



# Cambridge University Amateur Dramatic Club

## Meeting Minutes, 8th May 2016, 7.00pm, Larkum Studio

Meeting Commences: 19.06

### 1. Apologies for Absence

Received from: Alice Brightman and Lewis Scott.

Present: Sheanna Patel, Amy Malone, Rebecca Vaa, Saskia Baylis, Will Bishop, Ellie Mitchell, Alex Barnett, Oscar Yang, Jack Rowan, and Catja Hamilton.

19.15 – Will Bishop departs.

19.21 – Toby Molyneux arrives (he may be avoiding Will Bishop... awkward).

19.32 – Emma B-P arrives.

### 2. Minutes and Matters Arising

Minutes approved.

### 3. Action Points

- a. Sheanna Patel to inform the Footlights that we will open applications for Panto and to schedule this with them so a member of committee can be chosen to join the selection panel.  
Applications are now open.
- b. Ellie Mitchell to email Michaelhouse again about Club Dinner and to book the Garden Party photograph with Lafayette.  
Ellie Mitchell has heard back from Michaelhouse.  
**Action Point:** Ellie Mitchell to complete the booking.  
Lafayette have given a quote for the garden party; Sheanna Patel has been made aware of an alternative photography service that may be cheaper.  
**Action Point:** Ellie Mitchell to look into this alternative service before confirming anything with Lafayette.
- c. Sheanna Patel to talk to Rhys Chamberlain about getting the Set Designer for Eradication workshop trained.  
Workshop training has taken place and the set has been built.

- d. Saskia Baylis to email the Director of *Wasted* rather than Producer to find out if things are okay.  
Producer has emailed with a show report; all is well.
- e. Ellie Mitchell to try to get a mid-week report from *The Wives of Others*.  
See 'Show Reports' below.
- f. Alex Barnett to give the names of those who would like to go to camp but haven't been invited to Rhys Chamberlain.  
Further invitations will be sent when numbers have been confirmed.
- g. Sheanna Patel to speak to management about committee being invited to camp.  
See point 'f.' above.
- h. Ellie Mitchell to email the Camdram admins about removing Joe Spence's admin rights.  
Camdram admins have resolved the issue.
- i. Sheanna Patel to talk to Mitchell Clarke about training keyholders to sweep the building in the event of a fire.  
Mitchell Clarke is happy to take keyholders through the building sweep again.

#### 4. Show Reports

- a. *The Winter's Tale* (Week 2 ADC Mainshow, Show Contact: Amy Malone)
  - S** – Really good overall, last night sold out!
  - P** – All happy, but have requested that management do not allow large school groups to come on opening night.
  - A** – Wonderful reviews, all happy.
  - T** – Everything went really well – brilliant get-out.
- b. *The Eradication of Schizophrenia in Western Lapland* (Week 3 Corpus Playroom Mainshow, Show Contact: Oscar Yang)
  - S** – 12%, difficult term/show to sell.
  - P** – Publicity is ongoing, shows are being flyered.
  - A** – Directors are happy with how rehearsals are going; tech and dress rehearsals have been scheduled.
  - T** – Set is almost built, there is just decoration to go. Paper tech has taken place. Lighting Designer was worried about being unfamiliar with the Playroom's rig but Catja Hamilton has provided support.
- c. *Mnemonic* (Week 4 ADC Mainshow, Show Contact: Alex Barnett)
  - S** – 4% sold.

**P** - Facebook event hasn't been created yet and the Producer would like one as soon as possible.

**Action Point:** Lewis Scott to create the Facebook event.

**A** – All going well; they are doing a full run soon.

**T** – They now have a Lighting Designer, but don't have a sound designer to create a particular effect they would like.

**Action Point:** Alex Barnett to advise they speak to Alan Egan and/or Rhys Chamberlain about the specifics of achieving this effect.

d. *Wasted* (Edinburgh Fringe, Show Contact: Saskia Baylis)

**S** – N/A

**P** – Production team is being finalised soon. Publicity strategy has been devised and accommodation has been booked.

**A** – They have a complete cast.

**T** – They still don't have a lighting designer. Catja Hamilton will be in Edinburgh for the entire Fringe and should be able to help if they don't find one.

e. *The Wives of Others* (Edinburgh Fringe, Show Contact: Ellie Mitchell)

**S** – N/A

**P** – They have been given a free upgrade from C+2 to C+3; however this means 60 seats more and they are unsure about this. It should be absolutely fine. Accommodation is almost confirmed.

