



Cambridge University Amateur Dramatic Club

Minutes, 29 April 2017, 14:00, St John's College

Meeting starts 14:10

1. Apologies for Absence

Received from: Ellie Cole, Sophie Taylor, Theo Heymann, Milly Parker, Carine Valarché, Eva O'Flynn

Present: Oscar Yang, Andrew Tan, Katherine Ridley, Charlotte Stephenson, Sammie Ruston, Adam Mirsky, Charlie Jonas, Charlie Eardley

As many people are not present, action points and agenda items pertaining to absent committee members will be deferred to the next meeting.

2. Minutes and Matters Arising

Andrew Tan says that Edinburgh shows have to make a lot of payments in the next few days. He cannot yet make direct bank transfers from the CUADC account so he is going to use money from his personal account and then pay himself back from the CUADC account. This will be to the amount of around £4000.

3. Action Points

- a. *Sophie Taylor to start a Facebook group with people interested in making informative videos*
Deferred.
- b. *Katherine Ridley to email Jamie to book the Larkum Studio for headshots*
Done.
- c. *Reps to send Eva O'Flynn notes on what they wish directors knew about their role*
Deferred.
- d. *Sammie Ruston to make a Facebook poll to choose a stash design*
She is doing it right now (exciting!).
- e. *Milly Parker to research which charities could come collect from the props and costumes recycling bins, and to talk to management about where to put the bins*
Deferred.

- f. *Daniel Christopher to write the letter to the proctors, and Oscar Yang to send the letter*
Deferred.
- g. *Andrew Tan to gather more information on accommodation costs for other Edinburgh shows*
Discussed below.
- h. *Theo Heymann to ask the Gilbert and Sullivan society about how their subsidies scheme works*
Deferred.
- i. *Oscar Yang to arrange meeting with the theatre editors*
Oscar Yang sent the emails today. Charlie Eardley will attend the meetings as well.
- j. *Oscar Yang to write a reply to the letter on BME representation*
Discussed below.
- k. *Andrew Tan to organise the BME Forum*
Discussed below.
- l. *Charlie Jonas to look into making mailing list authorisation automatic*
Not done yet but he will have a look.
- m. *Katherine Ridley to send Charlie Jonas the updated version of the constitution, and Charlie Jonas to put it on the Club website*
Katherine Ridley has sent Charlie Jonas the constitution, he will put it on the website.
- n. *Sophie Taylor to investigate use of ARU's photography studio*
Deferred.

4. Show Reports

- a. *MOJO (Week 2 Mainshow) – Adam Mirsky*
No report yet received.
- b. *9 Parts of Desire (Week 3 Playroom Mainshow) – Theo Heymann*
S – Minimal.
P – All roles filled, first production meeting happening today.
A – Fully cast, rehearsals starting on Monday.
T – Will be discussed at meeting today.
- c. *The Language Archive (May Week Playroom Mainshow) – Andrew Tan*
S – 4%
P – Production meeting happening next week.
A – Read-through done, rehearsals being organised.
T – Set requirements are being discussed.

- d. *A Sudden Burst of Blinding Light* (Edinburgh) – Ellie Cole
 - S – n/a
 - P – Have applications for SM and Technician.
 - A – Auditions done, recalls happening today.
 - T – Need a strobe, which they will look into when they have a technician.
- e. *Human Animals* (Edinburgh) – Milly Parker
 - No report yet received.

Oscar would like everyone to know he takes a keen interest in our clubshows and we should all be very excited about them.

- f. *Maklena* (Edinburgh) – Charlotte Stephenson
 - S – n/a
 - P – All good.
 - A – Recalls happening this weekend.
 - T – Still need an SM and an LD. Are asking about using the workshop to build in July.
 - Action point:** Charlotte Stephenson to talk to Daniel Christopher about whether anyone will be around in July to do carpentry.
 - Action point:** Charlotte Stephenson to liaise between producers to arrange sharing workshop costs.
- g. *Exile* (Edinburgh) – Carine Valarché
 - No show report received.

5. Show Selection

Adam Mirsky will be joining the Michaelmas show selection panel. No one has yet expressed interest in joining the Panto selection panel.

