



Cambridge University Amateur Dramatic Club

Minutes, 10th October 2014, 6.00pm Larkum Studio

Meeting Commences: 6.03pm

Choice of Snack Includes: Nothing, again.

1. Apologies for Absence

Received from: Alex Cartlidge, Nicholas Hulbert, Jen Hutchings and Sam Rayner.

Present: Jamie Balcombe, Bethany Craik, Hannah Edwards, Rhianna Frost, Madeleine Heyes, Emma Hollows, Rose Reade, David Stansby, Harry Stockwell and Harriet Webb.

2. Minutes and Matters Arising

Minutes received, no objections raised.

Photographs of actors on publicity:

- ADC Management believe that often publicity is sent to them so late that there would not be enough time to check if the photographs were signed off by actors; Harry Stockwell reiterated this, often when he is sent posters they come very late.
- The onus is on the show's producer and us to check; we should include advice about this in the pack given to producers at the start of a show.

ACTION: David to add to signing off of actor's faces on posters to the producer's pack given at the beginning of Club shows.

3. Show Reports

(a) *Oedipus and Antigone* (Week 2 Mainshow, Show Contact: Hannah Edwards)

S – Sales currently at 12%, need to improve. Lots of posters and flyers around time; will book tickets for those involved in Freshers' shows to see the show.

P – Going well, got in touch with Harriet Webb over budget worries. They are currently worried about programme design as their publicity designer says they will be unable to do it; programmes nice but not essential so not a terrible issue, have asked Mitchell for more time.

A – Rehearsals are going really well.

T – Everything running along smoothly.

(b) *Sophiatown* (Week 3 Mainshow, Show Contact: Bethany Craik)

S – 7%, so not disastrous but still not selling as well as everything else; there is a lot of big shows on this term. They have started putting up posters and flyers, have a

great Facebook page. Discussed the fact that Facebook events don't look as official as pages. Could CUADC create all of the show events at the start of term and give administrative rights to producers?

P – Don't have a SM at the moment; Freshers' could be nervous of getting involved straight away in a Mainshow, depends on how much work Sam Payne (previous SM) has already done.

A – Started rehearsals now and is all going well.

T – The only issue is not having an SM, otherwise all is going well.

(c) *Of Mice and Men* (Week 4 Mainshow, Show Contact: Alex Cartlidge)

Alex Cartlidge was absent but sent an update before the meeting.

S – Going amazingly well, sold 32%.

P – Only had a provisional budget; had to get more firm plans for set, so decided to wait until plans had firmed up before deciding final set budget. All confirmed now.

A – Only missing one actor, and holding auditions right now; need one actor (Male or Female) of African or Caribbean heritage to play the role of Crooks. Have advertised at Freshers' fair and on the lists.

T – There are no technical roles on Camdram, although looking at the list it appears they may only need an ASM and a lighting designer. Have two TDs are currently pricing up the set.

(d) *The Merrier* (Week 4 Lateshow, Show Contact: Harry Stockwell)

S – Not selling well at all, only ten seats including reviews. It is, however, a Week 4 Lateshow. They have publicity but Harry hasn't seen/ approved it, Mitchell Clarke has and it is ready to go to print. In general, Harry hasn't seen much publicity this term. Show Contacts need to remind shows to send their publicity to Harry to check.

P – Kayla Marks (Producer) and Harriet Webb are meeting tomorrow to talk about budget.

A – Auditions are happening right now.

T – No Camdram entry for technical roles, Jamie Balcombe and Bethany Craik emailed them, but haven't had a reply from Kayla Marks. Laura Batey (Director) hasn't been told that she has any production team; the reason for funding a Mainshow and Lateshow in the same week means that the Mainshow could offer support or a fresher could do it.

(f) *CUADC/ Footlights Pantomime: Emperor's New Clothes* (Weeks 7/8, Show Contact: Sam Rayner)

S – Selling really well, 2,000 tickets sold (68%) – second batch goes on sale soon.

P – Going well and already have loads of people on the team.

A – Auditions going on at the moment, every slot is filled up except for one.

T – Bethany Craik has come on board as Sound Designer; they are still looking ASMs and a trailer maker.

4. **Freshers' Week and Freshers' Shows**

David Stansby said a huge thank you to the Committee for helping out during Freshers' week. We got over 700 new sign ups, and we had an option to sign up to the Writers' List. Who runs the Writers' List? (This will be added to the Agenda next week).

