



16:18 The meeting begins.

1. Apologies For Absence

Received From: Amelia Hill, Maya Yousif, Francesca Cosslett, and Conor Dumbrell.
Present: Alex Ridley, Zak Karimjee, Iain Blackwell, Jessica Murdoch, Ruth Harvey, Caroline Yu, Lily Burge, Anna Zhou, Holly Mackinlay, Abby Zucker, and Gabriel Humphreys.

2. Workshops

Confirming times and dates for the Freshers' workshops.

a. Producers' workshops/drop-ins: FC and AH absent so will be confirmed later.

b. Directors' Workshops

CY taking the lead. Arranged for 16:00 to 18:00, Tuesday the 9th, DR2.

c. Technical workshops

Zak, Lily, Ruth, and Abby are collaborating for a general introductory workshop. This will be held 14:00 to 16:00, Tuesday the 9th, DR2.

A second workshop will be held 12:00 – 17:00 on Saturday the 20th, ADC Bar. RH asks for an hour in the Corpus auditorium to give a lighting workshop.

d. Actors' workshops

Conor and Jess are leading. They are planned for 12:00 to 13:00 for Monday the 8th, DR2. The plan is to have a chat about auditions and being an actor in Cambridge, rather than practice auditions.

AnZ suggests that all workshops collect the tablets from the club office and encourage freshers to sign up to the lists if they have not already.

Action Point: Those who have not planned the structure of their workshops.. do that! HM to try and book Corpus auditorium for lighting workshops on the 20th.

3. Freshers' Fair

HM runs through the timetable to make sure everyone knows their shifts.

2 people must be on the stall at any one time, but we can have a total of 3 behind the stall so people can stay for longer if they would like.

AR reiterates that you need to get to your slot early to get in and find where the stall is.

GH requests that he can uber to Kelsey Kerridge with the many Get Involved brochures we have ordered. AR asks the committee to vote on this expense.

The committee vote 10 in favour, 1 against, to this expense. The proposal to fund an uber is passed.

HM asks that everyone wear their stash to the fair so they can be easily identifiable. The

freshers will be drawn to us like moths to a lamp.

AnZ demonstrates how to use the sign up tablets, and tells everyone the password. We swear an oath of secrecy before continuing.

GH reminds everyone that he will be making a strategy document which will be sent round. The main message for the fair is to get people signed up to mailing lists and to come to Freshers' Friday.

Action Point: Come to Freshers' Fair and be eNtHuSiAsTiC (but don't scare the freshers).

4. Freshers' Friday

HM runs through the timings of Freshers' Friday and begs everyone to be free. She explains how the stalls and tours work. She also asks everyone to wear stash, and pay attention to what GH has put down for the message in the strategy document.

Action Point: HM and GH to finish writing tour route and to run it past managers. HM to email Jack about the free drinks situation (for FF and all social events). Group R to organise things for their stalls. GH to sort out coverings for the display boards (in consultation with Group R).

5. Socials

HM asks if there is a budget for free drinks for the social access events. IB has given up resisting since he lost the uber vote. He says yes.

a. LGBTQ+ Get Involved Drinks, in association with CUQP

GH to take the lead. Scheduled for 20:00 to 22:00, Monday the 8th.
GH asks if he can have a print code for resources.
AR is feeling democratic so calls for a vote.

The committee votes unanimously for GH to have a print code.

Action Point: GH to ask management for a print code.

b. BAME Get Involved Drinks

AnZ will be taking the lead. Scheduled for 20:00 to 22:00, Tuesday the 9th.

c. FNB

RH will be taking the lead – LB and AR also express interest in helping.
Scheduled for 20:00 to 22:00, Wednesday the 10th.

HM asks for people to inform the wider theatre community of these socials via the lists and Facebook groups. She says it will be good to have many different people who can talk about their experiences and that all are welcome (but they won't get free drinks unless they're a fresher).

Action Point: HM to ask about free drinks for the bar. Event organisers to post about groups and encourage non-fresher attendance.

6. Mailing Lists



HM asks about strategy for posting on the mailing lists.

GH comes up with a rough schedule for advertising on the lists and will remind people of the specific emails they need to send:

- Reminders for Freshers' Friday
- Info list with sign-ups/applications for freshers' plays, and socials
- Individual lists with relevant workshops and freshers' plays applications
- Post freshers' recruitment for Panto/keeping people involved who didn't get to be part of the freshers' plays.

They key is to keep freshers coming to events, and to make sure they know who we are and what the lists do.

Action Point: Everyone listen to GH, and send your emails when he tells you!

7. Freshers' Plays

HM wants to confirm interview timings and locations for the freshers' plays.

a. Technical roles

ZK, LB, and RH

Saturday 13th and Sunday 14th, 13:00 to 14:00.

Location TBC

Action Point: Find a location.

b. Design roles

AbZ and GH

Saturday 13th, 10:00 to 16:00. Sunday only if needed.

Location: Costa beside Waterstones.

c. Producing

AH and FC absent so will be confirmed later.

d. Directing

CY

Saturday 13th and Sunday 14th, times provisionally 11:00 to 15:00 or 16:00 for both days.

Location: Waterstones' bottom floor café.

HM reminds everyone to give freshers very specific instructions on where their interview will be, and to also wear stash so they are easily identifiable.

e. Auditions

CD and JM (+ others if necessary)

Scheduled for 12th, 13th, and 14th, 10:00 to 18:00 each day.

Recalls provisionally scheduled for the 15th, 10:00 to 16:00.

HM asks how the recalls procedure works, and whether it's wise to just leave the freshers' plays directors alone. CY suggests there is a small social event with the



actors' and directors' reps and the freshers' plays directors where they chat about good audition practice. They aim will also be for one of the reps to be in the theatre during the recalls in case they are needed.

8. General

HM asks everyone to be aware of what's happening on social media, and to support GH's posts by liking/sharing/etc.

She also asks people to keep their event information up to date and to inform her and GH of any scheduling changes ASAP.

9. Panto

AR debriefs the committee on a meeting with the Footlights regarding Panto.

AbZ is assigned as the show contact for the Panto.

10. AOB

AR asks if anyone can help for the CUADC Poetry Night. Everyone seems to be busy (rip). HM is probably free and can do something.

JM asks when it would be best to post about skills share. GH says sometime this week as the first one is next week.

RH gives a quick update on proposed work with the CUSU disabilities campaign. Unfortunately things have not been sorted in time to advertise to freshers, but it is something that can be pursued later in term.

LB asks whether people think it's a good idea to have 'opening hours' for the props store. She suggest Monday and Friday, 16:00 to 17:00. There is general support for the idea.

17:51 – The meeting ends.

