

17:00 The meeting begins.

**1. Apologies for Absence**

Received From: Jessica Murdoch, Maya Yousif, and Abby Zucker. Zak Karimjee will be late.

Present: Alex Ridley, Gabriel Humphreys, Iain Blackwell, Anna Zhou, Lily Burge, Francesca Cosslett, Caroline Yu, Conor Dumbrell, Amelia Hill, Holly Mackinlay, Ruth Harvey.

**2. Minutes and Matters Arising**

None.

**3. Action Points**

- a. GH to ask management for a print code

Deferred.

- b. HM/GH progress on headshots

In progress.

*Action Point: Group photo to go on membership board in the meantime.*

17:06 ZK arrives

- c. IB chase up with Lafayette regarding photos

Done. They said they would be in touch and haven't – will chase again.

- d. MY and GH to have a discussion about the introduction videos and how to get the ball rolling on them.

Deferred.

- e. CY, CD, JM, and LB to make CUADC gmails.

LB has done.

*Action Point: CD, JM and CY to do tonight.*

- f. ALL to add one thing to the wiki

Deferred – AnZ to send wiki document on slack again as a reminder.

- g. AR to contact ASDAN and arrange a meeting to discuss plans for next year

Done – scheduled a meeting for tomorrow morning.

- h. AbZ to review minutes regarding the costume store and find out what the current agreement with Queens' is.

Deferred as AbZ cannot be here this week.

- i. AnZ to add an 'if you would like a response' option to the feedback form.

Done.

- j. FC to add a budget breakdown to the producers' guide to give shows an idea of 'average' budgets.

Done - added to the list of things to update the guide with.

*Action Point: All guides to be updated by the 1<sup>st</sup> of November (except TD guide which will be completed by Jan)*

- k. HM to send around a list of plays to review for the library



Done.

- l. AH to post about the alumni list and encourage people to get on it!  
*Deferred - will be done this week.*
- m. HM to send out draft proposal for procedure to be reviewed by the committee in the meeting after next (21<sup>st</sup> of October)  
*Deferred until 28th.*
- n. HM to make a GDoc of the constitution for collective comments on reviewing it.  
Done. This will be revisited later in term.
- o. MY to speak to management about Welfare Tea  
*Deferred.*
- p. HM to invite OF to a meeting (21<sup>st</sup> of October)  
Done.
- q. MY to pass her club cocktail idea onto Jack  
*Deferred.*
- r. ZK to speak to management about a plaque for John  
Done – It was mentioned in exec and they really liked the idea.  
ZK is also going to ask Matt Latham to ask old SODs to contribute towards it.
- s. AR to look into stash.  
Done – an agenda point below.

#### 4. Show Reports

##### a. Richard III, LB

**S** – 13% sales; event is up, and a BBC Radio Cambridgeshire interview is scheduled. Not everyone has done headshots yet so they're doing cover photos on Tuesday and PPs on Thursday. Other than that publicity should be fine

**P** – A costume designer has now been recruited. There was an issue where the SM couldn't do last two nights, but someone is now stepping in. There was a fight workshop run by an ex-student, Jonathan Ben-Shaul, which the producer paid for out of the budget (travel expenses). However not all cast could attend and so they would like to pay for another. The producer budgeted for this in 'admin', but there is not enough left for a second workshop so she has asked to rearrange the budget as there is some slack in other areas.

AR says that moving around budget is not acceptable without permission from IB. LB says that paying for the first workshop was a reasonable mistake as there is some ambiguity about what admin/sundries mean. LB to speak to producer about this and ask them to contact IB.

LB also points out that we're not sure the ex-student should be involved further in the club show without committee approval as he would be an associate member (if he was a life member previously), or would have to be given special membership.

CD points out that there is no one in Cambridge at the minute with a comparable level of experience in fight choreography and it's essential that someone who knows what they're doing runs workshops like that.

HM suggests a vote as to whether the committee will allow future involvement of this student, as a special or associate member (depending on his membership status whilst at Cambridge).

*The committee votes unanimously to allow Jonathan Ben-Shaul to remain involved in the show for any further workshops and consultation on fight choreography. However the condition is attached that while we will reimburse the first set of travel costs, we will not allow further travel expenses to come from the budget.*

**A** – The performers have been difficult to organise (e.g. attendance to organised



workshops).

CD suggests if they're still having problems in the next week then the producer can contact the actors' reps who are happy to send them a cast email and meet with them if necessary.

T – All tech is looking good, and everyone seems on it.

**b. High School Musical, CD**

S – Ticket sales are still good with 20% total sold and (80% sold for the matinee)

P – Everything is going well, they just need to clarify requested budget increase. The producer will arrange a meeting with IB shortly. (ZK!!!)

A – They still have a few parts to cast and are waiting for the full cast list to be released, but are confident it will be done in time.

T – Everything seems on track.

**c. Panto, AbZ (provided in writing)**

S – The publicity launch is scheduled for Monday 15<sup>th</sup> at 1pm, where sponsorship will also be revealed. The producers have asked if we can share the post on the CUADC page.

