



Starts 17:08.

1. Apologies for Absence

Received From: Gabriel Humphreys (will be present via video)

Present: Alex Ridley, Iain Blackwell, Holly Mackinlay, Conor Dumbrell, Amelia Hill, Anna Zhou, Abby Zucker, Caroline Yu, Zak Karimjee, Lily Burge, Ruth Harvey, Maya Yousif, Francesca Cosslett, Georgina Taylor

Absent: Jessica Murdoch

2. Minutes and Matters Arising

None.

3. Action Points

a. *MY to contact CUSU welfare team*

Done.

CUSU very happy to train us. We will arrange a date towards the end of the year.

b. *IB to draft a letter to the Footlights.*

Done, but not sent.

c. *HM to invite consultant to the meeting and brief them on the discussion from previous meetings.*

Done.

d. *GH will reply to Saskia Baylis and inform her we will advertise Maklena's event and are welcome to contact us with future publicity*

Done.

e. *AR, CY, CD and HM to discuss ASDAN application process and open applications.*

Done.

4. Show Reports

a. Brilliant Adventures (Week 1 Corpus Main – Maya Yousif)

S – Made a profit – we think!

P – Went really really really well. Really really happy.

A – All good.

T – All good.

E – All good – everything went smoothly and they had no problems to report.

b. Who's Afraid of Virginia Woolf? (Week 2 Corpus Main – Iain Blackwell)

S – Sold out the last few nights!



P – A cabinet was broken – Queue have accepted responsibility but it may have been Who's Afraid's fault. The cost of the fine might be split 50:50 between the two shows.

A – All good.

T – All good.

E – No problems to report, they were very happy with us.

d. Reigen (Edinburgh Fringe – Francesca Cosslett)

S – Have sold 3 tickets! All GTs family it seems <3

P – They have an apartment sorted. Their venue payments are going through but they need to be reimbursed. IB is aware but is waiting to get them signed off by Andrew Tan who is being a massive weenie.

A – The show is fully cast, and the plan is to start rehearsing in graduation week, and during the first few weeks of Fringe.

T – They have someone to do tech and are happy with everything currently.

5. CN Policy and Consultancy

HM introduces GT to the group and asks how she would like to define her role as consultant. GT says she would like to be very hands on with the projects involved, and already has some ideas that she would like to execute such as workshops and making resources, as well as talking to the ADC to improve the current systems.

AR says that an important part of the job will be working with the ADC to help all shows, as CUADC can only directly influence club shows and this is a change we would like to see across theatre in Cambridge. HM adds that raising awareness in general is just as important as creating resources. GT agrees and says it would be great to dismantle some perceptions of CNs which exist.

FC brings up the fact that online notices are no always enough as they were available for shows last term which that was not enough. She suggests signs which direct audience members to the website for CNs. RH raises the idea of having a hard copy behind the box office. GT points out that sometimes it is difficult for people to ask for CNs, so a solution would be to have them available like leaflets for audience members to just take freely without interaction with a box office team member.

AR thinks that producing a short guide to CNs would be very useful, especially regarding appropriate language and the kind of things that might need to have CNs that people wouldn't necessarily think of. It would also be worth having it as part of the producers' guide. GT says she is very happy to work on a guide over the summer holidays for people to use.

CD also highlights the need for CNs for auditions as it's not just audiences who sometimes need them. CY suggests more shows put their audition extracts online as it can be easier to separate CNs from the main text so people have the choice. GT outlines a current method for adding CNs to audition extracts which we can



share with shows and encourage across theatre. She adds that the key part of this is having an interaction with the auditionee and an actual conversation with them. AR adds that this would be something we would like to have set up before the arrival of freshers. RH points out that CNs for shows should also be available for technicians applying to work on shows.

MY briefly asks about CNs for trailers. GT says that it is never bad to CN something and that there are ways to go about it and phrase things that even when people don't have a choice about what they're exposed to (e.g. scrolling through Facebook) we can soften the impact of potential triggering content.

AR asks whether GT would be willing to be a person shows can contact about their questions and concerns regarding CNs. GT says she would be happy to take up that role.

Action Point: HM to keep GT in the loop regarding meetings and requests for agenda items so GT can attend meetings when she would like to. HM to inform members of GT's role as consultant, and what the responsibilities of the role will be. AnZ will add the information to the website. GT will get started!

17:42 GT leaves.

6. Garden Party

HM says that the venue has been confirmed by Churchill. We will be hiring two tables for the event which may cost more (update: they won't). HM will probably be a 'man with a van' on the day, when her car works again.

There is some discussion of cost and how we can budget to reduce waste and costs. ZK suggests we calculate cost per head. It is agreed that £5 per person is a reasonable sum.

