



Cambridge University Amateur Dramatic Club

7 October 2018, 17:00, Bowett Room, Queen's College

17:06 The meeting begins.

1. Apologies for Absence

Received from: Francesca Cosslett and Ruth Harvey.

Present: Alex Ridley, Lily Burge, Holly Mackinlay, Iain Blackwell, Zak Karimjee, Anna Zhou, Jess Murdoch, Abby Zucker, Maya Yousif, Caroline Yu, Conor Dumbrell, Amelia Hills, Jess Murdoch.

2. Minutes and Matters Arising

None.

3. Action Points

- a. HM to book Corpus Auditorium for the 20th
Done.
- b. Come to Freshers' Fair and be eNtHuSiAsTiC
Done – thank you everyone who attended you have made HM's schedule stress worthwhile.
- c. HM and GH to finish tour route and run it past management for Freshers' Friday (now AR)
Done, and went down a treat.
- d. GH to sort out coverings for the display boards
Done.
- e. GH to ask management for a print code
Deferred.
- f. HM to ask about free drinks
Done – all sorted for Freshers' Fair, and should be available with tokens for socials.
- g. Event organisers to post about socials and encourage fresher and non-fresher attendance
Done – but we need to maintain the momentum for the later drinks events.
- h. Everyone listen to GH (and send your emails when he tells you to)
Done.
- i. ZK/LB/RH agree a location for technical interviews (freshers' plays)
Done and advertised to the freshers for applications.

4. Show Reports

a. Richard III – LB

Deferred – the producer was a bit confused about what a SPAT report is. LB to follow up this week and circulate the report to committee so we are aware of what is going on before next meeting.

b. High School Musical – CD

S – Sales are really good so far, with over 150 tickets sold before publicity has even launched.

P – Have a confirmed matinee and there is potential for a sing-a-long



performance. The producer (ZK) has raised the point of a potential budget increase for costume. If this request goes ahead it will be confirmed by next week's meeting. As AR is involved in the production (as DSM) she cannot vote in any decisions made in that regard. If a funding increase is requested AR nominates HM to act in her place.

A – Most of the cast has been confirmed but a few parts are still uncast. These should hopefully be sorted by this time next week,

T – Everything is on track and it sounds like it's going to be a really fun show!

c. Panto – AbZ

S – Ticket sales are good, and are higher than previous pantos at the same point in time which is encouraging.

P – First production team meeting has been held and went well. Set and tech drawings are all completed. The producers still haven't signed the budget agreement but this is not unusual at this stage.

A – Auditions were completed today and casting should be complete by the 13th.

T – No major issues to report yet; things are only just getting going.

5. Freshers so far...

a. Freshers' Fair

140 sign-ups which was a good number.

AR mentions that we ordered too many Get Involved Booklets, but we will try to shift them at other freshers events.

HM mentions the need for clearer name branding. It is suggested that we get a CUADC specific roller banner (as we currently only have ADC roller banners). GH also suggests a banner for the front of the desk, and a general investment in our branding next year.

b. Freshers' Friday

30 sign-ups (+ 10 who were already subscribed). This brings our total to approximately 170 new subscribers to the lists.

AR says that the event needs to be shorter as it was very tiring for committee.

Everyone agrees. HM notes this was partially due to mis-printing of the start time, but even without that the event felt 30 minutes to an hour too long.

AR suggests that next year we invite some representatives from the other resident societies of the ADC e.g. CUMTS and the Footlights to promote a more cohesive theatre scene.

c. Emails

HM checks that everyone has sent their introductory emails and emails regarding the freshers' plays' applications/sign-ups. Everyone, has YAY.

AR asks AbZ to send her the designer's introductory email as she would like to include the information in the info list and isn't subscribed to that list (shame on the President).

d. Workshops

HM asks if everyone is happy with their workshop timings and if they need any extra support. Everyone is fine except CD who can no longer make the actor's introductory workshop. MY offers to go in his place.

e. Socials

The LGBTQ+ drinks will now be held on Tuesday 16th, 20:00-22:00.

AR reminds social event hosts to have get involved booklets and mailing list sign-



up tablets.

6. SUMMER Debrief

HM goes through a quick round up of all our goals for summer, and what has been achieved/still needs to be done:

