



# Cambridge University Amateur Dramatic Club

Agenda, 21 May 2017, 18:00, St John's College

Meeting starts 18:07

## 1. Apologies for Absence

Received from: Adam Mirsky, Eva O'Flynn

Present: Sophie Taylor, Charlie Eardley, Ellie Cole, Sammie Ruston, Milly Parker, Charlotte Stephenson, Theo Heymann, Ana Pluskoska, Carine Valarché, Andrew Tan, Charlie Jonas, Oscar Yang, Katherine Ridley

## 2. Minutes and Matters Arising

Minutes passed.

## 3. Action Points

- a. Sophie Taylor to email ARU's SU's Academic Officer about using the photography studio.  
She emailed but has not yet received a reply.
- b. Katherine Ridley to track down the Garden Party photograph.  
She has not yet received a reply from Mitchell. We agree that we are so close to this year's Garden Party that we might as well wait and put this one's up.
- c. Sammie Ruston to order the sweatshirts.  
Done.
- d. Sammie Ruston to talk to Richard about our concerns regarding the Costume Store.  
Done. Richard agrees with our points. Sammie has arranged to have a meeting with more senior people at Queens' College to make sure they are happy with our plans to run the Costume Store.
- e. Everyone to think of ideas for next year's LTM.  
No one has ideas yet but Oscar Yang says that this is not time-critical.
- f. Katherine Ridley to organise another headshots session.  
Done.
- g. Katherine Ridley to email Ana Pluskoska offering her the role.  
Done.
- h. Sophie Taylor to organise the creation of a guide to Edinburgh.  
She has messaged a few people who are going to Edinburgh this year

about writing a diary and a budget guide. She will create a template to send to them.

- i. Katherine Ridley to organise the committee photograph for a different day during May Week.

She asks everyone to fill out the poll.

**Action point:** Katherine Ridley to find a location and book the committee photo.

- j. Sophie Taylor to contact Emma B-P about a game and decorations for the Garden Party.

Done. Emma B-P has passed on ideas.

- k. Sophie Taylor to talk to Vicky about promoting the ADC bar.

Deferred until after exams.

- l. Andrew Tan to talk to the MOJO producers about selling the jukebox.

They are happy to sell it but don't know where the jukebox is. Theo Heymann informs us it is in his room.

- m. Charlie Jonas to make Adam Mirsky and Ellie Cole moderators on the actors' list.

Done.

- n. Charlie Eardley to design a Garden Party invitation.

Done. Charlie Jonas is a keen bean and has made it his cover photo.

- o. Katherine Ridley to make a Doodle poll to decide on a time for our meeting on 13 June.

Done.

- p. Charlie Jonas to remove the mailing lists' reply-to overrides.

Done.

#### 4. Show Reports

- a. *MOJO* (Week 2 Mainshow) – Adam Mirsky

None received.

- b. *Nine Parts of Desire* (Week 3 Playroom Mainshow) – Theo Heymann

S – 53%

P – All good. The producer was especially impressed by the set designer for who this was her first show.

A – 'Utterly gorgeous'. Brilliant reviews, and a standing ovation on the final night.

T – All good.

E – The budget for publicity was too generous, and publicity done through

CUADC social media could have been better. They would like some guidance on SPAT reporting.

- c. *The Language Archive* (May Week Playroom Mainshow) – Andrew Tan

S – 6%

P – The publicity is going to be approved soon.

A – They are rehearsing every week end to avoid exam clashes.

T – Set plans are underway. They may need to ask for more money but will try to rearrange the budget first.

- d. *A Sudden Burst of Blinding Light* (Edinburgh) – Ellie Cole

S – They are now on sale!

P – Have had a first production meeting, and most of the production team were involved in the Cambridge run.

A – Have not met with cast yet but will do so soon.

T – There is an issue with having a tech rehearsal in Edinburgh as the venue can only offer one hour on August 1<sup>st</sup> so they are planning on doing a cue to cue in Edinburgh and a longer tech rehearsal in Cambridge.

- e. *Human Animals* (Edinburgh) – Milly Parker

No update.

- f. *Maklena* (Edinburgh) – Charlotte Stephenson

S – They are on sale.

P – They will be holding a rehearsed reading on June 11. CUADC are not funding this as they want to use the profits to subsidise accommodation but they would still like to use CUADC resources for publicity. We agree that this is fine. They are looking into a self-funded London run in August.

A – No update.

T – The full tech team is confirmed. Most won't be able to make it to the London run but they will look into getting other people in to help.

- g. *Exile* (Edinburgh) – Carine Valarché

No update. Charlie Eardley says that he cannot find them on the Fringe website and we should double check that they are registered.

**Action point:** Charlotte to get in contact with them about this.

We appoint Theo Heymann as the show contact for Panto.

