



# Cambridge University Amateur Dramatic Club

## Minutes, 12<sup>th</sup> June 2014, 5.30pm Larkum Studio

Meeting Commences: 5.35pm

Choice of Snack Includes: Chocolate 'Hob Nob' Biscuits

### 1. Apologies for Absence

Received from: Alex Cartlidge, Rhianna Frost, Emma Hollows, Nicholas Hulbert, Sam Rayner and Rose Reade.

Present: Jamie Balcombe, Bethany Craik, Hannah Edwards, Maddie Heyes, Jen Hutchings, David Stansby, Harry Stockwell and Harriet Webb.

### 2. Minutes and Matters Arising

Minutes received, no objections raised.

### 3. Show Reports

#### (a) *And The Horse You Rode In On* (Edinburgh)

Nicholas Hulbert was absent, but David Stansby and Harry Stockwell updated the Committee on publicity. The publicity is finished and looks great; the rest of the production is "toodling along fine".

#### (b) *God on Trial* (Edinburgh)

Rhianna Frost was also absent, but sent her Show Report over email and the Committee discussed and added to it.

**S** – Tickets have gone on sale online and they have sold fifteen tickets so far. They are going to begin Facebook publicity this week to target Cambridge students, but are planning to sell tickets on the day and focus on flyering.

**P** – The producers have been A.W.O.L. due to exams, so things such as CUADC membership for the company still need to be chased up on. They will be meeting soon to ensure that everything is ticking along nicely.

**A** – They have a full cast and are very happy with it; some individual rehearsals will take place during Mayweek, but the entire cast is staying in Cambridge for intensive rehearsals after that.

**T** – They have had an application for a Technician, but the applicant is unable to confirm due to concerns over whether they can afford to go to Edinburgh. This, and the cast rehearsing in Cambridge, raised the issues of funding accommodation for Edinburgh shows, particularly in the rehearsal period. It was agreed that CUADC can't fund an individual going to Edinburgh, so the issue was the funding of accommodation during the rehearsal process before Edinburgh. Typically, during the rehearsal process the cast will stay in a company member's house, or predominantly

live around London, and CUADC hasn't funded accommodation (either in Edinburgh or for rehearsals) in the past. This year, however, CUADC is subsidising *Bazaar and Rummage* £100 per person for accommodation in Cambridge during the rehearsal period. David Stansby highlighted that the subsidising of rehearsal accommodation for Edinburgh shows would be judged on a show-by-show basis, and will be rare. David Stansby will email the *God on Trial* to double check they have Edinburgh accommodation, and to check they are happy staying in Cambridge to rehearse.

(c) *Bazaar and Rummage* (Edinburgh)

Sam Rayner is absent, but Harry Stockwell received their publicity but it did not have the CUADC logo on. Harry asked them to add it but the poster may need a redesign in order to incorporate it, and it will have to be reapproved by the venue. David Stansby informed the Committee that they are rehearsing in Cambridge and have found accommodation in Edinburgh.

(d) *Oedipus and Antigone* (Week 2 Mainshow)

Hannah Edwards will be the Show Contact for this show.

**S** – Tickets not yet on sale.

**P** – Has a producer now. They are keen to buy fight swords at £185 each; there is no room in their budget to buy them, and they are far too specialised and an expensive prop that would not benefit other shows. Swords can be hired from 'Cutting Edge'.

**A** – Holding auditions currently.

**T** – Applications are currently open and close on the 16<sup>th</sup> June.

N.B. Because many of the shows next term are still in very early stages, the SPAT reports have been replaced by a summary of any issues raised at this stage.

(e) *Sophtown* (Week 3 Mainshow)

Bethany Craik will be the Show Contact for this show, and will share communications with the CUMTS Show Contact as we are co-funding this production (60% CUADC, 40% CUMTS).

(f) *Of Mice and Men* (Week 4 Mainshow)

Alex Cartlidge will be the Show Contact for this show and was also not present today. They have found a producer, holding interviews for Assistant Director and auditions at the moment. They are still looking for a 'Musical Supervisor'; the advert needs to be kept open and could use some clarification on what a 'Musical Supervisor' does.

(g) *The Merrier* (Week 4 Lateshow)

Harry Stockwell will be the Show Contact for this show. They currently have no auditions or adverts up, but these can probably wait until next term.