- a. Edinburgh Fringe Guide + Surveys – AR
Deferred.
- b. Presentation of Accounts – IB
Deferred until mandate has been sorted.
- c. Reserves? – IB
IB has come up with nothing specific.
Action Point: Everyone take the time between now and next meeting to think about who they represent in Cambridge theatre, and what we can buy them with reserves. These should be investment items for the future of Cambridge theatre.
- d. Headshots – HM
Deferred
Have approached a few people who have dropped out/have not followed through. GH is talking to some people to sort this.
- e. Appendix to Budget Agreements – HM
A first draft has been completed – a copy will be sent out with next week's agenda.
- f. Lafayette Photos – HM/IB
Have not been delivered to the theatre yet.
Action Point: IB to chase up with Lafayette about when the order will be completed.
- g. 'Who To Talk To' Resource- HM
A first draft has been completed – a copy will be sent out with next week's agenda. ZK to send HM the tech-related parts.
- h. Library - HM
To be discussed as a full agenda point below.
- i. Post-show talks – HM
Deferred.
- j. Techie outreach ideas – LB/ZK/RH
ZK has enquired about advertising in the engineering faculty for set builders and painters. They have decided it is not relevant to engineering. They are... wrong. Posters in faculties is a good idea, but AR points out that we can't just advertise to traditionally 'technical' subjects e.g. sciences, especially when we are trying to encourage diversity in all aspects of theatre.
- k. Update guides – FC, LB, ZK, GH.
Mostly done, or in progress. Will revisit in a few weeks.
LB waiting on John to update guide to the SM desk.
ZK says the TD guide needs work to make it shorter/more manageable for those new to tech.
- l. Fining system – LB
Briefly discussed at the end of the last term, but still no concrete way of going about this. IB emphasises the need to make funding bodies liable to it so that the expense doesn't hit students.
HM suggests signing a generic contract when hiring props (i.e. when they go to the prop store).
- m. Timeline of a production – CY
Deferred.
- n. Actor's Guide – CD/JM
Done – a copy will be sent out during the week for the committee to review before



- next meeting.
- o. Skillshare – JM
To be discussed as an agenda item below.
 - p. Membership post/outreach videos – GH/MY
MY has completed a script introducing the committee and what we do in theatre.
Action Point: MY and GH to have a discussion this week about how to make this happen.
 - q. Show sharing spreadsheet – AbZ
Done – will be launched this week/tonight.
 - r. Play reading group – MY
Deferred – probably until Lent because of MY's busy schedule (she's a super star).
 - s. Club Nights – MY
Deferred – MY very keen though, and will be messaging Jack ASAP.
 - t. Alumni email address - AH
To be discussed as an agenda point below.
 - u. Shadowing scheme – MY
The committee agrees this is too difficult to run as a centrally organised thing, and would be much better in the hands of individual reps, e.g. SM rep. They would approach shows individually and ask for permission to take freshers backstage rather than creating a formal scheme all shows have to adhere to.
 - v. Membership for Edinburgh shows + lapsed committee memberships – AH
All done.
 - w. Chase people setting up Gmails – AnZ
Still waiting on LB, CY, CD, and JM.
AR reminds people to continue to use their @cuadc.org alias.
Action Point: If you don't have a Gmail, make yourself a Gmail.
 - x. Wiki – AnZ
Work still needs to be done but it is nearly ready for launch.
Action Point: All committee members to add one thing to the wiki before next meeting.
 - y. Camdram for workshops? – AnZ
AnZ has spoken to the CamDram team and it's on their radar to add a general event on CamDram, such as workshops and bar nights.

7. ASDAN China

AR and HM debrief the committee on their experience working with ASDAN China.

AR says it was very well run and they were a great company to work with. They were very good at organising everything and dealing with the administration of the camp, leaving the creative stuff to us. This meant we did not have to deal with any administrative responsibilities other than organising the workshops (and ourselves). They also paid to fix Alex's head.

The whole trip was supported well, and the sightseeing week was great. Having been through it once we now know what to expect in the future and how to streamline certain elements of the preparation process (e.g. booking flights).

ASDAN China have already expressed an interest in having us back, and have mentioned the possibility of expanding the camp to include Varsity/The Cambridge Union as well. As a committee we need to decide if we want this to be something that happens every year and if so, how we would like that to work.

HM shows the committee the video of the workshop week that ASDAN created.



AR calls a vote.

The committee vote unanimously to continue the relationship with ASDAN and make this a regularly occurring event.

Action Point: AR to speak to our contact in ASDAN and arrange a meeting to discuss this in more detail.

8. Costume Store

HM says that the new Bats committee are happy to assume 50% of the responsibility for the costume store which would benefit CUADC as it is very difficult getting access currently. This would also mean splitting all costs associated with the costume store. HM suggests a contract between the societies which says this. IB is upset by the idea.

AR notes that as Bats is a bit of a shaky society right now it would be difficult to make anything official, i.e. in contract or constitutional review, because the relationship with the societies may not exist for long.

AbZ we need to clarify firstly who owns the costumes, and secondly who owns the space as these issues seem to be very confused. Then we need to find the most convenient method of access in conjunction with the college authorities.

Action Point: AbZ to find out why and when CUADC money was spent on the costume store, and what the agreement with Queens' is. This conversation will be deferred until we find out what's going on.

9. Feedback Form

AnZ takes the committee through the current messages on the feedback form. Several responses were asked to be kept anonymous so have been omitted from the minutes, however action points related to them have been kept in.

AR suggests a reply option for people to check on the feedback form so we can respond if they would like us to.

Action Point: AnZ to add that.

Action Point: CY to draft a good practice directors' guide – i.e. not a guide to directing a show, but to good practice around running a rehearsal room.

This action point will be deferred until Week 4.

Action Point: FC to add a budget breakdown to the producers' guide to give shows an idea of 'average' budgets.

10. Audition Surveys

CD has been doing some research into higher education equality procedures, but he has to leave now so will talk about it more next week.

