



Cambridge University Amateur Dramatic Club
Minutes, 8th October, 2017, 17:00, Larkum Studio

Meeting starts 17:10

1. Apologies for Absence

Received from: Sophie Taylor, Theo Heymann, Milly Parker

Present: Oscar Yang, Andrew Tan, Katherine Ridley, Adam Mirsky, Eva O'Flynn, Sammie Ruston, Avi Veleviski, Charlie Eardley, Charlie Jonas, Carine Valarché, Charlotte Stephenson, Ellie Cole

2. Minutes and Matters Arising

None.

3. Action Points

Milly Parker enters meeting to talk about this action point and the Edinburgh debrief (below), and then returns to the Frost/Nixon get-in.

- a. Milly Parker and Avi Veleviski to talk to Vicky about the responses to the form
They both talked to Vicky about this, and her responses to and suggestions for the issues raised were as follows:
 - Vicky would really like to do something about the cliquy atmosphere in the clubroom but as she is not a student doesn't know what to do about it but will have a think.
 - Jamie is encouraging more assistant roles on large productions.
 - Vicky will try to make a point about how diverse subjects are in the theatre, using management as an example.
 - Vicky is writing a zero tolerance policy for the theatre. If any inappropriate comments are made management will be able to be told and Vicky will contact the college of the student who made the inappropriate comment.
 - Vicky will be asking for a list of who is invited to the panto get-in.
 - Vicky pointed out that there are rules in the producers' guide about the theatre being a university environment and this coming with certain rules on how to behave and that this should be circulated beyond producers. She suggested that people should have to sign a form to say they've read these rules.
 - Vicky said that if a director is willing to have an all-female tech team she would be happy to support this. If this happens once we can then think about this becoming a regular slot.
 - Feminine hygiene products will be provided in the theatre starting this month.

Milly Parker also tells us that Vicky is writing a document about wheelchair access at the ADC Theatre and the Playroom to circulate to explain the situation. Sammie Ruston points out that the costume store is the least accessible room imaginable so that it should be made sure that unfortunately, this is the case. Charlie Jonas asks when the wheelchair ramp in the workshop is coming back; no-one knows.

Rachel, the head of the Penguins, came to the drinks event last night, and she would like to work with CUADC more and run workshops with old female techies. Vicky said that management are only obliged to teach enough to make it safe, so it's up to us to teach beyond this.

Eva O'Flynn says that a lot of gossiping about other people goes on in the clubroom which can make it an unpleasant environment. She says she doesn't know what can be done about it beyond individual committee members pointing this out when they are in the clubroom. Milly Parker says that Vicky mentioned putting up signs reminding people that it is a public space.

b. Charlie Jonas to look into an online feedback form

Charlie Jonas says this can be done very easily.

Action point: Charlie Jonas to set this up.

Oscar suggests asking people to select a category to make feedback easier to read through.

c. Everyone to read the anonymous feedback

Milly Parker posted the online feedback (with any identifying personal details removed) on the committee Facebook group.

d. Everyone to email Oscar Yang with pitching advice

Oscar Yang says he has met with Vicky and given her the comments that were raised last meeting.

4. Show Reports

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

No show report received.

2. Fences (Week 4 Playroom Main – Avi Veleviski)

S – None yet.

P – Applications close on Tuesday. They have received a couple of applications and the producer has spoken to someone about doing publicity. They are contacting another agency about the child actor.

A – The first of three audition sessions was on Saturday and four people came.

They know a few more people are interested so expect more at future auditions.

T – Nothing to report yet.

a. Panto (Week 7-8 ADC Main – Theo Heymann)

S – Still selling well. The code word for CUADC members and family of cast to buy tickets has been set up and will be confirmed. Oscar Yang asks how this should be distributed and Carine Valarché suggests the members list. Charlotte Stephenson also asks if it can be sent to the cast to pass on to their families, which Oscar Yang confirms.

P – First prod team meeting was yesterday. Everyone has their budget and has a lot to do this week. Publicity design is still not confirmed but the producers are going to meet with the publicity designer to talk through it in person.

A – Auditions have just finished and went really well. Recalls are happening on Tuesday and Wednesday with the cast to be confirmed by Saturday. Oscar asks what the turnout was like for the BME slots and Charlotte Stephenson says she doesn't know but will find out.

Action Point: Charlotte Stephenson to find out what turnout for the BME panto audition slots was like.

