



Cambridge University Amateur Dramatic Club

Meeting Minutes, Sunday 12th March 2017, 5.00pm, Larkum Studio

17:05 Meeting begins

1. **Apologies for Absence**

Received From: Theo Heymann, Eva O'Flynn, Emma B-P, Toby Molyneux

Outgoing Committee Present: Jack Rowan, Oscar Yang, Catja Hamilton, Lewis Scott, Alice Brightman, Amy Malone, Will Bishop, Rebecca Vaa, Alan Egan, Alex Barnett, Saskia Baylis

Incoming Committee Present: Katherine Ridley, Andrew Tan, Oscar Yang, Sammie Ruston, Charlotte, Carine Valarché, Sophie Taylor, Adam Mirsky, Ellie Cole, Milly Parker

2. **Minutes and Matters Arising**

No issues with minutes.

Outgoing and incoming committee introduce themselves.

3. **Action Points**

No action points.

4. **Show Reports**

Fen (ADC Theatre, Show Contact: Ellie Mitchell)

No show report received – Lewis and Alex report.

S - 35% by end of week – reviews helped some unexpected spending on trip to Fen resulting in small loss

P - All good.

A - All good.

T - All good.

The Shape of Things (Corpus Playroom, Show Contact: Alice Brightman)

No show report received – Ellie reports.

S - 75%, two nights sold out.

P – All good.

A – All good – great reviews.

T – All good.

How to Succeed in Business Without Really Trying (ADC Theatre, Show Contact: Alex Barnett)

S – 30% - rising every day.

P – Going well.

A – All good – run went well, need to rehearse entrances and exits.

T – Get-in going well, lots of people have been showing up to help.

5. **Gender Outreach**

Catja fills incoming committee in on issues regarding women and non-binary people in tech roles, particularly in larger shows such as this year's LTM. The issue seems to be self-selection: women are not going for roles on the bigger shows. Sheanna summarises plans for the ADC Academy.

6. **Reserves**

Jack suggests that the incoming committee discuss what to do with the club's reserves. Various suggestions are raised including investing in theatre infrastructure, workshops, and an ADC cat (!).

7. **ADC Kitchen**

Sheanna provides context for the ADC Kitchen plan, involving an agreement to part-fund it given certain conditions including clearer rules about when the kitchen is locked.

8. **Theatre Redevelopment**

Sheanna fills in the incoming committee on the plans for Easter 2018: there will be a reduced season in venues around Cambridge.

17:34 Outgoing Committee leaves

17:35 Theo Heymann arrives

After much banter about a theatre cat (Ellie Cole is allergic to cats, and enjoys kicking them) the meeting continues.

9. **Aims for the Year**

Milly Parker: Facebook group for SMs and DSMs ("Do I care about the Emma freshers' play?!" *realises there are several people from Emma in the room*); charity boxes for props and costumes; tech-specific handout for fresher recruitment (with Theo Heymann); drop-in sessions for SM advice; more formal SM workshops.

Sammie Ruston: charity bucket for costumes; fortnightly workshops; getting people to come give talks; compile information into one document.

Charlotte Stephenson: Facebook group for producers to provide advice; drop-in sessions for freshers before applications for freshers shows.

Action point: Milly Parker and Charlotte Stephenson to chat to management about what to call the Facebook groups.

Carine Valarché: publicise membership benefits within the ADC (apparently she has been denying people half-priced ice creams); resolve membership issues regarding band members; figure out what to do with the alumni mailing list.

Action point: Andrew Tan to find out why the 3 for 2 opening night discount isn't working

Sophie Taylor: look into discounted drinks for CUADC members to make the ADC bar more of a social hub in Cambridge; informative ADC YouTube videos.

Action point: Sophie Taylor to start a Facebook group with people interested in making the videos.

Adam Mirsky and Ellie Cole: Workshops throughout the year (themed? Oscar Yang: "HORROR?!"); drop-in sessions for actors; improve communication between actors and Actors' Reps, possibly using a Facebook page; increasing accessibility for people who aren't actors yet; improve diversity in Cambridge theatre scene: possibility of a BME rep within the committee; advertise roles which are written for BME characters and/or people with regional accents; improve use of content warnings, potentially including in contracts that publicity has to include content warnings; look into getting content warnings on Camdram; liaise with Relaxed Theatre Company regarding content warnings; advertise opportunities outside Cambridge; bring in alumni and professionals to do talks and training.

Action point: Adam Mirsky and Ellie Cole to talk to Theo Heyman about actor-technician relations

Theo Heymann: work with Jamie and John to write information sheets for theatre equipment; possibility of creating a technicians' Facebook group; gender outreach in tech; inter-freshers'-shows social.

