



Cambridge University Amateur Dramatic Club

Agenda, 22 October, 2017, 18:00, Larkum

Meeting starts: 18:10

1. Apologies for Absence

Received from: Adam Mirsky, Ellie Cole, Milly Parker, Carine Valarché, Eva O'Flynn, Avi Veleviski

Present: Katherine Ridley, Theo Heymann, Charlotte Stephenson, Charlie Jonas, Oscar Yang, Andrew Tan, Sophie Taylor, Charlie Eardley, Sammie Ruston

2. Minutes and Matters Arising

None.

3. Action Points

- a. Charlie Jonas to add the link to the photographers' group and the producers' guide to the website
He is still waiting to be send the producers' guide.
- b. Charlie Jonas to finalise the feedback form, Katherine Ridley to post about it on Cambridge Theatre
Charlie Jonas has finished the feedback from. Katherine Ridley will post it on Cambridge Theatre.
- c. Charlie Eardley to reopen applications for fresher publicity designers
Charlie Eardley reports that he received fourteen applications. He has chosen one fresher and two inexperienced second years to be the publicity designers for the freshers' plays. Oscar Yang asks why shows don't normally get as many applications; Katherine Ridley says it is probably due to people feeling like they need experience, and also producers and directors wanting someone who already has experience. Charlie Eardley says he advertised it as a graphic design opportunity rather than a publicity opportunity.
- d. Charlie Jonas and Theo Heymann to decide what to do about the workshop toolcodes list
Theo Heymann talked to John about it, who has said that responsibility for the list can be moved from CUADC to the theatre. Charlie Jonas agrees that this is a good idea.
Action point: Theo Heymann to arrange this with John.

4. Show Reports

a. Fences (Week 5 Playroom Main – Avi Veleviski)

S – The producer still can't access sales information.

Action point: Charlotte Stephenson to make sure she gets access.

P – Going alright. The producer has said that the set is concerning, but hasn't explained why.

Action point: Avi Veleviski to chase up on this and find out what's going on. Publicity is arriving soon so putting up posters and flyering will start soon.

A – Fine, but a couple of actors aren't available at the moment which is making it difficult to schedule rehearsals.

T – Fine, tech team members are being trained.

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

No show report received.

c. Rabbit (Week 6 Late – Ellie Cole)

No show report received.

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

S – 17% sold.

P – The producers and directors have met and set up a google spreadsheet, and a full production meeting is happening tomorrow. Publicity is nearly finalised and will be ordered this week.

A – Recalls are happening over the next few days.

T – The crew have been out for pizza together and are getting along well.

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

S – Still going strong.

P – Publicity is being prepared in order to promote the second release of tickets this Sunday. There was another prod team meeting at the weekend. They are in urgent need of assistant costume designers, set builders and set painters so if anyone knows anyone interested they should let them know.

Action point: People to include this in their lists.

A – Rehearsals are underway with rehearsals being scheduled on a weekly basis.

T – Leah is happy with how construction is going and is expecting more orders this week. The Head Carpenter has been very busy.

5. 'Meet the Committee' Drinks Event

Katherine Ridley goes through plans for the 'Meet the Committee' event this evening. The purpose of the event is for all of the production team members on the freshers' shows to meet the committee, and to make it clear that we are all here to help them. There will be free drinks for everyone, with a selection of alcoholic and non-alcoholic options.

6. Info List

Show Applications

How to get involved in Panto

7. **A.O.B**

Charlie Jonas

Is thinking about changing the committee email address accounts so that the email inboxes roll over. Automatic forwarding could be set up if people wanted everything in one place. He emailed Alex Brett about this who quoted a price of £48 per year, and asks if we think it is worth it. Theo Heymann asks how much we're paying currently and Charlie Jonas says he's not sure. Oscar Yang asks how his account works as he does have a separate CUADC account which is passed from President to President. Charlie Jonas explains that it's because he has a Gmail account but it's not centrally managed. Oscar Yang asks if the need for this can be eliminated by people doing proper handovers. Katherine Ridley says that the need for passing on email inboxes could be removed by just passing on notes and planning documents.

Oscar Yang

Asks if Charlotte Stephenson can add show applications to her list.

Action point: Charlotte Stephenson to add show applications to her list.

Would like Eva O'Flynn to send out a writers' list with show applications.

Charlie Eardley

Asks if we can get the freshers' plays' teams on Camdram. Charlotte Stephenson says that two of them have done it and she'll encourage the mainshow to.

Meeting ends 18:56