Action point: Oscar Yang to ask again whether anyone would like to join the Panto selection panel.

6. BME Forum

The committee has read the letter Oscar Yang has written in reply to the letter received last week. Andrew Tan makes suggestions for rephrasing our reasons for holding an open forum rather than forming a subcommittee. Oscar Yang will make changes and send the letter out. Andrew Tan has booked the bar from 5pm on 8 May. We will suggest this as a provisional time which can be changed depending on people's availabilities.

Action point: Oscar Yang to send the letter.

7. **Maklena Funding Proposal**

Andrew Tan has gathered accommodation price information from five shows. There is quite a range but the *Maklena* accommodation costs seem comparable to the prices paid by previous Edinburgh shows. Charlie Eardley explains that based on a discussion with the *Maklena* producer the concern is about a wider problem with the expense of going to Edinburgh rather than a show-specific problem. Andrew Tan suggests drafting a letter in response to the *Maklena* team explaining that we cannot specifically subsidise their accommodation but thanking them for raising the issue, and that we will discuss the possibility of subsidising shows in the future.

Action point: Andrew Tan to draft this letter.

Katherine Ridley says she thinks that if we are going to help shows there should be some kind of protocol rather than only helping individuals who specifically ask us.

Action point: Carine Valarché to gather more information Pembroke Players on their subsidies scheme.

Oscar Yang raises the issue of helping people involved in CUADC shows while not others; this may make people prioritise working on CUADC shows and not wanting to go to Edinburgh with other societies' shows.

8. **Band Membership**

Deferred.

9. **Alumni Contact**

Deferred.

10. **Membership Benefits**

Deferred.

11. **Club Website**

Action point: Charlie Eardley to send Charlie Jonas clubshows' publicity material for the CUADC website.

Adam Mirsky points out the misplaced apostrophes on the committee page. Charlie Eardley suggests changing the front page's calendar layout. Charlie Jonas suggests getting rid of the current homepage so that the whole website has the same aesthetic. We all agree that the landing page should show this term's shows. Charlie Eardley points out that most of the photos on the website are from very old productions. He suggests changing the photos to

more recent shows.

On a different note, Charlie Jonas points out that the garden party photo in the club room is also out of date.

Action point: Katherine Ridley to find out where this year's full garden party photo is and to replace the one in the clubroom, and to look into putting committee photos up the stage stairs.

12. CUADC Library

Oscar Yang points out that books from the Club Office are often used as props. We discuss cataloguing the books and making them available for people to borrow, but there aren't many books so this may not be very useful. Andrew Tan suggests having a list of available books in the Club Room so that people know they are free to borrow. Several people state that they don't think the books would actually get used. Katherine Ridley says that if we don't think the books are useful we should get rid of them somehow. Katherine Ridley suggests a trial borrowing period; if no one wants to borrow a book during this period then we will find a way to get rid of them.

Action point: Katherine Ridley to organise this.

13. Writers' List

Deferred.

14. Info List

MOJO

Show applications

Panto applicatons

15. A.O.B

Charlie Jonas:

Asks whether people think it would be useful to be able to access previous emails sent to and from their committee role's email addresses. We all agree that it would be useful. Charlie Jonas explains that this would involve using Google accounts rather than Hermes, which would incur some cost. Andrew Tan says this is fine. We will return to this after exams when Charlie Jonas has more time.

Charlotte Stephenson:

Has received an email from John's May Ball about advertising employment. We agree to add this to the bottom of the producers' list as it is relevant.

Sammie Ruston:

Informs us that she has just posted the stash poll.

Informs us she is putting on 'workshop workshops' and wants to teach people to build a flat. Asks if CUADC can pay for a wood order to build these flats, which will then be used for MOJO. We agree that she should ask MOJO to pay.

Charlie Eardley:

Says that he cannot edit anything on Camdram.

Action point: Oscar Yang to ask Jamie to link clubshows to CUADC on Camdram so that we can access ticket sales.

Katherine Ridley:

Asks Andrew Tan about the deposits for Club Dinner and the Garden Party. He confirms that he will pay them tomorrow.

Meeting ends 15:22