

10:04 The meeting begins.

1. **Apologies for Absence**

Present: Everyone

2. **Minutes and Matters Arising**

None.

3. **Action Points**

- a. *MY to post in Cambridge Theatre to gauge interest for the play reading group.*
Deferred.

4. **Show Contacts**

a. **Panto (Michaelmas Week 7-8 – Alex Ridley)**

S – Ticket sales have just opened, they will keep an eye on it

P – Prod team interviews have been held. They had some trouble securing a publicity designer but have someone on board now, and are reopening for DSM.

A – Nothing to report.

T – Nothing to report.

5. **Divestment Campaign**

GH explains that a divestment group has contacted CUADC and asked us to promote them on social media. They are campaigning for the arts to divest, as many large arts groups in the UK are sponsored by the oil industry. The group is called... BP or not BP.

GH would like to clarify our position before responding to the group.

AR says that we are a student theatre society not a political organisation, and we represent students within our theatre community – this mandate does not extend to representing their views on political issues.

HM suggests we inform the group of this fact, without explicitly taking a position for or against their cause.

AR asks the committee to take a vote on whether the society should remain politically neutral and not take a position on this campaign.

The committee vote unanimously to keep the society politically neutral, and to reply to the campaign without taking a position.

6. **Wiki**

AnZ doesn't want the wiki to become her summer project and has created a document with all the 'to-do's' and page suggestions for the wiki. Some pages do not exist, and many need updating and/or further development.

AnZ has also found an acting guide from 2006 which was very well written, and could be updated and used in the future.

HM asks if we can get some images from GH to add to the wiki to break up the



text.

AnZ asks about creating welfare and accessibility pages. The committee agrees this is a good idea. IB suggests we ask Georgie Taylor to contribute.

AnZ also says she went through the technical theatre drive set up but Rebecca Fry, and has planned the best way to move things over to the wiki, if RF agrees to let us use it. AR points out that we already came to an agreement over this at the start of term.

ZK says we should still talk to her about it, and kindly volunteers to do so.

HM asks everyone to sign up for some responsibilities, and if they don't they will be signed up anyway.

Action Point: AnZ will make a slack channel for wiki-related chat, and to share the link to her to-do list. Everyone needs to sign up for some wiki related tasks. HM will be checking.

7. Summer To-Do

Freshers' Fair – cheque to be sent to CUSU (IB); display board to be created – eye catching, who we are, what we do, how to get involved (HM and GH).

Get Involved Brochure – sections about roles – a large google doc will be created for people to contribute to (GH). AR also adds a reminder to contact management to include the things the ADC will run.

Shadowing Schemes – reach out to next term's shows, and set up way to sign-up for interested shadowers/shadowees. A section should also be included in the Get Involved Brochure (MY).

Fringe Guide – a google form/survey needs to be made to hand out to current fringe shows, then information compiled into a guide (AR and IB).

Accessibility – current guides should be updated to make it explicit that there are options for those with disabilities; there needs to be some clarification with the ADC about the accessibility changes being made during the ADC closure; collaboration with the CUSU disability campaign should begin ASAP. MY points out we should make it clear we support both learning difficulties (such as dyslexia) as well as physical disabilities. (RH)

CUSU welfare training – will be organised next year, either before or during freshers' week. (MY and IB)

Appendix to Budget Agreements – should be drafted and finalised over summer. (HM)

Who To Talk To Resource – external resource sheet to be created (HM); technical resource sheet to be created (ZK).

G-Mail emails – everyone needs to set up their G-Mail accounts and get the forwarding service changed. (ALL); AR reminds everyone to check their spam settings as she missed a lot of emails and was very stressed.



Guide updating – all guides should be reviewed, and if updates are necessary/wanted then they can be made. (ALL with guides); an actors' guide will also be drafted (JM and CD); it is decided a full directors' guide may not be helpful, but a timeline of production would be a useful resource (CY). AR adds that Daphne Chia created a dancers' guide, and AR would like to ask her if we could link to it along with our other guides.

Library – make a catalogue of the plays we have; a wish list of plays to buy; speaking to management about combining the libraries.(HM)

Workshops - contacting people for next term (JM). AR says that Vicky can give us contacts for talks. IB and JM to talk about funding (budget for the term vs case-by-case).

CamDram for workshops – raised by MY. Someone to talk to Charlie Jonas (if he doesn't read it here first).

Audition surveys – draft over summer to be in place by freshers' show auditions (CD).

Freshers' Friday – tours, activities, drinks etc. (HM)

Freshers' Workshops – on the Saturday after Freshers' Friday (MY and GH).

Freshers' Plays – room bookings; scripts; advertisements. (HM)

Social – to bring all the casts, crews, prod teams for the freshers' show together as a mixer (CD).

Post-Show discussion – e.g. science in theatre after Mosquitoes/other discussion panels; filling empty bar slots with talks and panels (HM)

CUADC Year Infographic – (GH)

Show sharing spreadsheet – for shows to repurpose materials e.g. wood (AbZ, with LB/ZK to contribute).

Costume Store – clarify the arrangement; work out the best system for returns; liaise with BATS; system of fining/contractual agreements? (AbZ with LB to collaborate on returns/fines)

GH would like everyone to be aware that he will probably ask them for lots of little things over the holiday please and thanks.

AR asks that people think about a wish list for reserves.

10:55 ETG snakes leave.

8. **A.O.B**

HM says stash will be arriving next week, after most people are home. She's happy to store it, but if people are desperate and willing to pay postage she will also send it to them.

AR confirms CUADC are doing a poetry night next term. She is happy to produce it.



11:04 AbZ leaves.

MY suggests we re-use and/or update the get involved videos from last year. CD says they're really easy and nice, and a great way to appeal to new students. AR suggests a meet the committee video, where she is PRESIDENT and sits on a throne.

Action Point: MY and GH to talk about videos/freshers' publicity.

JM asks if we can come up with a policy for people who sign-up for skill share workshops but do not turn up e.g. a deposit. AR suggests we have a clear policy to cancel 48 hours in advance. If they don't cancel and find a replacement then we will inform them that they may forfeit their places at future CUADC events.

11:12 meeting ends.