**A** – Directors say they are very close to having a full cast confirmed.

**T** – They would like help finding a technician

**Action Point:** Ellie Mitchell to ask the Producer to reopen for a technician as they initially opened quite early.

f. *Alice* (Edinburgh Fringe, Show Contact: Jack Rowan)

**S** – N/A

**P** – Producer has found out there isn't another aerial show to split costs with as initially thought, but this shouldn't affect anything. Jack Rowan will be receiving a detailed budget soon.

**A** – All good.

**T** – All good.

g. *The Country Wife* (Edinburgh Fringe, Show Contact: Lewis Scott)

No show report received.

**Action Point:** Lewis Scott to ask for a mid-week report and circulate to the rest of Committee.

## 5. Panto Selection Panel

Alex Barnett is selected to join the Panto selection panel.

## 6. Patron

We discuss potential patrons for Jack Rowan to contact. Ellie Mitchell unsubtly name-drops Sir Ian McKellen. She would like everyone to know that she had afternoon tea with him today and he was very lovely.

Jack Rowan asks that everyone lets him know of any other names soon. We discuss setting up an alumni network. Jack Rowan would like to set up a Facebook group as a starting point for enabling graduates to be kept in the loop, and to set up an alumni mailing list.

## 7. Stash

Alice Brightman not present. Deferred to next week.

## 8. Info List

*The Eradication of Schizophrenia in Western Lapland*

*Mnemonic*

Panto applications

Garden Party

## 9. A. O. B.

Catja Hamilton

- a. Asks if she can have admin rights for the crew list.

**Action Point:** Sheanna Patel to give admin rights for the crew list to Catja Hamilton.

Sheanna Patel

- a. The 24 Hour Plays will be taking place next term. We agree that the Producer of this should be provided with more guidance and support. Saskia Baylis and Oscar Yang appointed to assist the 24 Hour Plays.
- b. Explains that we may be able to acquire a Visualiser on an educational license, splitting the cost with the theatre.

**Action Point:** Sheanna Patel and Jack Rowan to discuss this with Mitchell Clarke.

Jack Rowan

- a. Brings up the issue of shows overrunning, as *The Winter's Tale* did on a few nights. There was dispute regarding when the show began and when there were Front of House delays. Ellie Mitchell suggests that for future shows Stage Managers are advised, as she was for *West Side Story*, to keep precise records of exactly when they are ready to open house, when house is opened, when they go on foyer warn and when the show begins in order to avoid disputes. We agree that this would be useful and that it is important for Clubshows to strictly follow rules on timings as overrunning is unfair on Lateshows, even where this means insisting that the Director cuts the show down. Ellie Mitchell suggests we discuss this in more detail with the Director's Rep present.

Alex Barnett

- a. There are certain individuals refusing to buy membership despite being frequently involved with Clubshows. How best can we respond to this?  
**Action Point:** Jack Rowan, Catja Hamilton and Alex Barnett to formally contact the individuals concerned.

Oscar Yang

- a. Suggests we do a committee trip to see *The Eradication of Schizophrenia in Western Lapland*. We agree this would be fun.  
**Action Point:** Oscar Yang to do a doodle poll.
- b. Asks if we can put together handover documents for LTM/Panto before the end of term, after exams. Catja Hamilton confirms she is planning to arrange this.

Ellie Mitchell

- a. Asks why we don't use CUSU's online voting system for elections as only having the ballot box in the bar reduces the electorate to those who are around the theatre or who can be bothered to make the trip. Sheanna Patel explains the difficulties due to the timeframe we have to vote in and the way the CUSU system works. Jack Rowan asks if we could develop our own online voting system; this may be possible.  
**Action Point:** Ellie Mitchell to talk to Alan Egan about the possibility of developing this.
- b. As an additional point to last week's discussion of the technical issues related to Panto and LTM, asks if we could ensure that committee advises the Producers of Panto and LTM to advertise for a Production Manager, particularly where the

Producer may not have technical experience or knowledge themselves. We agree that this is a good idea and has worked for Panto in the past.

Meeting Ends: 20.18