



Cambridge University Amateur Dramatic Club

Meeting Minutes, 24th April 2016, 5.00pm, Larkum Studio

Meeting Commences: 17.06

1. Apologies for Absence

Received from: Rebecca Vaa, Amy Malone, and Toby Molyneux (Will Bishop very much distraught by this absence).

Present: Sheanna Patel, Ellie Mitchell, Alex Barnett, Saskia Baylis, Lewis Scott, Catja Hamilton, Emma Blacklay-Piech, Alice Brightman, Jack Rowan, Will Bishop.

2. Minutes and Matters Arising

a. Panto:

Sheanna Patel has emailed the Footlights President with the proposal discussed at last week's meeting; however, they are yet to reply.

Action Point: Sheanna Patel to chase this up, as applications for Panto need to open soon.

b. *The Eradication of Schizophrenia in Western Lapland:*

The originally appointed Producer of *Eradication* has refused to meet with Sheanna Patel and Jack Rowan, as all other shows' Producers do at the beginning of term to be informed of their responsibilities, to be offered assistance, and to sign their contract. The show's Directors have also reported issues with the Producer, as they were taking on the role's responsibilities.

Despite Oscar Yang's attempts to support the Producer and requests that she meet with Sheanna Patel and Jack Rowan to sign the contract, these issues haven't been resolved, and the Club has been unable to financially support the show without a signed contract.

For these reasons, committee agreed in the last week to remove the Producer in accordance with article 51.2 of the Constitution. Sheanna Patel emailed to inform the Producer of this. A new Producer has now been appointed, the show's progression is now going well, and ADC Management agreed with the committee's decision.

Jack Rowan has written a briefing document on this situation, detailing the issues, solution, reasons and outcome.

c. Stash

We (finally) decide on Varsity jackets.

Action Point: Alice Brightman to put together some designs for us to vote on, because this level of democracy is crucial to any stash selection process.

17.18 – Alice Brightman departs.

17.25 – Oscar Yang arrives.

3. Action Points

- a. Amy Malone, Rebecca Vaa and Will Bishop to draw up a general guideline for casting processes.

Deferred to next week's meeting due to the absence of the Actors' Reps.

- b. Sheanna Patel and Oscar Yang to meet with the Producer of 'The Eradication of Schizophrenia in Western Lapland'.

Covered in 'Matters Arising' above.

- c. Toby Molyneux and Catja Hamilton to encourage TDs and Technicians to apply for Mnemonic.

Both have been contacting technicians. One Lighting Designer may be interested.

- d. Ellie Mitchell to send email checking in that things are okay with *The Wives of Others'* Producer.

All is well.

- e. Sheanna Patel and Jack Rowan to email the Footlights with the Panto proposal.

Covered in 'Matters Arising' above.

- f. Ellie Mitchell to contact Jamie Balcombe about arranging the Garden party and to contact Michaelhouse to enquire about capacity for Club Dinner.

Covered in 'Garden Party and Club Dinner' below.

- g. Amy Malone to find a suitable date to hold the Actors' event this term.

Amy Malone has emailed to suggest 2-5pm in the Bar on either Friday 13th or Saturday 14th May. This sounds good to everyone.

- h. Ellie Mitchell to find the list of website proposals given to Ben James in minutes last year.

These haven't been found yet, but Ellie Mitchell will take another look.

4. Show Reports

- a. *The Winter's Tale* (Week 2 ADC Mainshow, Show Contact: Amy Malone)
- S** – 24%
 - P** – All is going well. The programme is almost finished and a full production team meeting took place earlier in the day.
 - A** – Rehearsals going well.
 - T** - Going well – the build is happening, and lighting and sound things are coming together.
- b. *The Eradication of Schizophrenia in Western Lapland* (Week 3 Corpus Playroom Mainshow, Show Contact: Oscar Yang)
- S** – 4%, but the Producer has publicity ideas that should be happening soon.
 - P** – They are about to order publicity. Producer is happy with how things are going now; a team meeting took place without Producer during changeover. One of the writers and original actors is coming to see the show!
 - A** – Rehearsals are going well; Directors much happier now.
 - T** – They still don't have lighting or sound. Set Designer has little building experience, but workshop training has been arranged.
- Action Point:** Toby Molyneux to check in with the Set Designer to see if he needs any help.
- Action Point:** Catja Hamilton to contact technicians.
- c. *Mnemonic* (Week 4 ADC Mainshow, Show Contact: Alex Barnett)
- S** – Not many tickets sold as yet.
 - P** – Publicity has been ordered. They are having a production team meeting tomorrow. Still looking for a programme designer.
 - A** – A read-through has happened, and rehearsal schedule is done.
 - T** – They have a Stage Management team, Set Designer and Assistant Producer, but no lighting or sound, which is worrying as the show is quite tech heavy.
- Action Point:** Catja Hamilton to continue contacting technicians.
- d. *Wasted* (Edinburgh Fringe, Show Contact: Saskia Baylis)
- No show report received again; Saskia Baylis admits to emailing a little late. We know they haven't opened for a production team yet but are auditioning.
- e. *The Wives of Others* (Edinburgh Fringe, Show Contact: Ellie Mitchell)
- S** – N/A
 - P** – They have a teaser trailer and are soon going to begin Facebook publicity.
 - A** – Half their cast is confirmed and they are chasing the rest to confirm.
 - T** - They have a Stage Manager, will reopen for a technician and are asking around.