(h) *No Exit* (Week 5 Freshers' Corpus Playroom Mainshow)

Nicholas Hulbert will be the Show Contact for this show. David Stansby and Maddie Heyes are chasing up performance rights but the agency have still not responded.

(i) *You Can't Take It With You* (Week 6 Freshers' ADC Mainshow)

Rose Reade will be the Show Contact for this show. Performance rights obtained.

(j) *Road* (Week 6 Freshers' Lateshow)

Jen Hutchings will be the Show Contact for this show. Performance rights obtained.

(j) *CUADC/ Footlights Pantomime: Emperor's New Clothes* (Weeks 7/8)

Sam Rayner will be the Show Contact for this show, and is still absent, but the Committee discussed the production's progress.

**S** – Tickets not yet on sale.

**P** – Need to discuss their budget; they are having production team interviews soon. It is noted that one of the writing team is a CAST cast member, writing a full-length musical and writing a comedy Lateshow as well as the Pantomime; this could be a potential issue to keep an eye on.

**A** – Auditions next term.

**T** – Jamie and Bethany need to check what vacancies they still have.

Hannah Edwards on next term's shows: "Every week one will fall".

#### 4. **Garden Party**

*Everyone needs to be in either the set up team or clear up team on the day of the Garden Party. Food and drink has been ordered, and will be delivered to the ADC on Saturday morning. Maddie Heyes and David Stansby will be at the ADC on Saturday preparing the food, so Committee members can drop in and help.*

- Jamie Balcombe suggested asking to borrow the ADC trolley to help carry food/drink and maybe some folding tables to Churchill. Can also borrow a Sainsbury's trolley to help transport goods.
- The location is in a slightly different place from last year, so Jamie Balcombe will ask the porters to direct anyone towards the location. Churchill will also leave the BBQ there, but we will need to purchase some fuel and firelighters.
- Sam Rayner will be on security.

#### 5. **Club Office Renovation / Script Library**

Affectionately titled 'David's Crazy Idea', David Stansby wants to renovate the club office and fit the right hand wall with a set of fitted shelves, and turn it into a script library with a notice on the door and a catalogue.

- Will cost about £200 - £300.

- Renovations could take place at 'Camp', although Jamie Balcombe was not keen on this.
- Harriet Webb asked what was wrong with the current shelves and questioned why we need new ones; David Stansby says that the new ones would be lower down, nicer and more organised.
- Jamie Balcombe suggested fixing the desk, putting in a central leg under the desk.
- David Stansby will draw up a general plan and a sketch up model.

## 6. **Get Involved Campaign**

### Organisation:

- Freshers' Fair will take place in Week 0, on Tuesday 7<sup>th</sup> and Wednesday 8<sup>th</sup> October.
- There will be a table with two or three people to man it. We will use the same computerised system as last year; there will be one sign up sheet for interest, and a separate Freshers' show interest list.
- There will also be a Freshers' Friday 4-7pm in the theatre; there will be tours of the theatre and representatives from other societies.
- The Campaign is non-CUADC specific; the aim is to get people involved in theatre in general.

### Freshers' Shows:

- All new sign ups would be emailed about the Freshers' show, or we could create a separate list for those interested in Freshers' shows?
- Could choose which list to sign up to (Directors/ Producers, Technical etc.) and then we sign everyone up to the Freshers' list.
- Two types of people to target: people with a lot of drama experience already, and those who might be interested in getting involved for the first time in Cambridge.
- Could use a Google form to sign up interest, and then call people for informal meetings with the relevant representative, and one other Committee member.
- The casting will be done once the production team have been found.
- Should mention during the interviews that you must become a member to do the show.

### Publicity:

- Run the same publicity campaign as last year, using bookmarks and the small 'Get Involved' booklet.
- At our Freshers' Fair stall we will allow people to sign up to the ADC newsletter and have season brochures present as well.
- We will not push membership at Freshers' Fair, but can direct people to the website if they're interested. We can take membership money at the Freshers' Friday if people are interested.

David Stansby will keep everyone updated about the progress.

7. **Info List**

- Garden Party
- Advertising Edinburgh shows.

8. **A.O.B**

Jamie Balcombe highlighted that the footers on some of the mailing lists (namely Director/Producers list) need to be updated.

Meeting Ends: 7.14pm.

**This will be the last meeting of term, and this academic year.**