <p>20/2/2015 for LA. 27/02/2015 for WS.</p> <p>ASAP</p> <p>ASAP</p>

<p>Vanessa also updated on internal events taking place for staff, these are: provision of Autism Training for staff, and creating an Autism Friendly Venue and Programme Strategy.</p> <p><u>Battle of Bannockburn</u>: Visitor Centre has confirmed an Autism Friendly event, which they will also publicise.</p>	<p>LA to meet with TD Acting Learning Manager shortly (date to be arranged) to discuss possible format</p>	
(3) Exhibition Logistics		
<p>The following timetable was agreed:</p> <p>(ALL ADDITIONAL HELPERS/VOLUNTEERS GRATEFULLY ACCEPTED!)</p>	<p>Artworks Returned to Artlink.</p> <p>CM to purchase frames from IKEA.</p> <p>Art photographed, framed, distributed to venues and hung.</p>	<p>20/03/2015</p> <p>21-26/03/2015</p> <p>21-26/03/2015</p>
(4) Launch Event / Private View		
<p>There will be two launches for the exhibitions, with money available to cover travel costs for participants.</p>	<p>LA/LR & Committee to create an invite list for Launch Events.</p> <p>LR to send "Save the Date" e-mail to Invite List, requesting RSVP.</p> <p>LR to send Official Printed invitation to Invite List, requesting RSVP.</p>	<p>27/02/2015</p> <p>02/03/2015</p> <p>09/03/2015</p>
(5) Marketing		
<p>LA outlined the Press & Media Strategy agreed by Stirling Council, and mentioned that she has a Media/ Communications student from Stirling University confirmed to assist.</p> <p>Martin offered his services in Facebook Advertising and Targeting to ensure maximum exposure of events.</p> <p>It was agreed that Artlink could host a "pre-official" website on their own site until the official version is online.</p> <p>Web and Social Media activity to be backed up with printed materials being produced by Stirling Council, including a map of venues.</p>	<p>Meeting planned on the 26th of Feb to discuss possible strategy</p> <p>MS/Media Student to meet to discuss joint social network strategy</p> <p>LA/CM/MS to ensure all information is ready 7 days before launch.</p> <p>CM to create "pre-official" page from Project Brief & Schools Brief.</p> <p>LA to ensure all web, social media, and print media contain details of each participant and supporter.</p> <p>MS/CM to ensure potential external participant web-pages have a link to our event page.</p>	<p>26/02/2015</p> <p>TBC</p> <p>23/03/2015</p> <p>ASAP</p> <p>ONGOING</p> <p>23/03/2015</p>
(6) Silent Auction		

<p>Artlink agreed to assist with this item as they have previous experience of Auctions and have links to potential buyers.</p> <p>Lorene showed an example of a release form allowing the artworks to be used for promotional purposes and sold at auction.</p>	<p>CM/MS to explore buyer market research, including corporate.</p> <p>LA/CM to adapt existing form for this event.</p>	<p>23/03/2015</p> <p>ASAP</p>
<p>(7) Date of Next Meeting</p>		
	<p>Thursday, 5th March, 10.00am Municipal Committee Room 1 Municipal Buildings, Stirling</p> <p>RSVP attendance to: rintoull@stirling.gov.uk</p>	