Katherine Ridley: do constitutional review earlier in the year; work with Sophie Taylor on events and book Club Dinner soon; work on environmental focus with Milly Parker, keep ball rolling regarding gender outreach in tech.

Andrew Tan: make revisions to show contracts; revise management of reserves; work on BME diversity strategies; debriefs with producers after clubshows.

Oscar Yang: focus on evaluation of shows (especially freshers' shows); centralise resources; revise how show reports work; increase support for Edinburgh shows; promote CUADC branding; BME and gender outreach; make the info list more fun; sort out writers' list; sort out the reviews situation.

10. **Co-option of Club Publicist and Webmaster**

Oscar Yang informs us that Tom Warwick has expressed an interest in being Club Publicist and Charlie Eardley is also been suggested. Ben Martineau and Charlie Jonas are suggested for Webmaster. Oscar emphasises that the Club Publicist role is more of a producer role than a designer role.

Action Point: Katherine Ridley to contact the aforementioned people to ask for a manifesto.

11. **Assignment of Show Contacts**

How to Succeed in Business Without Really Trying (Lent Term Musical) - Sammie Ruston

MOJO (Week 2 Mainshow) - Adam Mirsky

The Flick (Week 2 Lateshow) - Sophie Taylor

9 Parts of Desire (Week 3 Playroom Mainshow) - Theo Heymann

The Language Archive (May Week Playroom Mainshow) - Andrew Tan

A Sudden Burst of Blinding Light (Edinburgh) - Ellie Cole

Human Animals (Edinburgh) - Milly Parker

Maklena Grasa (Edinburgh) - Charlotte Stephenson

Exile (Edinburgh) - Carine Valarché

12. **Show Selection for Week 1 Mainshow**

Katherine Ridley agrees to join the show selection panel.

13. **Show Selection Category for Michaelmas**

Oscar Yang explains how show selection categories are used, and asks anyone who has any ideas to message him. Katherine Ridley suggests specifying a show in translation.

Action point: People to message Oscar with ideas for show selection categories.

14. **Revision of Show Contracts**

Andrew Tan suggests some changes to show contracts:

- protecting producers from overspending by creating a template for producers to use to send out budget specifications to production team members

- specifying in contracts that producers must include content notes on the ADC website and direct towards this information in publicity

15. **Committee Stash**

Oscar Yang requests no Varsity jackets. Several people express a preference for sweatshirts. Ellie Cole suggests club tattoos. Adam Mirsky gets very excited about the idea of tracksuits – everyone gets very excited about the idea of Oscar Yang in a tracksuit.

Action point: Sammie Ruston to look into designs for t-shirts and sweatshirts

16. **Info List**

How to Succeed in Business Without Really Trying

SM Drop-in sessions starting from Sunday

17. **A.O.B.**

From the outgoing committee:

Alice Brightman:

Richard de Cordova is the new AV Technician at Queen's and has been in touch regarding plans for the costume store. Suggests committee discusses how much money we can give for the organisation and cleaning of the costume store.

Alan Egan:

Will be running the handover of email accounts over the next few weeks. Recommends people approach him regarding email problems over the next few weeks as he will complete the email addresses handover before he hands over to the new Webmaster.

Alex Barnett:

Has been giving drinks tokens for Playroom shows at the beginning of the week but Management is not happy with this – they want drink tokens to only be used on one specific day. Band membership is still an issue. Ellie Mitchell points out that in the new constitution Special Membership can be free, although band members still fall under the category for Ordinary Membership.

Will Bishop:

Has been googling CUADC (looking for his name?). Has discovered apostrophe mistakes on the website (Lewis is a little bit repentant).

Oscar Yang:

Asks for a deadline for the clearing out of the Club Office. Sheanna suggests Thursday evening.

From the incoming committee:

Katherine Ridley:

Explains how minutes works and encourages people to send her agenda items if they'll last more than five minutes.

Milly Parker:

Asks everyone to let people know that SM drop-in sessions are starting from 3pm on Sundays in the clubroom.

Andrew Tan:

Asks how we're meant to find musicians for a show. Oscar Yang says we usually go through CUMTS. He thinks CUMTS has a band list. Milly Parker asks whether we can build a better relationship with the various music societies.

Oscar Yang:

Suggests that Rob Eager can take committee photos at the start of Easter Term.

Action point: Oscar Yang to contact Rob Eager.

The Executive Committee is looking for suggestions for other venues for when the theatre is closed, if anyone has any ideas they should let Oscar know.

19:10 Meeting finishes