T – Set design has been done but producers haven't seen anything on paper. Sammie Ruston says that the set design is great and she and Leah are happy with it. The set will need to be tested by the actors in advance of the tech and dress so they are looking into storing imitations of the set in the Fitzpatrick and using it a couple of weeks in advance to practise with the cast. The producers plan to meet with the lighting department in the next week.

5. Appointment of Freshers' Show Contacts

The Ruling Class (Week 6 Main) – Eva O'Flynn

Rabbit (Week 6 Late) – Ellie Cole

The Memory of Water (Week 6 Playroom Main) – Charlie Eardley

6. Show Selection

Oscar Yang says that no-one has let him know that they want to do show selection. Eva O'Flynn says that she would like to do it but doesn't know if she would like to pitch a show. Andrew Tan says he can fill in if she decides not to. Oscar Yang asks for a decision by next meeting.

Action point: Andrew Tan and Eva O'Flynn to decide who wants to do show selection.

Oscar Yang tells us that applications are opening on the 12th. He asks everyone to send him recommendations for the ADC library by tomorrow, and for suggestions for show selection categories for next term.

7. Alumni

Carine Valarché says that one of her goals as Membership Secretary was to sort out what to do with CUADC alumni. A list of alumni has only been kept fairly recently so

they are all recent graduates. Carine Valarché suggests: telling them about the benefits of their membership; offering tours of the ADC, especially after redevelopment; sending out a feedback form asking alumni what they would like from their membership. Adam Mirsky suggests an alumni dinner. Carine Valarché says that there aren't that many alumni at the moment. Eva O'Flynn says the dinner would be a good idea. Carine Valarché suggests sending out an email gauging interest. Oscar Yang observes "I think it would just be me and Will Bishop." Adam Mirsky suggests auctioning off a dinner with Oscar, an idea which is very well received by the rest of committee. Charlie Eardley asks what the purpose of getting involved with alumni is. Oscar Yang says that in a few years they could be good contacts to have. Katherine Ridley says that making sure people are aware that they're still entitled to membership benefits would be a good idea. Oscar Yang asks Carine Valarché to add in this term's shows to the email as well. Carine Valarché says that maybe it should be a joint project between her and Sophie. Andrew suggests giving updates such as about redevelopment. We agree we should contact alumni no more than once a term in order to avoid annoying them.

Action point: Carine Valarché to send the first email to alumni.

8. **Committee Goals and Summer Debrief**

Oscar tells us our time as committee is coming to an end. We point out that we have two terms left.

Carine Valarché: has already fulfilled all of her initial aims.

Andrew Tan: reports that after a term they are finally ready to sign checks. Reports that Oscar Yang and he have been trying to expand the range of BME activities in Cambridge. He would like to talk to Jack about developing a better system to keep track of show spending.

Charlie Eardley: explains that his main goal was to make the freshers' booklet which is done (and beautiful). He would like to encourage people to take up theatre photography. He would also like to encourage mainshows to hire publicists. He says that he and Jamie have chatted about linking efforts as management are also trying to encourage photography with the photography competition this term. Andrew Tan asks if there's any way to change the production process to make it easier for photographers.

17:51 Adam Mirsky leaves.

Charlie Eardley says that finding a photographer quite far in advance would help, and making them a member of the team rather than just bringing them in to rehearsals would also help.

Eva O'Flynn: Would like to make sure freshers are looked after this term. Says that lots of people who are interested in directing are also interested in writing, but that

she doesn't really know what she's doing with the writers' list. Carine says that she would be happy to do the writers' list. Eva O'Flynn says she doesn't think there's enough content to send out every week, so we suggest fortnightly emails. Oscar suggests Carine Valarché and Eva O'Flynn talk about it. Eva O'Flynn like to have a meeting with the directors for the term so that directors can meet other directors, but is waiting until she's decided on the fresher directors. She would like to spread more info about actors and consent. She's had around 20 directors sign up for freshers' play interviews.

17:56 Carine Valarché leaves

Charlotte Stephenson: Would like to get more people involved in producing, and would like to hold on to fresher producers and encourage them to remain involved. She has written the producers' guide but is waiting for management to check it and has made a sample spreadsheet. A few interested people have been turning up at the drop-in sessions. She'd like to run another drop-in session at the end of term and another one at the start of Lent.

Avi Velevski: They have been working on female and non-binary techie things with Milly Parker. They report that turnout at the drinks event last night was much better than the last event; there were around 20 people at the event in total and three freshers came. They would like to do more with the Relaxed Theatre Company and get more relaxed performances in mainshows and will contact them about that soon.