Freshers' Shows

- Bethany Craik and Jamie Balcombe have sent out adverts, and not had too many responses. They are going to send out more adverts, and it is not the end of the world if they are still interviewing/ appointing later than some of the other shows.
- Directors and Producers need to be appointed by Wednesday.
- Emma Hollows has had some applications, some wanting to do only one role as well as some multi-roles.
- We need to make sure that we are all speaking together about who's applied and for what roles.
- Auditions happening this week, recalls next week. Should cast a week on Monday; the entire company will get a ticket to *Oedipus and Antigone*.
- We will then have entire production team read-throughs of all of the shows.
- Director/ Producer advert asks for a list of relevant credits; can change this to make it more inviting/ accessible to those who don't have experience.

ACTION: David Stansby to send out the Google Document of who has applied for what role to the Committee. David to also order one copy of each of the Freshers' Plays.

As a reminder there are 'Get Involved Drinks' on Thursday 16th October at 8pm in the ADC Bar – so could all the Committee attend wearing their stash.

5. **Accounts/ Show Budgets**

Harriet Webb is having some laptop issues, so was unable to send the accounts round via email, but will send them to the Committee in due course. Harriet Webb then updated the Committee on the state of the Club's accounts and the budgets for shows this term. In short, we made quite a big loss in Edinburgh this year (Edinburgh shows with rights are very expensive) that we are hoping to make back this term; Easter term covered the losses made in Lent Term. There are potential issues with Committee crossover during Edinburgh shows; which Committee/ financial year does it belong to? Also, ideas for capital projects are welcome – speak to Harriet and David if have an idea.

ACTION: Harriet Webb to send round a summary of the accounts, including specifically information on losses/ gains during our Committee's tenure.

6. Welfare of Students in Theatre

Continuing last week from Jamie Balcombe's *A.O.B.*, the Committee discussed the issues of student welfare during shows. The ADC Theatre doesn't keep records on student welfare during shows, but if the theatre or us recognize that a student is having problems that we know the right avenues through which to direct them for support. As a Committee we can also offer ourselves up for support and arbitration in any disputes that occur during shows. We can also make producers aware (in the producers' pack) of keeping abreast of the welfare of students in their companies.

ACTION: Add information about student welfare to the producers' packs; talk to the different representatives on the Committee if you are stressed or need help, and make the companies aware of the representatives' roles. The poster with our faces on will go up around the theatre to advertise us as available to help everyone/anyone who needs it, not just Club shows.

7. Panto Special Member

Ben Glassberg, Musical Director, was unable to find a second student drummer for Panto and would like the Committee to grant Andy Campbell-Smith special membership to work on the show. Below is an excerpt from the constitution that relates to this matter:

"12.1. An individual not eligible for Ordinary Membership and who is not an Associate Member who wishes to take part in productions of the Club may apply to the Committee to become a Special Member. Whether an individual is allowed to become a Special Member is at the discretion of the Committee.

12.2. Special Membership shall last only for the duration of the show for which the individual has applied for. If an individual wishes to take part in another Club production, they must re-apply for membership." (CUADC Constitution as of 12.10.14)

- When Ben was appointed in June he sent out an email on the musicians list advertising band positions; he had one response.
- In July he sent out a similar request from the remaining players (including one person to split the drum chair with Jacob) and had no response.
- After that he felt he needed to approach a more experienced player to split the run, so approached Andy Campbell-Smith (a Cambridge graduate who played in last year's pantomime and *Into the Woods*).

The Committee agreed that Ben had gone through the proper channels, and voted in Andy Campbell-Smith as a General Member.

8. Workshops

Agent from Hamilton Hodell: Agent attending *Oedipus and Antigone* on Wednesday, so will do a work a workshop then. Specifics including when and how many people haven't been set yet, neither has details of expenses/ payment. The Committee discussed the idea of a large group workshop/master-class on theatrical CVs.

ACTION: Rhianna Frost to ring the agent to discuss the details of the workshop and then bring this back to the Committee.

Samantha Spiro: Discussion of a workshop/ acting master-class in the day with a showcase performance in the evening. Could book out the Larkum Studio for the entire day, and potentially audition actors for the workshop. Again, details need to be discussed and we need to check with Management if it is possible to use the Larkum for this.

Emma Hollows mentioned receiving an email from a man in Cambridge willing to do workshops; will forward this to the entire Committee.

9. **Info List**

- *Oedipus and Antigone*
- Freshers' Plays; give out representatives' emails.

10. **A.O.B**

Emma Hollows: Has spoken to Ollie Duff about improvements to the Costume Store; he will draw up plans, do it and send Harriet Webb a bill. Ollie to possibly discuss this with Queens'. Harriet would like to wait until Lent Term and then consider plans. Ideas include shelving, a pulley system and hanging space. Emma will get Ollie to price up the plans; Rose Reade will speak to BATs Committee and provide Emma with their contact details.

Meeting Ends: 7.36pm.

The next meeting will be on Sunday 19th October at 5pm in the Larkum Studio, and hopefully someone will remember to bring biscuits.