- f. *Alice* (Edinburgh Fringe, Show Contact: Jack Rowan)
S – N/A
P – Producer has asked for a very large budget but is in the process of devising a more realistic one. We are not sure that the Production Designer (a non-student from the original production) was selected through open applications.
Action Point: Jack Rowan to raise this with the Producer, though committee agrees that we do not wish to raise serious objections as we understand the circumstances.
A – All done.
T – All done.
- g. *The Country Wife* (Edinburgh Fringe, Show Contact: Lewis Scott)
No show report received. We know they are auditioning next week and that they have a Technical Director and Assistant Producer, but no Stage Manager as of yet.

Jack Rowan says he would like a 'Hype Button' to press when exciting things about shows come up. Sheanna Patel refuses to build him one. Saskia Baylis suggests we have a 'big dong'. She means gong.

5. Garden Party and Club Dinner

Ellie Mitchell contacted Jamie Balcombe about booking Churchill grounds. He has booked them for us.

Ellie Mitchell enquired as to whether the capacity at Michaelhouse could be increased, and they have confirmed they could cater for a maximum of 110 people. Committee agrees that we would like to book Michaelhouse for Club Dinner.

Action Point: Ellie Mitchell to book Club Dinner with Michaelhouse and the Garden Party photograph with Lafayette.

6. Constitutional Review

Ellie Mitchell explains that Sheanna Patel received an email from the Proctors at the end of last term, raising a number of issues with the Club's constitution. She suggests that a Constitutional Review is held in Michaelmas to address these issues, and also to hopefully reduce the scale of the Constitutional Review held at the end of Lent prior to the AGM. Committee agrees that this is a good idea.

Action Point: Ellie Mitchell to decide upon a date in Michaelmas for the Constitutional Review and General Meeting.

Sheanna Patel mentions that one of the Proctors' objections concerned the constitution's current allowance of ARU students on committee; she is unsure whether or not this is now not permitted by the University.

Action Point: Sheanna Patel to find out if ARU students are allowed on the committees of Cambridge University societies.

7. Show Selection

Oscar Yang and Will Bishop have both submitted pitches to be on the show selection panel. They deliver the pitches and leave the room as Committee votes. The results are as follows:

Will Bishop: 4

Oscar Yang: 4

In the result of a tie, Sheanna Patel has the casting vote. Will Bishop is chosen to be on this term's show selection panel.

8. Info List

Show Selection, if applications have opened in time.

9. A. O. B.

Saskia Baylis

- a. Raises the fact that one of the carpenters for *The Winter's Tale* is not a student. Committee agrees to offer him Special Membership. Ellie Mitchell asks how much we would like to charge for Special Membership, as the Constitution stipulates a fee being charged. Committee agrees on £1 for cases like this.

Alex Barnett

- a. Asks if band members need to have CUADC membership. Sheanna Patel says that they do, especially if they are listed on Camdram as members of the company; however, persuading them to buy membership usually proves difficult. Alex asks if it is worth putting names on drinks tokens.

Will Bishop

- a. Would like to know if we have a stall at ARU's Freshers' Fair. Our Freshers' Fair is combined with theirs, we think.

Catja Hamilton

- a. Raises the issue of stitching etiquette. Some Producers can be quite aggressive and/or persistent when asking technicians to do their show. Catja asks if a guideline could be included in the Producers' Handbook concerning this, advising Producers not to ask more times than is appropriate and not to pressure people.

Action Point: Oscar Yang to ensure this goes into the Producers' Handbook.

Oscar Yang

- a. He is meeting Mitchell soon to discuss the Producers' handbook. He asks committee's thoughts on implementing a practice whereby Producers must only conduct budget conversations over email to ensure there is a proper record of financial agreements with production team. Committee agrees that this would be a good idea.

Jack Rowan

- a. Asks if we can advertise membership benefits more to help solve the membership issue. Sheanna Patel asks if we could introduce a system whereby payment could only be made at the box office to prevent people signing up but not paying. Alex Barnett and other members of committee think that this would make signing up for membership less convenient for some. It would be better if we could incorporate signing up and paying online. Catja Hamilton suggests that we push membership benefits more during Freshers' Week with posters, and asks if we could sign people up for membership at the Freshers' Fair. This may be possible.

Action Point: Alex Barnett to ask Alan Egan if it is possible to incorporate signing up and paying for membership at the same time online.

Sheanna Patel

- a. Rob Eager has agreed to take our headshots for the Committee poster, so we need to find a weekend we are all available for to have this done.

Action Point: Ellie Mitchell to set up a Doodle Poll.

Meeting Ends: 18.40