Sammie Ruston: Main aim was to get designers involved and ten have signed up so far. Would like to give as many people as possible roles. Reports that the costume store is now good, is trying to organise a meeting to discuss a working agreement but is having some communication problems. Would like to get professional designers in to give talks but has not been getting responses from people but will keep trying. Would like to encourage good relations between designers and other techies, especially TDs.

Charlie Jonas: Has updated the club's website with bios and photos. Asks Katherine Ridley to ask Rob Eager to make the headshots into banners for the website. Oscar Yang asks him to make names on the committee page into links. Charlie Jonas says that if anyone wants anything on the website to let him know. He asks Sammie Ruston to send him a blurb for the costume store page. Oscar Yang asks him to change the homepage. Andrew Tan would like the photographers' guide up. Charlotte Stephenson asks him to put up the producers' guide.

Action point: Sammie Ruston to send Charlie Jonas a blurb about the costume store for the website.

Action point: Charlie Jonas to change the links on the committee page and add the photographers' and producers' guides to the website.

Ellie Cole: Has had discussions with Adam Mirsky about content warnings and would like to finalise this. Will start getting directly in contact with actors in freshers' shows and trying to make actors' reps into more pastoral roles. They have received a lot of emails from freshers which they're happy about. Will start pushing actors to try out lots of different roles as well. Workshops were more like chats but they will discuss doing Shakespeare workshops this term. Would like to get more people involved who haven't been involved at all before – reaching out to other years, possibly through college groups.

Katherine Ridley: would still like to do the constitutional review early in Lent, and to plan a fantastic club dinner.

Oscar Yang: sort out show selection, continue working on plans for the ADC Academy and redevelopment.

9. Edinburgh Debrief

Milly Parker says that she got phone calls from people involved in CUADC shows in Edinburgh who were panicking. She suggests that this means people weren't getting enough support. Charlotte Stephenson says that she's included a pastoral section in her new producers' pack saying that people's personal situations need to be accommodated. Ellie Cole suggests we need more guidelines on flyerine as some directors and producers don't know what a normal amount of flyerine is. Eva O'Flynn says we need to let producers know what they're getting into in Edinburgh. Charlotte Stephenson points out that it's difficult for producers because they can't constantly be telling people off for not pulling their weight flyerine. We agree we should meet producers and directors before they go up to Edinburgh. Avi Veleviski says that we need an Edinburgh pack, Oscar Yang points out that Sophie Taylor was meant to do it. Andrew Tan points out that some shows didn't have producers when he had funding meetings with them. Katherine Ridley points out that every single Edinburgh show has issues with their accommodation and social aspects and we can't babysit every show. We will discuss this more next week when Sophie Taylor is present to talk about the Edinburgh guide.

18:39 Avi Veleviski leaves

10. BME Meeting

Andrew Tan reports that they had a BME meeting last term. The first part of the meeting was for BME students, while the second part was open to members of theatre committees as well. The first part didn't have a great turnout but they discussed things that can be done to increase the representation of BME people in Cambridge theatre. Andrew Tan says that this falls in line with things we are doing for freshers, such as having BME auditions slots, and showing freshers that there is a BME theatre scene. Andrew Tan says that the second part of the meeting was more

useful because people from CUMTs, the Footlights, the Impronauts, and other major theatre society committees turned up. Andrew Tan says that hopefully they have all gone away knowing that they should be more diverse and inclusive in their casting and freshers' campaigns. The BME Drinks event is happening on Tuesday.

Amiya has been pushing strongly for a sub-committee. Andrew doesn't feel that it's such an urgent thing while Oscar Yang and Andrew Tan are on the committee. Katherine Ridley asks what he means by sub-committee. Andrew Tan says defining it is part of the problem. Constitutionally, any member of committee can set up a sub-committee. Andrew Tan says that this is happening in an informal sense and doesn't need to be official yet.

Ellie Cole says we should have guidelines on advertising BME roles because directors want to do it but don't want to be offensive. She suggests having a point of contact people can go to.

11. Reserves

Andrew Tan has been emailing Richard Barnes about this and is waiting to hear back. Andrew Tan explains that our main cash sources are from freshers signing up for membership and from panto, which are both in Michaelmas. This means the amount of reserves changes a lot throughout the year, so we won't get as much out of investment as he initially thought we would. If we were to invest them the funds would be tied up and would be difficult to access.

12. Vote on Special Members

Passed – Sam Knights and Joe Beighton will be made special members for the duration of the pantomime.

13. Info List

Freshers' plays
Frost/Nixon

14. A.O.B

Katherine Ridley
Asks everyone to please clear up the Club Office.

Meeting ends 18:50