



Cambridge University Amateur Dramatic Club

Minutes, 12 November 2017, 17:30, Larkum Studio

Meeting starts 17:37

1. Apologies for Absence

Received from: Eva O'Flynn, Charlie Eardley, Theo Heymann

Present: Oscar Yang, Andrew Tan, Ellie Cole, Adam Mirsky, Charlie Jonas, Avi Veleviski, Charlotte Stephenson, Sophie Taylor, Katherine Ridley, Carine Valarché (arrives 17:38), Milly Parker (arrives 17:38), Sammie Ruston (arrives 17:43)

2. Minutes and Matters Arising

None.

17:38 Carine Valarché and Milly Parker arrive.

3. Action Points

- a. Katherine Ridley to clear things that are to be posted to website so Charlie can post them.

Done.

- b. Katherine Ridley to contact Rob Eager to ask him for the individual committee headshots for the website.

Rob has been working on the headshots but it is taking a lot of time as those who took joint headshots need to be painstakingly photoshopped apart. Charlie Jonas says that we have individual headshots but the aspect ratios are wrong.

Action point: Charlie Jonas to liaise directly with Rob Eager regarding the headshots.

- c. Charlotte Stephenson to send Charlie Jonas the Producers' Guide, and Charlie Jonas to put it on the website along with a link to the Facebook photographers' group.

Done.

- d. Katherine Ridley to post about the feedback form on the Cambridge Theatre Facebook group.

Done. We will start discussing feedback received at our next meeting.

Action point: Representatives to post them on the individual Facebook group.

17:43 Sammie Ruston arrives.

- e. Theo Heymann to arrange transfer of the workshop toolcodes list from CUADC to the theatre.

Deferred to next week in Theo Heymann's absence.

- f. Everyone to continue to include opportunities for getting involved with Panto in their lists. Charlotte Stephenson to post in group to give info that can be added to lists.
Deferred to next week. Panto still needs as much help as possible.
- g. Charlotte Stephenson to talk to producer of Rabbit about projection footage and rights/content.
Projections are being included but they are of the actor themselves, so rights are not an issue.
- h. Theo Heymann to check up on Rabbit's sound designer.
Discussed below in show report.
- i. Carine Valarché to reply to emails about membership for Panto band and ASMs.
Done.
- j. Carine Valarché to find out about the website discount for committee on CUADC shows.
She will speak to Steve about this when he gets back on Monday.
- k. Milly Parker to encourage Panto ASMs to get membership.
Done. ASMs who are doing five or more shows will get membership.
- l. Oscar Yang to recruit at least one more member of committee to come to the funding meeting.
Done.
- m. Charlie Jonas to post the University's guidance document for mailing lists on the group.
Done.
- n. Committee members to help Sammie Ruston return things to the costume store.
Sammie Ruston to arrange.
Sammie Ruston says that she will return costumes at the end of term but she is too busy at the moment with panto.

4. Show Reports

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

S – Good, last three nights sold out.

P – All good, only thing left to do is reimbursements.

A – All good.

T – All good.

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

S – 18%

P – The final prod team meeting is happening tomorrow to iron out all the last-minute details.

A – Eva O'Flynn attended a rehearsal earlier this week and everything seems great!

T – The get-in has been going very well and they should be signed off by tonight.

c. **Rabbit (Week 8 ADC Late – Ellie Cole)**

S – 6%

P – Everything on track.

A – Rehearsals are going smoothly.

T – The get-in is planned and they have had a paper tech. Potential problem as SD cannot attend get-in, tech, or dress.

Action point: Charlie Jonas to speak to the SD to advise.

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

S – 33%

P – All good, although they are concerned about a lack of steward sign-ups.

A – All good.

T – The get-in is happening today and is well-planned; everyone is happy!

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

S – Going well. Flyers will advertise day seats and matinees being the only non-sold out shows.

P – All good. First half of the paper tech is tomorrow. There is a big production meeting tonight.

A – First run of Act 1 happened yesterday and went well.

T – All good, more hands would be good.

5. **Appointment of Show Contacts for Lent Term Shows**

a. **Porterhouse Blue (Week 3 ADC Main)** – Katherine Ridley

b. **Sizwe Banzi is Dead (Week 3 Playroom Main)** – Adam Mirsky

c. **Wander (Week 5 ADC Main)** – Sophie Taylor

d. **The Producers (Week 8-9 ADC Main)** – Carine Valarché

6. **Winter Party**

Action point: Carine Valarché to make a playlist.

Action point: Charlie Eardley to make a Facebook event.

Katherine Ridley asks whether we will be checking membership cards in order to limit it to CUADC members. Andrew Tan suggests using the tablets to check membership. Oscar Yang says we are overestimating the turnout, so there is no need to check cards. Oscar Yang says last year they had mince pies, mulled wine, and Christmas crackers. Sophie Taylor asks what the budget for this is, Andrew Tan says that last year they spent £110. Carine Valarché and Sophie Taylor suggest a Christmas jumper competition. Sophie Taylor suggests a Christmas-themed pub quiz.

Action point: Katherine Ridley to email Jack about our plans.

18:13 Theo Heymann arrives and announces that the freshers' mainshow get-in has finished.

18:14 Theo Heymann leaves to help with the focus.

7. Costume Store

Sammie Ruston reports that she and Oscar had a very productive meeting with the Costume Store people at Queens'. Sammie Ruston has written a formal working agreement. When there are a new BATS president and a new Designers' Rep there will be a formal handover meeting. The money which we provided for the Costume Store has been used and Richard thinks that it needs another £600 but Sammie Ruston thinks that only £200 is needed to make it completely functional. The committee agrees to give another £200 to the costume store.

8. Tablets

Charlie Jonas asks whether we would like to buy the tablets that we used for sign-ups at the Freshers' Fair off Alan. The alternative would be to buy a card reader and build a sign-up system ourselves, but this would be more complicated and not necessarily much cheaper.

Action point: Andrew Tan to contact Alan to negotiate over the tablets.

9. Info List

Freshers' shows
Panto
Winter Party

10. A.O.B

Katherine Ridley

Asks about plans for committee formal: we should wear gowns, dress fairly formally, and meet at 19:00 in the John's bar.

Committee Secret Santa: Sophie Taylor will get the emails sent out ASAP. £5-£10 spend. We will exchange the presents the day of the Winter Party.

As it will be difficult to schedule a meeting next weekend due to the Panto get-in Katherine Ridley will make a doodle poll for Friday and Saturday to find a time.

Adam Mirsky

Johnny Ben-Shaul has asked if CUADC would be interested in buying high-quality puppets for the theatre which shows can use if they want to do puppetry. There is some confusion over how much this would cost and what kind of puppets they would be.

Action point: Adam Mirsky to ask for more information on this.

Sophie Taylor

Asks what the budget is for welfare packs for the freshers' shows. Andrew Tan suggests £12 per pack. Oscar Yang points out that both actors and techies should

have access to them so they should be placed in the auditorium rather than the dressing rooms.