



Cambridge University Amateur Dramatic Club

Minutes of Committee Handover Meeting, 8.00pm, 4 Mar 13

1. Apologies for Absence

- a) Received from: Rosanna Seal, Jack Mosedale, Charlotte Hamblin, Alex Palmer, Celine Lowenthal, Emma Wilkinson, Atri Banerjee, Sam Rayner.
- b) Present:
Outgoing Committee 2012-13: Hamish Greer (HG); Ian Baker (IB); Pippa Scarcliffe (PS); Will Cartwright-Harwood (WCH); Emily Burns (EB); Connie Harper (CH); James Hutchins (JH); Jamie Carter (JC).
Incoming Committee 2013-14: Adam Smith (AS), Emily Newton (EN); Oli Rew (OR); Emma Powell (EP); Phoebe Hill (PH); Tim Palmer (TP); David Stansby (DS); Zoe Higgins (ZH); Johann Hendrik Kamper (JHK); Kit Fowler (KF).

Meeting commences 20:05

- EP offers around mini eggs. General appreciation is registered.
- HG welcomes the two committees a final and first meeting. EB and WCH begin to play emotional mood music in the background.

2. Minutes and Matters Arising

- Minutes to come, no matters arising as yet.
- HG and PS outline availability of Committee minutes via email and website.

3. Show Reports Pt. 1

- HG offers parting advice to new committee to raise major issues about shows via email before Sunday meeting – means problems can be dealt with faster.
- AS gives sample Show Report on AIDA, and HG highlights traffic light system - system can be reviewed by new committee.

AIDA – Adam Smith (AS)

Recruiting, acting, technical, production, sales

- o All is fine and progressing – rehearsals underway during meeting, technical and build teams on track.
- o Sales could be better, need **marketing push before the weekend**. AS encourages outgoing committee trip to see production and all present to sell to one person.

4. Committee Handover

- All present should arrange **handover meetings before Sunday**.
- New committee now on committee email addresses. **JC to oversee handover of Camdram access soon.**
- HG reminds that **mailing lists should go out** in the next week from new committee.

5. 2012-13 Committee AOB

- EB starts to play 'Con te Partiro' (Time to Say Goodbye) music.
- HG: **Website** is designed and paid for, but has large numbers of bugs and updates to be made. Eg. Bloody Chamber accidentally locked in position.

- **HG to brief AS fully** on website saga and update with ongoing changes.
- IB raises **Edinburgh Shows** - AS involved in selection, 1 of 2 venue applications completed.
- CH, AS + PH: Who is allowed to hire out costumes from **Queens costume store?**

CUADC Committee 2012-13 leaves the room.

- AS congratulates and welcomes CUADC Committee 2013-14. Expresses desire that this year should be about everyone on committee – we should avoid sub-cliques, and just be one big clique. Should be open to ideas, easy to voice points and problems

6. Show Reports Pt. 2

- Easter term's shows already selected – AS requests show contacts should be unconnected to show, and appointed as follows:
 - **A Street Car Named Desire (dir. Jack Gamble) – David Stansby (DS)**
 - **Nine (dir. Sam Rayner) - Charlotte Quinney (CQ)**
- CQ asks if show contact should be spread across several people, AS replies that since many committee will work on both shows, show contact is slightly notional anyway.

7. Committee 2013-14 AOB

- Michaelmas Show selection soon with one other committee member.
- AS would like preparations for **Freshers** Weeks and Shows to start well in advance, ensuring full support and time commitment given.
- **Info list** content proposals. OR: CUMTS Gala Night / KF: Availability of Port for committee.
- AS: Committee **Theme Park trip** in summer should be actioned. General agreement.
- KF raises topic of drinks, bonding and general love being fostered at **Committee socials**:
 - AS actions, but vetos immediate pub trip, and invites committee to see AIDA.
- EN raises topic of **Committee Stash** – each member entitled to one free item.
 - PH in charge of design, logistically overseen by EN + OR.
 - General agreement that **stash should be ordered in Easter term.**
- DS raises **development of CUADC Website** – DS is acting Webmaster.
 - **Webmaster to be co-opted soon:** committee should talk to people and come up with potential candidates by Sunday 10th.
 - Individual should have HTML and coding website proficiency, but preferably also artistic and theatrical interest. Webmaster will not be present at committee; ZH is contact for website content.
 - AS and DS brief all on last contact with Omi, circa 3 weeks ago.
 - AS consoles room with sentiment that website at least looks nice.
- JHK raises that the **Club Office** looks and smells awful. AS proposes to add **sorting out Club Office** to now endlessly optimistic list of committee tasks for those remaining in Week 9.

Meeting ends 8.40pm. **First full committee meeting scheduled for 7pm, 10 Mar 2013.**