



Cambridge University Amateur Dramatic Club

Minutes, 13 June 2017, 17:00, Larkum Studio

Meeting starts 17:12

1. Apologies for Absence

Received from: No-one.

Present: Ana Pluskoska, Charlie Eardley, Sammie Ruston, Andrew Tan, Theo Heymann, Oscar Yang, Eva O'Flynn, Ellie Cole, Adam Mirsky, Sophie Taylor, Charlotte Stephenson, Katherine Ridley

Charlie Jonas and Milly Parker arrive during the meeting.

Alex Ridley is present for part of the meeting by invitation.

2. Minutes and Matters Arising

No issues with minutes.

3. Action Points

1. Katherine Ridley to find a location and book the committee photo.
The photograph will be taken at Fitzwilliam College at 4pm on Wednesday 21 June.
2. Sophie Taylor to talk to Vicky about promoting the ADC Bar.
She will do this in Michaelmas.
3. Charlotte Stephenson to contact Exile about making sure they are on the Fringe Website.
She has confirmed that they are on the website.
4. Katherine Ridley to make a spreadsheet to gather suggestions for Freshers' Plays, and everyone to add to this spreadsheet.
Done.
5. Charlie Eardley to help with publicity for the Women and Non-Binary Techies Drinks and the BME Panel.
Andrew Tan says he will talk to Charlie Eardley about this. The Women and Non-Binary Techies Drinks has been postponed to Michaelmas.
6. Theo Heymann and Ana Pluskoska to plan the creation of infographics.
They will do this over the next couple of weeks.
Action point: Theo Heymann and Ana to do this.
7. Charlie Jonas to find a way to remove graduated students from the mailing lists.
This will happen over the summer.
8. Charlie Jonas to investigate using a different email system so email archives can be passed on.

9. Andrew Tan to investigate the use of reserves.
Michaelmas
10. Katherine Ridley to organise a trial of the CUADC library.
Michaelmas

4. Show Reports

1. *The Language Archive* (May Week Playroom Mainshow) – Andrew Tan
 - S – 13%.
 - P – All good.
 - A – All good. A full run took place on Sunday.
 - T – All good. The paper tech is happening at the end of this week.
2. *A Sudden Burst of Blinding Light* (Edinburgh) – Ellie Cole
 - S – 6 tickets
 - P – They are currently trying to find a way to get the set to Edinburgh.
 - A – Rehearsals are happening this week and next week.
 - T – The paper tech happened on Sunday and went well.
3. *Human Animals* (Edinburgh) – Milly Parker
 - S – None yet.
 - P – Have just had a publicity shoot so will soon have a set of photos and a trailer to post online. Once they have done this they will set up their social media, put up posters, and start contacting radio shows etc.
 - A – Rehearsals will start in July.
 - T – All good.
4. *Exile* (Edinburgh) – Carine Valarché
 - S – No update.
 - P – Production team is nearly complete but they are looking for a publicist. We agree that they are unlikely to find someone to act as publicist unless it is someone who is already going to Edinburgh, and that it is probably best that the producers take care of publicity themselves. They are aiming to have a poster and flyer design by Tuesday, which they will send to Charlie Eardley and to the venue for approval.
 - A – No update.
 - T – They are having a production meeting tomorrow afternoon.
5. *Maklena*
 - S – n/a
 - P – They are planning their travel to Edinburgh.
 - A – The rehearsed reading went really well and workshops are going well.
 - T – All good.
6. Panto (Mich 7-8) Theo
 - S – n/a
 - P – Prod team interviews are being finalised by May Week; they still need a

production designer and a costume designer.

A – Auditions will take place in Michaelmas.

T – See above.

Charlie Jonas arrives 17:24.

5. Edinburgh Shows

Oscar asks show contacts for Edinburgh shows to stay in touch and let him know if there are any issues. We agree show contacts should circulate show reports every two weeks during the summer.

Milly Parker arrives 17:29.

6. ETG Loan

Alex Ridley enters the meeting and presents her forecasted budget for this year's ETG. She shows that she believes that the tour will make a profit this year, so that next year's tour will only need a much smaller loan. Alex Ridley leaves and we vote to give ETG the loan.

7. Appointment of Michaelmas Show Contacts

Frost/Nixon (Week 1 ADC Main) – Sophie Taylor

Fences (Week 4 Playroom Main) – Ana

8. Special Membership for Panto Writer

Charlotte Stephenson tells us that Sam Knights, one of the panto writers, will not be a student from September so we need to grant him Special Membership. We agree to grant him Special Membership for the duration of Michaelmas term.

9. ADC Theatre Trustees

Oscar Yang tells us that CUADC owns the theatre's building and land but it is managed by trustees, who are mostly ceremonial. As we are planning redevelopment we must contact the trustees to get their permission for it. Mitchell has done this and in the process it has been suggested that the current trustees are no longer particularly connected to the theatre, so we should get new trustees who have more recently been involved with the ADC. Mitchell has suggested that we make Richard Barnes, our senior treasurer, a permanent trustee. The committee agrees that this is a good idea.

10. Executive Committee Meeting

The Executive Committee would like to know what involvement we would like to have with the ADC alternative venues next summer, including whether we could put in some contingency money and how many plays we would like to be CUADC funded.