## 5. Executive Committee Meeting

Oscar reports back on the last Executive Committee meeting. He tells us that Vicky is looking into four venues to host four different shows during the theatre closure next year, including the Footlights tour show. They are thinking about pre-programming shows that will work well in the specific

venues. There will be an end of year party on June 24<sup>th</sup>.

## **6. Membership Buying Issues**

Carine Valarché reports that there was an issue with band members of MOJO not buying membership. The producer asked the band members to buy membership and insisted that this was compulsory, but the band did not buy membership. Carine Valarché asks what should be done in these cases.

Andrew Tan says that in order to claim insurance for a member we would have to be able to prove that they were members before the incident. Oscar Yang suggests that we take a hard line and that Carine Valarché tries to insist that people buy membership before get-in weekend. We agree that Carine should set a deadline to have membership a week before the show, and that it is the producer's responsibility to get company members to buy membership. If they have not bought membership a week before the show Carine should send an official warning email.

## **7. Freshers' Plays**

Oscar Yang says we need to start thinking about a timeline for Freshers' Plays. He suggests we write suggestions on a spreadsheet and make sure that at least one person on committee has read each of them. At our meeting on the June 13<sup>th</sup> we can discuss the suggestions. Oscar Yang says that for an ADC mainshow there should be a medium cast size and reasonable technical opportunities. The ADC lateshow should have a simple set. The Corpus mainshow can be like a normal Corpus show. We can't choose a show that has been performed at the ADC Theatre or Corpus Playroom in the last three years.

**Action point:** Katherine Ridley to make the spreadsheet.

## **8. CUADC Camp Places**

Milly Parker talked to John about the possibility of CUADC-funded Camp spaces. John is happy with this because he wants Camp this year to have a focus on training. John said the theatre could still cover food costs but he would ask CUADC to cover accommodation. We agree that John should let us know if Camp is oversubscribed and we can consider funding places for people who have missed the cut off. Andrew Tan suggests asking John to reserve a certain number of spots for female and non-binary techies. Milly Parker reports that of the people who have signed up so far, only 10% are female or non-binary. Theo Heymann confirms that the list of people invited

has a roughly 50:50 gender split. We agree that we can't decide what to do until the cut-off is reached, and then we can decide whether or not to fund extra places. Katherine Ridley suggests a female and non-binary techies Facebook group. Milly Parker offers to set it up. We agree that it should not be affiliated to CUADC but should be more casual.

**9. Clare Actors' Workshops**

Deferred to next meeting.

**10. Ukrainian Society Involvement in *Maklena***

Charlie Eardley has told the Maklena producer that we will not put the Ukrainian Society logo on the Maklena poster for the Edinburgh Fringe as he doesn't want it to seem like they are co-funding, but he is happy for them to put the logo on the poster for the Cambridge run. Charlie suggests adding something on the flyer like 'With thanks to the Cambridge University Ukrainian Society'. Someone involved in the Ukrainian Society is helping to translate the play and most of the ticket sales from the rehearsed reading will come from the Ukrainian Society. We all agree that this is fair.

**11. ETG Loan**

Alex Ridley has sent a request for a loan from CUADC for ETG. Oscar Yang raises the issue of this setting precedent for giving loans. Katherine Ridley explains that they are learning a lot from past tours and are confident that this year's tour will make a profit, but says that Alex Ridley is better placed to answer financial questions. We agree to invite Alex Ridley to the next meeting.

**12. Info List**

Nothing.

**13. A.O.B**

*Charlie Eardley*

Has received an email from Jamie about publicity. Jamie would like to know about publicity campaigns in advance so that the theatre can support them. He would like to encourage mainshows to have separate producers and publicists. Charlotte Stephenson says that she agrees with that. Katherine Ridley says that it should not be compulsory to have a publicist because she really enjoys doing publicity. Andrew Tan says that he usually works with a publicist and enjoys not having to worry about publicity. He says that there's

probably a lot of value in just stating that having a publicist is an option. Jamie would also like to rewrite the publicity handbook. We all agree that this should be put in the producers' handbook.

*Milly Parker*

Asks Charlie Eardley if there's a certain cover photo she should use for the female and non-binary techies event. Milly suggests doing the event during Week 7. Charlie says he will deal with this after exams.

*Charlotte Stephenson*

Asks if we are getting show reports between now and our next meeting. Oscar Yang says no.

*Ana Pluskoska*

Says she has talked to other techies going to the Fringe and suggests setting up a spreadsheet so that shows can exchange lighting and sound ops. Theo Heymann says this is a good idea.

*Andrew Tan*

Says that the BME panel is going to be in Week 7 and asks Charlie Eardley if he can help him with publicity after his exams finished, which Charlie Eardley agrees to.

Asks if there's a way to get more producers involved in Cambridge theatre, as at the moment there are a handful of producers working on lots of shows. Charlotte Stephenson says that she is going to do everything she can to get lots of fresher producers involved in Michaelmas.

*Oscar Yang*

Reminds everyone of the funding meeting on Tuesday.

Meeting ends 20:19