

PRODUCTION MEETING REPORT -- Wed. Noon, March 14, 1956

GENERAL PROBLEM: Production has expanded too much for the facilities.

Staff Members present: Johnson, Miura, Syms, Mehring, Wiegand, Harber, Taylor.

1. How can we get another projector that will show a single frame? Conflict exists between dubbing in sound and the 535 class which needs the interlock projector every Monday and Wednesday morning.

Suggestions for a solution (if production continues to grow)

1. Sell the lab and get more equipment
2. Dub the pictures outside, i.e. Cinesound, Universal Recorders, or Ryder's.
3. Immediate solution: get Mel a projector with a heat absorbing glass. *W.H.*

2. Why do we have to erase master tracks in order to obtain usable stock for the sound department?

Suggestion has been made in the past that when the sound department gets down to a minimum amount (1 case) that a new order be placed immediately in order for a new supply to be delivered here before we run out. We reached our one case minimum last week and so far no more mag stock has been ordered. Either we keep the inventory the way we will or we will be forced to erase master tracks of older productions. Therefore it may be necessary to erase the Lincoln and Musical Forms tracks at the end of this week or the beginning of next week.

3. THE STOCKROOM PROBLEM

This is a "very loose" situation. The personnel is very confused. As an example--last night the clerk who was supposed to be on duty on Tuesday nights was told by someone that yesterday was Wednesday so the clerk went home. He didn't even know what day it was!

On Tuesday afternoons the stockroom clerk is not paid to sit in the back of room 108 and watch movies.

Merl is too busy with production and other problems to be held responsible for the stockroom. Milt Roberts has been suggested as a replacement. Other clerks in the stockroom don't know what to do. Basic problem is that there is no communication between the stockroom and production. It has been suggested that Johnson be put in charge of the stockroom.

4. What about leader?

Leader for work print and negative cutting (white, clear and black) is to be charged to the budget of the production. This should be obtainable from the stockroom but it never is. There is no way for the stockroom to break it down and distribute it. Stockroom should have an inventory of all types of leader in usable lengths. Stockroom clerks should break the leader down into usable lengths before it comes time to issue it. *This is now Dave's problem.*

What did we do before this semester?

I think we should why save it after the film is done!

Great!!!

- 5. What about negative cutting gloves?
Can't we keep a supply on hand? The stockroom informs us that they have been sending them out to be laundered--is this necessary?

Never heard of this! This is now stockroom's problem.

6. **NEGATIVE CUTTING**

Students are cutting their negative at night and the staff office has once again become a student "hangout" after 5 P.M.

Desks have been rifled and the room is a mess or a morning.

SOLUTION: The negative cutting room will be locked at 5 P.M. and no students admitted after then. If it is necessary for students to cut negative after 5 P.M. the instructor in charge should be present then to supervise the situation.

Great - I'll change the lock if you want - put it on a really special key!

7. **WHAT ABOUT MOVIOLAS?**

With eight 480 crews and 4 580 crews and all the editing classes using the moviolas the problem has become very acute. A check was made this morning and it was found that not one of the six sound machines was in proper working condition.

Charged to become more responsible - drops Kenney?

- #7--both wires are broken off of the sound head
A new belt that was just put on is missing on the sound side
- #2- Optical pot is shot--hanging out loose.
- #3--Silent side doesn't work--belt is too big.
New one--O.K. except for a shot bearing on the sound side.
One with no number--Silent belt chewed up and in pieces, sound side front panel removed and insides laying out like a disembowled animal--generally shot.
- Black one--Generally O.K. except at certain times it shocks like crazy.

It must be stressed in all classes that the equipment be kept in repair and cleaned every time it is used.

It is going to become necessary in order for the production unit to meet its deadlines to sponsors that a moviola be rented to complete the cutting on time. It is impractical for Nick to spend half a day fixing up a moviola before he gets ready to cut.

- 8. Suggestions for what to do with the money from the sinex machine.
 1. Buy a Magnasynce recorder for sound department.
 2. Get a Vistascope 16mm lens "Impossible to teach without it"
 3. Get the printers in the lab fixed so we don't have sprocket hole flutter in all our prints.
 4. Get a foot-pedal hot splicer (complete with matching 1st aid kit)
 5. Buy Sound readers and viewers to solve the moviola problem.
 6. "pay our bills"
 - a. Buy film for classes (480&580)
 - b. Buy print stock for the lab.
 - c. "Get ourselves out of hock"

9. **PICK UP AND DELIVERY SERVICE**

The shooting on the speech films was finished Feb. 22. We are still waiting for our workprint. Last footage on hospital was shot March 1st. We are still waiting for our workprint. We need a daily pick up and delivery service in order to meet deadlines efficiently. All future budgets will have to include money to hire Red Arrow Messenger Service if this problem is not solved.

10 SCHEDULES

Great!
Make 480 + 580
of long hours by
US using 4
balls

The speech films (55-5) will need stage space and more "Bishops" are coming too. 480 and 580 will also need stage space. Swansons Studios rents stage space for \$200.00 per day. Unit productions may have to be shot up there in order to meet commitments already made.

11. Stage equipment

Lighting equipment is in a sad state of repair. One senior "fell apart" yesterday and if it is not fixed immediately it could seriously injure someone. Ralph would like a part of the stage partitioned off and the lights checked out as if they were in the stockroom.

12. Animation Stand

What to do with it? The stage is too dirty to try to put it th Studio B is a possibility.

13. WEEKEND SHOOTING.

Students should not be shooting or working in the department on weekends unless there is staff supervision. The building is left wide open Sundays and thereby "hangs a tale."

14. EASTER VACATION SHOOTING

? Stockroom will be open from 9-10 and 4-5 daily. Shooting permissible if it can be worked in within that time.