They would also like to have an open meeting before term ends to discuss whether the current category system used for programming works and to discuss whether there would be a better system. Oscar Yang will let us know when the meeting is. There is contention over whether shows should be programmed based on what townies or students want: the ADC is a student theatre but townies bring in a large part of its revenue. Adam Mirsky says that the season reflects the best pitches; there were pitches for more traditional plays but they were not as good as the pitches for the plays which were programmed. Eva O'Flynn points out that the direction the ADC is moving in represents the development of theatre across the UK and a trend to more contemporary and problem-driven plays.

11. Clare Actors' Workshops

Adam Mirsky explains that Posey, the outgoing president of Clare Actors, has been approaching funding bodies about possibly co-funding the Clare Actors workshops next Lent term. Adam Mirsky tells us that student testimonials show that these are unique and extremely valuable opportunities. He says that Posey is not asking for us to fund the whole thing but that we have the money to support more diverse. Andrew asks how much this is costing and we think it is around a few thousand pounds per workshops, as practitioners are being flown in from the US to give these workshops. We all wonder why we can't find UK practitioners to do these kinds of workshops which would be much cheaper. Adam Mirsky says that this should raise our awareness that we should think about these kinds of opportunities but that we don't necessarily need to fund these specific workshops.

Action point: Adam Mirsky to gather more information on this from Posey.

12. Freshers' Plays

We discuss the freshers' plays which have been suggested. Not enough plays have been suggested and/or read so we need to have another meeting once everyone has had a chance to read some plays.

Eva O'Flynn leaves 18:34

Action point: Katherine Ridley to schedule another meeting to decide on this.

13. Freshers' Week Plans

Katherine Ridley will create a spreadsheet to coordinate everyone's plans for workshops (see below), and will book our slot at the CUSU freshers' fair.

14. Goals for the Summer

Theo Heymann: get freshers to the week 1 mainshow get-in and run workshops, work on infographics over summer, work on job guides which need updating.

Andrew Tan: Investigate reserves and make plans on how to use them, talk to Jack about this.

Sammie Ruston: plan visually interesting guides for designers; is organising a Women in the Arts event with CamWIB and would like to organise a cross-over even on women in theatre; workshops during freshers' week.

Charlie Eardley: create the get-involved leaflet.

Katherine Ridley: to do all of the logistical planning for freshers' week.

Theo Heymann and Adam Mirsky leave 18:44.

Sophie Taylor: make films and work on them over the summer; make Edinburgh guide.

Charlie Jonas: to talk to Alex Brett about emails; work with Milly to make 'cool thing for the props store'.

Milly Parker: run workshops which also cover ASMin, make week 1 and 2 available to freshers to get involved ASMin and shadowing, and during week 3 and 4 to do this for fresher plays' SMs specifically; female techie drinks in freshers' week; clean-out of props store; revamping SM guide; sort out recycling bins for props and costumes. She tells us Vicky is really invested in the female techie group on Facebook.

Ana Pluskoska: run techie workshops; find people to run sound and set ones; has talked to the Relaxed Theatre Company (RTC) who would like to have a goal to have each mainshow have one performance which is relaxed, which we will talk about more in Michaelmas; RTC have also suggested a college parents type scheme for the theatre.

Ellie Cole: run auditions for freshers' shows, also wants to make sure people don't drop out if they don't get a role in a freshers' play; organise acting workshops including a Shakespeare one; possibly a drinks night for actors; implementing messaging actors for feedback.

Charlotte Stephenson: interviewing for producers; run drop-in sessions for people interested in producing, encouraging more people to get involved in producing; sort out some kind of production shadowing; compile document with information for producers.

Oscar Yang: make the Get-Involved booklet.

15. Garden Party Plans

Sophie Taylor is going to get helium balloons to delineate the garden party area. Katherine Ridley is going to place an ASDA order which will arrive at the theatre on Saturday morning. Everyone will be divided into groups to work on different things.

Ellie Cole and Sammie Ruston 19:25

16. Info List

Language Archive

17. A.O.B

Andrew Tan:

Has received a request from the stage manager of *The Wives of Others* asking to claim back some money. Money was never claimed back after the show, but they overspent by £1000 pounds so Andrew Tan says we need to think about how to deal with shows which overspend.

Tells us that if we need to contact him during July we should email him as he will be in China.

Oscar Yang:

Thanks us for a great term of work.

Anna Moody has messaged to ask if she can bring a friend to the Garden Party. We agree that the friend can attend if she buys Special Membership for £5.

Asks everyone to make sure they check their emails and Facebook over summer.

Charlotte Stephenson:

Suggests we compile workshop times and post them on the university-wide freshers group.

Katherine Ridley:

Says that she will be slow at responding to messages and emails during August but that she will reply eventually.

Ana Pluskoska:

Tells us she will not be very responsive online during July.

Milly Parker:

Tells us she will be here for a lot of summer so if we need her to do anything at the theatre she can help.

Asks people to help with the props store clean out in the next two days.

Tell us that non-CUADC Edinburgh shows cannot borrow props from the props store.

Meeting ends 19:33