



Cambridge University Amateur Dramatic Club

Minutes, 27th April 2014, 6.30pm, Larkum Studio

Meeting Commences: 6.35pm

Choice of Snacks Include: Rich Tea Biscuits (provided by David Stansby) and Colombian Coffee Cake (provided by Stuart Moore).

1. Apologies for Absence

Received from: Alex Cartlidge, Bethany Craik, Emma Hollows and Johann Hendrik Kamper.
Present: David Stansby, Hannah Edwards, Harriet Webb, Harry Stockwell, Jamie Balcombe, Jen Hutchings, Maddie Heyes, Rhianna Frost, Rose Reade and Sam Rayner.

2. Minutes and Matters Arising

Minutes received, no objections raised.

Jamie Balcombe updated the committee about the progress of Club stash:

- Found a viable price; payment details need to be decided.
- Concerns were raised over the amount of interest for club stash and when it would be introduced.
- Purchase once individual orders placed; the issue of when would be a good time to purchase them was raised. Could potentially have a 'trial run' this term or could begin in Michaelmas with the Freshers' events.
- A 'Google Form' can be made and sent out to the lists to see interest in orders.

Sam Rayner enters dramatically at 6.39pm. The meeting resumes.

3. Show Reports

(a) *Hedda Gabler* (Week 1)

S – Sales are still only 17%. Difficult to remedy poor sales; rehearsal photos have been taken and shared, the team have been flyering, Facebook publicity continues. Done their press release; there is a lot of publicity around, perhaps not targeted enough and not clear enough on what the show is actually about / what happens. Could be potential for previews with the Cambridge student newspapers. David will investigate what the presales for exam term were last year.

P – Unsure what to do with the piano once the run has finished; can be put back on Free-cycle or chopped up into a million tiny bits and put into the skip. (It should be noted that the piano does not work) The gauze can always be kept as spare material.

A – Really good.

T – Because the set is predominately white there is the potential it could be reminiscent of a disco once the lights are added, but everyone is aware of this so can minimise it. Otherwise, the get-in is in progress as we speak and although not running on time, it is going smoothly and running more on time than most shows.

(b) *The Tempest* (Week 2)

S – Sales are only 20%; although disappointing they are improving. Potentially to push it in conjunction with Shakespeare's 450th Birthday, and advertise it on the English Faculty lists (Shakespeare present in Part I and Part II of the Tripos). Should take some photographs of the impressive set and lighting to help advertise. The idea was raised that CUADC could 'host' the Facebook events for Club shows to help with publicity; CUADC could investigate paying for sponsored Facebook publicity to increase outreach.

P – Jamie exclaimed at the giant ship built by Jack Swanborough; it will look very impressive. It was also noted that Show Contacts should email Directors/ Producers at least once a week to check in and offer help/support.

A – Great!

T – Going well and will look really amazing.

(c) *And The Horse You Rode In On* (Edinburgh)

S – Tickets are not yet on sale.

P – Harry Stockwell sent out an email reminding all the Edinburgh shows to use the CUADC logo on their posters, and send the finished posters to Harry to check. They have their accommodation, venue and a budget so all is going well.

A – Good, strong cast.

T – Good, strong technical team.

(d) *God on Trial* (Edinburgh)

S – Tickets are not yet on sale.

P – The team would like to have a meeting to discuss the ins-and-outs of taking a show to Edinburgh and how the process works. They have specific questions, but it was decided that it would be a nice idea to have a meeting with all shows going to Edinburgh this year in case they need any advice or have any questions about the process. (this includes non-Club shows).

A – Having more auditions to replace some cast members who dropped out due to internships.

T – Currently do not have a technical team, but advertising on Camdram at the moment. The point was also raised at this point that it should be made clear what days the lists go out on to help shows when creating adverts. The days the lists get sent out are as follows:

Directors / Producers List – Thursdays

Actors List – Tuesdays and Fridays

Technical List – Thursdays

(e) *Bazaar and Rummage* (Edinburgh)

S – Tickets are not yet on sale.

P – The team still haven't found a flat and are currently in the process of contacting people and searching on Gumtree. Also having a real problem finding a rehearsal space; there is the potential option that they could rehearse in Cambridge and potentially stay here.

A – Good, strong cast.

T – Do not appear to have a technical team, only a Lighting Op; could be a nice opportunity for someone to go up with them and gain experience.

4. **Payment For Scripts**

Harriet Webb wanted to discuss the payment for scripts for CUADC Shows, and the idea was floated that the Club could purchase scripts for the cast and potentially production team members (for example the Deputy Stage Manager or Lighting Designer).