P – The producers would like us to push set builders and painters as no one is coming/showing interest at this point.

ZK has asked that it be passed onto the TD that the set needs to take up less space in the workshop – it is very inconvenient for everyone else's shows and there are still several weeks of theatre to go.

A – The cast is now finalised (yay!) and there is a very promising mixture of year groups – something we want to see continued in the future!

T – Everything seems on track, except extra hands with painting and building.

**d. Children's Hour, IB**

NB – AR explains that at exec it was raised that the Children's Hour still didn't have funding. The representatives of CUADC were asked if we could give them emergency funding if the ADC gave a £500 guarantee against loss. AR agreed to this.

S – 8% total sales. AR says we need to push publicity a lot, especially the 3 for 2 offer for CUADC members on opening night. We also need to encourage the producer/cast to get their friends to go. GH has suggested they post in the CUSU LGBTQP+ group. CD also suggests posting in feminist/FNB orientated groups. FC and GH will get in touch to offer support and lots of ideas on how to sell the show.

P – All production members are now CUADC members (congrats AH!). The ADC want programmes for the production, but they won't get in here in time and will be an expensive rush print. LB suggests a paper cast list.

A – Rehearsals going well and it seems like it will be a good show.

T – According to the get-in report everything fine and on schedule.

**5. Show Selection**

Two committee members put themselves up for show selection. AR circulated their applications during the week. The committee takes a vote by secret ballot to decide who will be on show selection.

*The committee vote that AbZ be on the show selection panel.*

**6. Society Stash**



AR has looked into society stash as an option for this term.

She presents the committee with the following options:

Keep Cups – require a minimum order of £240

Sweatshirts – come out to about £15 each

Tote Bags – come out to £2.50 each

Fridge Magnets – come out to £1.47 each

GH says a tote bag is well good. ZK asks who would want a fridge magnet in Cambridge.

CD suggests water bottles. AR also suggests t-shirts, but rather than just branded ones they should have something theatre-related on the front. HM suggests her amazing theatre memes.

CD mentions running it like Solidari-Tee. HM says that she and GH have been discussing a possible CUADC 'RAG Week', supporting theatre charities, which would be a good time to sell stash. They were planning to present to the committee in a few weeks (when life has calmed down and they have a solid proposal).

AR says that this would solve the problem of when to sell them.

FC says that stash could be a good way of publicising the society. AR agrees as it makes people aware of our name/brand. GH points out that increased awareness is not necessarily increased engagement. ZK agrees, and points out that it's not as straightforward to get involved with CUADC/Theatre as it is with lots of other societies, so we need to do more than just get the society name out.

This discussion will resume when the Rag week proposal is discussed in more detail.

## **7. Freshers' Plays Applications**

The committee feed back on the application/interview/audition process, and compare role offers to make sure there are no overlaps.

### **ACTORS**

CD tells the committee that 90 people auditioned, of which 50 will be recalled. These are great numbers!

Recalls will be held on Wednesday the 17<sup>th</sup>, 10am-6pm, and a sign-up doodle-poll is ready to go.

CD and JM will organise the recall schedule so as not to overwhelm the fresher directors. They will also be encouraging the rejected actors to get in touch in the next 24 hours as there are still positions available for designers/ASMs.

### **DIRECTORS**

CY tells the committee she did 28 interviews for 6 roles. She is arranging a pub trip for the chosen directors early in the week to go through all the information and guidance for running auditions before recalls.

### **PRODUCERS**

FC tells the committee she had 7 applicants for 6 roles. She's not sure what we can do in future to encourage more applications for producers.

### **TECHNICIANS**

LB and ZK feedback that the majority of roles are filled except for ASMs, of which there are none (rip). There is also no sound designer for the Corpus Main. There was also some confusion over what constituted 'tech' and what was 'design' so they interviewed



some freshers who wanted to do set. They have passed these on to GH and AbZ as they did not have enough designers apply.

## DESIGNERS

GH feeds back that there was a low turn-out at interview for designer roles. No publicity designers applied so applications probably need to reopen.

GH – need 3 publicity and 2 costume

HM collects as many of the definitive choices as possible, and asks everyone to keep her updated as people accept.

AR asks everyone to send emails tonight and ask for a reply in the next day.

IB and AR will set budgets for the shows at the weekend.

*Action Point: All to give HM full names and CRSiD's for confirmed team members.*

## 8. Finances

IB's mac exploded this week ("Rest in peace my faithful son.") so his presentation is not specific. He outlines that we are £20,000 down from last year which is mostly an inherited loss, but also a consequence of loss-making Fringe shows. We still don't have the full amounts from venue pay-outs, but we are certainly looking at a large loss.

IB also raises the point that Freshers shows tend to make a loss, and so we had hoped to fund profit making shows this term. Emergency funding The Children's Hour will also likely make a loss, even with the ADC guarantee, putting us in a sticky position.

