



Cambridge University Amateur Dramatic Club

Minutes, Friday, 17th March, 2017, 16:00, Larkum Studio

Meeting starts 16:13

1. Apologies for Absence

Received from: Sophie Taylor and Theo Heymann

Present: Oscar Yang, Katherine Ridley, Andrew Tan, Eva O'Flynn, Adam Mirsky, Ellie Cole, Sammie Ruston, Charlotte Stephenson, Carine Valarché, Milly Parker, Daniel Christopher

2. Minutes and Matters Arising

No issues with minutes.

3. Action Points

- a) Milly Parker and Charlotte Stephenson to chat to management about what to call the Facebook groups
Management advised that the groups would not be affiliated to the ADC so it is completely up to CUADC what they are called. We decided on 'Cambridge Theatre: Producers/Stage Managers/etc'.
- b) Andrew Tan to find out why the 3 for 2 opening night discount isn't working
Andrew Tan has investigated and discovered that it does in fact work.
- c) Sophie Taylor to start a Facebook group with people interested in making informative videos
Sophie Taylor not present to report, deferred to next meeting.
- d) Adam Mirsky and Ellie Cole to talk to Theo Heymann about actor-technician relations
They chatted and came up with some ideas to be formalised, which will be discussed at the next meeting.
- e) Katherine Ridley to contact interested people to ask for manifestos for Club Publicist and Webmaster
Done (see below).
- f) Sammie Ruston to look into designs for t-shirts and sweatshirts
Done (see below).
- g) Oscar Yang to contact Rob Eager about committee photos
Rob Eager is keen to take the photos. Oscar Yang will pass on his email address to Katherine Ridley who will finalise arrangements.

Action point: Katherine Ridley to make arrangements for committee photos

4. Show Reports

- a. *How to Succeed in Business Without Really Trying* (Lent Term Musical) - Sammie Ruston
 - S – 40%, should rise over next week.
 - P – All good.
 - A – All good, actors are eager to improve.
 - T – Set had to be finalised after opening night but is now all done. SM team are all on point.
- b. *MOJO* (Week 2 Mainshow) - Adam Mirsky
 - S – Ticket sales have not started yet, but publicity has been planned.
 - P – First production meeting happened on Tuesday. They are waiting on designs for the set designer, and have not received a budget yet.
 - A – Have a cast and have started rehearsals, are planning a group trip to a club for 'research'.
 - T – Have a full tech team apart from an SM but have contacted people who might be interested; are thinking of gelling the house lights; are working on adapting their set around *The Flick*.
- c. *The Flick* (Week 2 Lateshow) - Sophie Taylor
 - S – Tickets are not yet on sale.
 - P – Have a full production team who are all ready to start promoting the show next term.
 - A – There are plans to rehearse in London during the vacation.
 - T – They are still missing a sound designer and a technical director.
Action Point: Daniel Christopher to contact Tom Bevan about helping to find a TD
- d. *9 Parts of Desire* (Week 3 Playroom Mainshow) - Theo Heymann
Theo Heymann not present to report.
- e. *The Language Archive* (May Week Playroom Mainshow) - Andrew Tan
 - S – Tickets are not yet on sale.
 - P – Applications received for producer, production designer, and TD. Producer knows people she can ask for the remaining roles.
 - A – Has been cast
 - T – Have a TD, still looking for other roles (see above).
- f. *A Sudden Burst of Blinding Light* (Edinburgh) - Ellie Cole
 - S – Nothing yet, as they have not yet secured a venue. Two venues have made offers but they are awaiting more specific details.

- P – Applications will open next term.
- A – Are planning on holding auditions next term and rehearsing after exams.
- T – Applications will open early next term; the show isn't set heavy but lighting is important so they need a technician.
- g. *Human Animals* (Edinburgh) - Milly Parker
Haven't got a producer but have got a venue
Action Point: Charlotte Stephenson to help the director find a producer
- h. *Maklena Grasa* (Edinburgh) - Charlotte Stephenson
S – Have a venue but sales have not yet started.
P – Have received no applications for producer but the director is starting to contact people directly.
A – Will hold auditions early next term.
T – Is interviewing a stage manager later this week. Received no applications for lighting or sound designers so will start contacting people directly.
- i. *Exile* (Edinburgh) - Carine Valarché
Producer is sorting out accommodation and starting to apply for venues.
Publicity and rehearsals will start next term.

5. Committee Aims

Aims of committee members who were not present at the past meeting:

Eva O'Flynn: to form stronger connections and encourage more collaboration between directors in Cambridge; to look at representation in theatre and encourage a wider variety of show applications; to draft actor protection guidelines for directors.
Daniel Christopher: to encourage more people to get involved in technical theatre as there are not enough people involved for the number of shows we are putting on; to put on workshops (the first of which has already been arranged); to make more information available for TDs (in style of the SM guide); to prepare for the theatre development; to run a mini-camp over Easter. They suggest that CUADC purchase a copy of the ABTT guide as it very expensive so it is unrealistic to expect individuals to buy their own copy.

Action Point: Daniel Christopher to check with Toby Molyneux about electronic copies of the ABTT guide.

We discuss the timeline for the year and when we each intend to complete our aims:

Andrew Tan: investigate and implement plan for reserves by Easter; BME outreach and investigation into sundries charges ongoing.

Eva O'Flynn: actor protection guidelines written up over Easter; look into representation around application time.

Adam Mirsky and Ellie Cole: content warning developments ongoing, Ellie Cole has contacted the Sogur producers for advice on this; trial workshop(s) in Easter Term and then more in Michaelmas; changing format of actors list starting next term; will set up chat with Theo Heymann and Daniel Christopher over Easter; idea of BME rep will have to wait until constitutional review; efforts to get people on actors list starting now.