Currently there is no standard policy for Club shows, so actors may be asked to print off their own scripts (whether comes from their own pocket or is printed on the show's account is unknown) or may purchase their own scripts.

The Committee then discussed the issue:

- If the Club purchased scripts for shows we would probably want to keep them after the run, and this would create a few issues, such as storage and whether actors could write in them.
- It was questioned whether it was strange that actors were expected to purchase their own scripts. Doesn't seem to have been too troublesome so far, and actors often expect to have to get their own scripts.
- Could it be an issue put into the hands of a show's producers?
- Currently it doesn't seem to have been a big issue, but there is the potential that printing (potentially of scripts) could mean sundries budgets spiral out of control.

The Committee decided to keep the current policy of allowing shows to run the organisation and distribution of scripts as they wish.

5. **Club Sundries**

Jamie Balcombe wanted to discuss the idea of having some form of sundries in the Club Cupboard for CUADC Shows (initially this would be screws and Flamecheck).

Flamecheck comes in two sizes: 1 Litre bottle (including a spray nozzle) costing £18 per bottle, and 5 Litre bottle costing £78. Many shows purchase the 1L spray nozzle variety, and do not use the entire bottle, so leave it around the theatre and anyone is able to use the leftovers.

Jamie Balcombe raised the idea that the Club could buy it in 5L bottles, decant into the 1L bottle and give it to the Club shows to use. So there would be a system in which Club shows

are only using Club Flamecheck, to ensure we are using all of the Flamecheck that we purchase and it could be more cost-effective. The issues raised were as follows:

- The concern was raised that a show may need Flamecheck but no one was there to unlock the Club Cupboard; Management have keys, and if implemented could let people in to retrieve Flamecheck.
- How would it be monitored how much Flamecheck each show has used? Would the Club pay for the 5L Flamecheck then the cost be evened out over each individual show budget?
- Seems like a lot of work and admin.
- Could monitor how many times a show needs a refill of the 1L bottle; it would also need to be clearly labelled.
- Hypothetically if there were ten CUADC shows a year, and on average purchased 10L of Flamecheck, the Club could save almost a litre and a half worth (of Flamecheck) in terms of cost.
- Far simpler system to simply keep any Flamecheck left over from CUADC shows?
- Do paint and timber qualify as similar issues? They are often left around in the Workshop and are 'fair game' if not used.
- Would it be too much work for Harriet and Jamie to account for the new system properly; could potentially be trialled with what is currently leftover.
- Potential to have a Flamecheck 'Hunger Games' within the workshop; *may the odds be ever in your favour on the hunt for leftover Flamecheck.*
- Creating a distinction between Club and non-Club shows; unfair to non-Club shows that might need a bit of Flamecheck and use the leftovers. Shouldn't encourage a 'special treatment' of Club shows.
- If a show funded by another society has leftover Flamecheck, our shows will benefit from this as well.

Have an 'organic' system with Flamecheck. There is the potential for a Club bottle which individual shows can top up, and usage will even out between shows.

At 7.40pm there was a brief interlude for cake. The Secretary managed to get coffee buttercream on her forehead. Meeting resumed at 7.42pm.

6. General Member

As a result of Johann Hendrik Kamper having to step down at the end of this term, the Committee will need to find a new General Member. The role of membership secretary would be shared between Jen Hutchings and this new General Member.

Applications will be opened, whereby people can apply with a manifesto and the Committee will have a secret ballot to decide whom to co-opt onto the Committee.

7. **Garden Party**

This year's CUADC Garden Party will take place on 15th June, and a suitable venue has been found and needs to be confirmed.

8. **Info List**

- *Hedda Gabler*
- General Member Applications opening
- ADC/ Footlights Pantomime Applications opening

9. **A.O.B**

Rose Reade – Idea for an Improvised Weapons Workshop either the week before or during Mayweek; will investigate further and then organise.

Hannah Edwards – Adopted an Aardvark (with her personal funds, and named the adopter as CUADC) at Chester Zoo, so there is now a plaque outside the Aardvark Enclosure commemorating CUADC.

David Stansby – The Applications Panel for next term will include Rhianna Frost. The issue was also raised about whether there would Applications drinks this term and when these would be. Also it was noted that the Interviews and Decisions for Panto this term would take place before show selection.

Meeting Ends: 7.57pm.

The next meeting will take place at 9pm on Sunday 4th May in the Larkum Studio.