



Cambridge University Amateur Dramatic Club

Agenda, 5 November, 2017, 16:00, Larkum

Meeting starts: 16:19. Not quorate at start.

Minuted by Theo Heymann (Technical Director) in Katherine Ridley's absence.

1. Apologies for Absence

Received from: Adam Mirsky, Avi Veleviski, Sophie Taylor, Eva O'Flynn, Sammie Ruston, Katherine Ridley

Present: Oscar Yang, Theo Heymann, Charlie Jonas, Andrew Tan, Charlotte Stephenson, Milly Parker (until 16:52), Charlie Eardley, Ellie Cole (from 16:30), Carine Valarché (from 16:23).

2. Minutes and Matters Arising

Charlie Jonas says minutes from last meeting not uploaded because they still need to be cleared with Katherine Ridley.

Action point: Katherine Ridley to clear things that are to be posted to website so Charlie can post them.

Action point: Katherine Ridley to contact Rob Eager to ask him for the individual committee headshots for the website.

3. Action Points

a. 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.

Has not yet been done; deferred to next week.

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

Has not been done; deferred to next week.

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

Has not been done; deferred to next week.

d. Charlotte Stephenson to make sure the *Fences* producer can access ticket sales information.

Done.

e. Avi Veleviski to find out why the *Fences* set is concerning.

They have found people to help *Fences* build their set; this is therefore resolved.

f. Everyone to include informal opportunities to get involved in panto in their lists.

Action point: 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.

- g. Charlotte Stephenson to include show applications on her list.
No longer required.
- h. Eva O'Flynn to send out a writers' list with information about show applications.
No longer required.

Carine Valarché arrives at 16:23. The meeting is now quorate.

4. Show Reports

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

No show report received, which is of some concern given the proximity of the show and that it hasn't been selling well.

Action point: Avi Veleviski to obtain a show report as soon as possible.

It was suggested that perhaps should do a preview article in the student press.

Ellie Cole arrives at 16:30.

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

S – Tickets are on sale and the event is live; hopefully there will be an increase in sales in coming days.

Action point: Charlie Eardley to post all three freshers show posters next to each other.

P – Have had two prod meetings, with the later one successful! Everyone seems to know what's going on and is happy with their jobs. They are pleased to have resolved difficulty of staging hangings. Poster distribution around city is currently tricky as the producers are quite busy, but they are working on a plan for this.

A – Nothing of note to report.

T – Everything is on track.

c. Rabbit (Week 8 Late – Ellie Cole)

S – Sales are currently slow, but publicity is being rolled out. They are now flyering outside shows and posting daily on their Facebook event. Posters are already up around Cambridge and they are going to distribute flyers to colleges. They are planning to set up previews with the student press.

The committee suggests that all the freshers' shows need to post on Cambridge Theatre more often.

P – They have had their second prod meeting and everything is on track; the set design and construction are being confirmed. The props list has been drafted and some items ordered. Costume design will be confirmed shortly. Their next prod meeting is already scheduled.

A - First rehearsal has been held with full cast and blocking in first half finished. They anticipate finishing blocking the full show in the next few days.

T – No issues so far. Sound designer is to be trained for projection. Set and lighting are in discussions. The final list of music for PRS being drawn up. **Action**

point: Charlotte Stephenson to talk to producer of Rabbit about projection footage and rights/content.

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

S – They have laminated half their posters and put them up around Cambridge. The company are distributing the rest of their posters in colleges. They are flying both at shows and in colleges. They have done an article for the ADC blog.

P – The costume designer now has enough money. The set designers have already bought some items and seem on track with things.

A – Actors are happy.

T – The Lighting Designer has been trained and is due to meet with directors. Now have an Assistant LD. The sound designer never attends meetings but is now being trained.

Action point: Theo Heymann to check up on sound designer.

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

S – They now have a fresher publicist. Selling well and on track to sell out. Weekday matinees are currently selling less well – we need to push them.

P – The team bringing everything together well. They would like a budget increase to cover a hired piece of kit; this is to be discussed later. They are now under some time pressure and need more people to come and help, but stress is being managed.

A – Rehearsals are going well and the songs and dances are really good. There was some difficulty over availabilities but this has now been resolved.

T – Leah Ward (Technical Director) has been doing well and is on top of things but has had almost no help. The show is meeting the Head Carpenter tomorrow to find out how much time he can commit. They are in urgent need of more set builders. Lighting and sound are going well and have lots of cool ideas.

5. Panto Membership

Carine Valarché wants confirmation on membership policy for band and ASMs for Panto. They don't strictly need to be members because of the Footlights' insurance. Milly Parker will encourage ASMs to get membership; particularly those doing 5 or more shows. Band are not to be chased/forced.

Action point: Carine Valarché to reply to emails about this.

Action point: Carine Valarché to find out about the website discount for CUADC members on CUADC shows.

Action point: Milly Parker to encourage ASMs to get membership.

6. Panto Budget

Panto would like a £75 budget increase to cover the cost of hiring extra pairs of wireless cans for safety reasons during flying effects and scene transitions, because

one of the theatre's pairs of wireless cans is broken. These sequences would have to be changed and simplified without wireless cans.

This budget increase was agreed.

Milly Parker leaves at 16:52.

7. **Funding Meetings**

The funding meeting will be 18:30 on Tuesday.

Action point: Oscar Yang to recruit at least one more member of committee to come.

8. **Corpus Playroom Accessibility**

The ADC has released a statement that can be found here:

<https://www.adctheatre.com/your-visit/access/playroom-access-statement/>

9. **Info List**

- Fences
- Panto

10. **A.O.B**

Charlie Jonas

The UIS says we need to be careful with how we're using our mailing lists, particularly the actors' list as it has so many subscribers.

Action point: Charlie Jonas to post the University's guidance document for mailing lists on the group.

Andrew Tan

The Club Office badly needs cleaning.

Action point: Committee members to help Sammie Ruston return things to the costume store. Sammie Ruston to arrange.

Oscar Yang

Reminds the committee to come to the funding meeting on Tuesday.

Meeting ends 17:18.