HM asks if we would like a theme and/or decorations. Everyone is keen but the suggestions are... interesting.

CD suggests 'Lions and tigers and bears, OH MY!'

MY suggests 'Zesty' which gets a lot of interest (I think this means citrus fruits?)

GH has arranged for a photographer as he won't be there for the whole event (snakes don't hiss, they go to Medwards Garden Party).

AR tells everyone they must be there on pain of death for the start so we can take the committee photo.

FC advises that it may save costs to provide food for suitable for both vegetarians and vegans together and to avoid Quorn™ as it has egg.

AR recommends Aldi for good vegan options.



AH asks that everyone coming to the garden party be a member – she will be checking. If they're not, we agree to charge £5 for entry.

Action Point: HM to ask the ADC about ordering Pimms through them to reduce costs. HM to look into alternatives to Lafayette for committee photo and garden party photo. HM to look at food costs and get a preliminary budget. MY to investigate catering options and decorations for the theme.

7. Cast and Crew List

AR says that Exec. want to encourage more Corpus shows to have programmes because people who don't use Camdram or the ADC website can't see who the crew is. AR thinks this is a bad idea, but that a cheap alternative might be having a list of cast and crew on a poster in the box office which would give people the credit they deserve.

ZK suggests making a secondary flyer which could act as a programme. AR says that the idea is not meant to mean more work for shows and that just an A3 sheet printed and stuck up at the theatre will be enough. It would mean talking to management and arranging it through them.

RH says that cast and crew lists shouldn't just be copied from Camdram as they are not always very professional. AR says that they SHOULD be professional and we can make club show lists professional.

Action Point: LB will talk to management about it.

8. Freshers' Shows

AR asks for an update on where everyone is with the freshers' plays. CD read the ADC suggested play 'The Last of the Hausmans' and would like someone else to read it too.

LB, GH, and HM also read Don Juan Comes Back from the War and all agree it would be a really interesting ADC late. LB notes it had really good technical opportunities. GH adds that the tech would be about creating atmosphere over specific things which gives a good opportunity for crews to experiment and be creative.

AR encourages people to read some more so we have a range of choices.

Action Point: People to feedback next meeting and then a decision will be made at a funding meeting.

9. Footlights/Panto Update

There is some discussion about funding this year's panto.

Action Point: IB to send letter to the Footlights.



10. Props Store Rentals

LB explains that there is an old rental contract for external shows that needs updating especially regarding charges. Currently LB attempts to fine anyone for broken props etc. but recently has had a request asking about straight hire charges. We could potentially hire out props to external shows (i.e. not ADC or Corpus) like the ADC does with furniture but it might be a bit mean.

FC says it makes it harder for people to do college drama if their penalised for props charges. GH thinks a deposit would be a good idea so that if things are damaged you have some guaranteed way of recouping the cost.

AR is worried about deposits coming from students. FC points out that even £20 can be a lot for students, especially at the end of term.

AR suggests we sign a contract with the funding body of the show, then they would be liable for the fine, not a student. LB points out the funding bodies are bad and are likely to just stay in debt to us for very long periods.

FC reasons that although deposits suck, you definitely get them back faster than you would get reimbursed by a society.

LB points out that charging would also mean we'd have to catalogue all the props and assign values. IB says it is probably a good idea that we find out what the value of our props is. AR says that it should still probably be a flat rate deposit unless very large amounts of props are taken, and then the deposit can be increased.

Action Point: LB to rewrite the agreement and send to IB for confirmaiton.

11. Info List

None.

12. A.O.B

AH: requests GH puts a membership requirement on the garden party invitation. ZK suggests we phrase it as '£5 entry, members go free'.

AR + CD: management have suggested moving panto to Weeks 8 and 9 instead of Weeks 7 and 8. The Panto and LTM Facebook groups will be consulted and this will be an agenda point next meeting.

GH: the office of external affairs asked us to make a video about theatre helping people cope with exam stress [nervous laughter ensues. ZK, doing 2 shows this week, looks down sadly, a tear in his eye]. The video has been made with Who's Afraid cast and crew and is up on the website. They have also asked if we would do a rehearsed reading of a play for the Breaking the Silence campaign, which will also hopefully involve a Q&A with the author. They have said they will organise the funding, but it is not clear how much of the event we will organise it. AH has had her prelims so is very happy to produce. HM asks for more information and



this will be an agenda point in the next meeting.

AH: asks if lost membership cards can just be replaced. Everyone agrees that as Carine Valarche ordered *millions* last year this is fine.

GH: has found a place on the website with all the committee information which has still got all of the old committee. AnZ says she's already thought of all this and has been planning to do it when we have new headshots. Classic webmaster – 2 steps ahead.

18:44 The meeting ends.