18:30 CD leaves.

11. Library

HM says she would like to launch the library around Week 4. This will involve getting the office in shape, cataloguing all the books, and encouraging students to download the free library app.



HM also asks IB for a budget to spend on buying some updated books in time for show selection.

AR calls for a vote.

The committee votes in 11 in favour of a £150 spend on plays for the library, 1 against, subject to the list of purchases being approved in the next committee meeting.

Action Point: HM to send around a list of plays for the committee to review/add to before next week's meeting.

12. Alumni Email

AH says we need to sit down and think of what alumni will actually want from an email list so they don't all unsubscribe immediately.

Some ideas are holding an annual reunion, sending out pre-sale codes for Panto (and LTM if they have one?).

AR says that pre-sale codes are good, but a reunion is unlikely to work when we only have a very small reach amongst our alumni.

AH says we need to decide what the point of the list is/why it should exist, because this could just as easily be done through Facebook.

AR suggests we pitch our campaign at recent grads, and then build from there rather than trying to draw in older alumni cold. We can do things like an end of year update and a summary of changes to keep people interested. She also suggests transferring the list to Mailchimp so it is easier to make it pretty.

AR asks if there is a way to add people to the list automatically. AH says that this is not possible because of the new GDPR problems. Her current plan is to advertise much earlier, i.e. start prodding people at the start of Easter Term and keep up reminders to sign up throughout.

Action Point: AH to post about the list and encourage more people to get on it. Once we have a stronger base we will make more concrete decisions about how and when to use the list.

13. Skillshare

Everything is going really well with Skillshare – AR thanks JM for all the amazing work she is putting in to this project! The Michaelmas termcard has been published and includes:

Playwriting with Billie Collins, Sat 13th Oct, 13:00-15:00

Shakespeare/Verse with Alistair Henfrey, Sat 27th Oct, 13:00-14:00

Puppetry with Georgie Taylor, Sat 3rd Nov, 13:00-14:00

Physical Theatre with Vee Tames, Sat 10th Nov, 13:00-14:00

Physical Theatre with Oliver Jones, Sat 17th Nov, 13:00-14:00

14. Set/Material-Sharing Spreadsheet

AbZ has made the spreadsheet and it will be launched this week/tonight. When she does can everyone please share to relevant groups and encourage people to use it.

15. Out of Term Decision Making

A few situations arose in the summer holidays in which decisions needed to be made that would normally be addressed in committee. When these decisions are time sensitive



it makes sense to have a procedure for dealing with them that involves an appropriate number of committee members (i.e. a holiday quorum). HM suggests we work out a trial system which will go into place for the Christmas holidays, verified by the Senior Treasurer, which will then be officially proposed at the constitutional review in Lent if it works.

ZK says that it is important we agree on an appropriate number of committee members who would form a holiday quorum as a minority should not be making decisions without consultation of the committee. HM suggests it would probably have to be an amount above term quorum to ensure decisions are made responsibly. LB suggests a 2/3rds majority.

Action Point: HM to send out a draft proposal for procedure which will be reviewed by the committee in the meeting after next.

16. Info List

AH asks for Panto minor roles to be advertised.

JM requests freshers' auditions and applications also go out again.

17. AOB

HM suggests beginning the constitutional review a little earlier than Lent as she has noticed quite a lot of things that will need clarifying/editing for grammar. ZK suggests she makes a constitution GoogleDoc for people to comment on/see proposed changes.

Action Point: HM to make a GoogleDoc of the constitution.

HM informs the committee she was approached by Olly Francis who suggested hosting some welfare sessions in the ADC which are theatre specific/part of the theatre community as these largely only take place in colleges. She will be inviting OF to a meeting on the 21st of October to discuss this further.

MY is very on board with this and offers to contact ADC management to find a regular time where we can make this happen.

Action Point: MY to speak to management. HM to invite OF to a meeting.

HM says that there will be a committee social after the meeting next week which will consist of going to a pub/college bar. This is your chance to unwind from freshers and remember why it was you joined committee/liked theatre before.

MY has followed up with CUSU regarding welfare training, and will keep us up to date with how that progresses this term.

MY suggests a name for the Club Cocktail: CUADaCuiiri.

There is general interest. Blue raspberry is mentioned. There is more interest.

Action Point: MY to pass this on to Jack at management.

IB says that the mandate is in progress and we're hoping to sort it ASAP. He looks tired. Older. Like he has seen things.

ZK has not thought of a present for John yet but suggests we pay for a placque to be placed in the theatre acknowledging John's work during the theatre refurbishment. The committee like this idea.

Action Point: ZK to speak to Vicky/management about this idea.

ZK asks if we need to agree/apply for a budget for the poetry night. AR says there won't



be any publicity so we should be fine. Art is free.

AR asks the committee to read Georgie Taylor's content notice document, which she has already sent, and make any suggestions or comments as soon as possible.

AR mentions that there has been lots of interest in getting stash for general purchase by members.

Action Point: AR to look into this as an option and see if we can do it for this term.

19:00 The meeting ends.