Sammie Ruston: has started her Designers Facebook group; has been in contact with the Queens' costume store manager; has started set hours for costume store visits; will arrange a workshop on stage design in Michaelmas when people are less busy.

Charlotte Stephenson: will start Facebook group soon; will get together resources after she has done a Corpus show next term; might start drop-in sessions next term; main push in October for freshers.

Carine Valarché: lots of things to discuss next meeting including more benefits for current members and publicising benefits via a poster.

Milly Parker: charity bin starting next term; stage manager drop-in sessions every other Sunday starting week 0 next term; review SM guide by end of the year; try to get directors to understand what prod and tech team members do (with Eva O'Flynn); provide a jargon guide (with Theo Heymann).

Action point: Everyone to send Eva notes on what they wish directors knew about their roles.

Daniel Christopher: mostly ongoing projects: workshops for Michaelmas; writing set building guidelines over the vacation; promoting welfare among techies.

Katherine Ridley: event planning ongoing; constitutional review early in Lent term; environmental plans over Easter break.

Oscar Yang: most things in agenda or are ongoing.

6. Show Evaluation

Oscar Yang explains that he wants to be able to better evaluate CUADC's work as a funding body. It's difficult for producers to talk about acting when giving a SPAT report so Oscar Yang suggests that the Actors' Reps divide up the shows to get reports straight from the actors. Actors should be able to tell someone in confidence if they are being treated badly by a director or producer. Adam Mirsky and Ellie Cole agree that they should contact actors twice: half way through the rehearsal process and again towards the end of rehearsal, and that they should be contacted individually. Oscar Yang suggests that they trial this in Easter term and we can discuss how to refine it following that.

Andrew Tan asks whether it would be good to have a similar system for techies, Daniel Christopher says they know all the current TDs anyway so such a formal

system isn't necessary.

Oscar Yang suggests using feedback forms at the end of shows to find out how we did as a funding body, and Charlotte Stephenson suggests that these forms be anonymous. We decide to make the final SPAT report a SPATE report (the inclusion of an extra letter is highly distressful for Oscar Yang) asking producers to evaluate how we did as a funding body. We agree that this should focus on the producer evaluating us as a funding body rather than evaluating their show or their team members.

Action point: Charlotte Stephenson to come up with some questions to ask producers as part of this evaluation.

7. Reviews

Lewis Scott made a spreadsheet showing when reviews of clubshows were released. Fewer than 40% of reviews were released within a day of opening night. Carine Valarché suggests we should ask editors why this turnaround is so slow. Charlotte Stephenson says we should encourage producers to have photos ready to send. Daniel Christopher says that most reviewers submit their reviews quickly but the articles have to go through several editors before they are published. Katherine Ridley suggests we meet with theatre editors at the beginning of each term to discuss this issue. Oscar Yang says that last year they had a 'Media Night' with committee members and theatre editors which went really well. We discuss the advantages of a more formal meeting with each editor versus a more informal drinks event. Katherine Ridley suggests signing informal contracts with theatre editors each term to emphasise that this is an agreement that is renewed each term. We agree that will decide what exactly how to meet the editors at the beginning of next term.

8. Financial Policy

Andrew Tan reports that CUADC currently has around £90,000 in its current account. He suggests that we find some way to invest these reserves in a low-risk, low-return way, using the interest to invest in student theatre every year.

Action Point: Andrew Tan to investigate options and present them at the next committee meeting.

9. Content Notes

Oscar Yang reports that all producers and directors at funding meetings were asked to make content notes readily available for their shows. Carine Valarché notes that there is no requirement to put use of a strobe light as a content note. Katherine Ridley points out that this information is required in the General Information form.

Action point: Adam Mirsky and Ellie Cole to write a guide to content notes as it is becoming apparent that no-one really knows what they are.

Andrew Tan suggests that a print-out of the content notes taken from the show application should be included in the show folder so that producers are made aware of them.

Action point: Charlotte Stephenson to talk to Jamie Rycroft about this, and to ask how the theatre deals with content warnings on the door.

Daniel Christopher asks whether we're planning on having content notes included on the aluminium panel along with things like warnings of strobe lights. Adam Mirsky explains that we are aware of people wanting to avoid spoilers so we are trying to direct people towards content warnings. Ellie Cole suggests making it clear that customers can ask the box office attendant about content warnings through a sign.

18:05 Milly Parker leaves

10. Writers' List

Deferred to next meeting.

11. Co-option of Club Publicist and Webmaster

Gabriel Humphreys approached Oscar Yang about being Club Publicist following last committee meeting, so is included as a candidate. We vote and Oscar counts the votes. Charlie Jonas is voted in as Webmaster and Charlie Eardley is voted in as Club Publicist. **Action point:** Katherine Ridley to email all applicants to notify them of the result.

12. Committee Stash

Sammie Ruston presents some ideas for committee stash. We decide on sweatshirts with t-shirts as an add-on option. We decide on a blue background with white embroidery.

Action point: Sammie Ruston to create a Facebook vote to finalise the design.

13. Garden Party

We agree to return to Churchill for the garden party this year.

Action point: Katherine Ridley to book Churchill.

14. Club Dinner

Andrew Tan suggests Westminster College. Everyone agrees Michaelhouse was a

really nice venue and we'd like to go somewhere similar next year.

15. Info List

Happy Holidays

Announce new committee members

How to Succeed in Business Without Really Trying

16.A.O.B

Oscar Yang: Asks if everyone's had their handovers, which they have. Informs us Alan Egan is doing the email handover soon. Asks for suggestions for a new Club Office code. Asks people to message him with show selection category ideas, and to think of plays to use for next year's freshers' plays.