AR asks to disregard the inherited losses so we can see how our committee is operating. She also asks for some more solid numbers once Fringe venue payments have come in and all those accounts are settled. She suggests postponing this discussion to the beginning of next term if need be. She also raises the point that because of continued large losses at the Fringe, we need to have a discussion later in the year about whether we want to continue funding Fringe shows, or whether we'd be better spending that money on theatre in Cambridge.

HM mentions the Reigen overspend, and asks what the result of that was (the final show reports for CUADC fringe shows have yet to be discussed because of the accounting delays with the venues). IB and AR say they will not reimburse the overspend as the production team acted against our contract and constitution, even after advisement.

AR says that in summary, we seem to be making good financial decisions, and that IB is doing an excellent job in a very difficult situation with the Fringe issues and the delayed mandate. There is a round of applause for IB. AR suggests we post-pone the discussion on reserves until AR and IB are on the mandate and the Fringe venues get their act together.

## 9. Audition Surveys

CD explains the concept of audition surveys as a tool to quantify representation and accessibility so we can continue to improve it. He thinks we should be doing them as much as possible because there are so many people engaging in theatre that we should try to improve accessibility to theatre using proper data.

He did a test run of the process during the Freshers' plays auditions and presents the results to the committee. The main focus was Female/NB accessibility, and BME accessibility. They found that 1/3 of auditions were male, and 2/3 were female indicating



more men should be encouraged to come to auditions. Of recalls, 62% were women which is slightly down on the 66% proportion that auditioned. ZK suggests this may have been because the men who came to audition were more confident. CD says that could well be a contributing factor, but it is also a very complex issue. He continues that 17% of the auditionees were BME, and 18% of the recalls were BME which is a very positive figure!

CD says that this process is an important way of making sure our representation is good. It is a good way for director's to check their own bias/prejudices. He thinks this is a good thing to develop to implement in Club shows, but is worried about categorising people demographically especially with complications of intersectionality, e.g. identifying as LGBTQ+ or working class. His next step will be to talk to some people in the wider theatre community to explore how this can be done best..

He also asks the committee what they think the best way of actually collecting data is. Post-audition surveys allow people to opt-in and out, but have incredibly low response rates. CY suggests collecting the information on a doodle-poll when sign-ups occur. GH says that people don't always come to auditions after filling out a doodle-poll so that could result in inaccurate data. HM suggests we use the CUADC tablets with a survey app which would probably increase response rate over paper surveys (but still wouldn't provide complete data).

FC suggests we send the surveys out termly via the actors' list and ask people to respond for the shows they were in. AR points out that that would still be difficult to get responses. FC also acknowledges that it'd be easy for people to fill it out for shows they didn't do and skew the results.

HM suggests that for now this is something we do for select shows, i.e. the club shows with the highest audition rates for the year: the Freshers shows, Panto, and LTM. She says it's probably quite unrealistic to rely on all directors to be prepared for every audition with surveys so doing it for these shows might be more manageable for now.

GH also suggests that we turn the results into a graphic to share with the theatre community. AR agrees, and says it will be great to share what we're finding out and we're doing as a result.

AR asks CD if the surveys would be a spreadsheet or something similar that can just be shared with directors. CD says that is the dream, it just needs refining.

*Action Point: CD to plan how to implement the surveys in the future, and to contact AH and GT to see if they would like to help. FC will also put this information in the producers' guide when it is updated.*

On a related note, CY mentions that for Panto auditions this year the panel tried really hard to make the process more transparent and friendly, and this went really well. For example, they introduced each member of the panel and their role, they didn't make auditionees perform on the spot as has been done in the past. CY highlights that giving people more information in general has made the audition process much better for all involved and this is something we should be encouraging everyone to do.

## **10. Costume Store – AR**

Deferred until next week.



## 11. Library – HM

Deferred – meeting with Vicky scheduled for early Week 3.

## 12. Report from Exec

ZK is absolutely delighted to be doing a 3 hour health and safety meeting this week for the new lighting bridges. He just can't stop smiling – it will be so much fun! He also says he mentioned the plaque to John in the meeting which everyone loved.

AR says that thinking about the next refurbishments has already begun as the plans happen so far in advance. She told the Executive Committee that the most urgent things for students were rehearsal spaces and a costume store at the ADC site. CD also mentions air conditioning in Corpus (unlikely).

AR also mentions that exec are well aware that no progress has been made on the issue of accessibility and the Corpus Playroom, and that this is an issue they are actively continuing to pursue. She reminded them that they released a statement a year ago telling students that they were committed to addressing this issue, so them actively continuing to pursue it is a move welcomed and expected by students. GH says that there is no reason why it shouldn't have happened already. AR says that the delays are a result of factors outside of their control, and that they are just as frustrated about this as we are. HM raises the question of boycotting, just to see if the position has changed. LB says that it only hurts theatre and not Corpus as the revenue of the Playroom is so insignificant to them. GH also points out that boycotting could provide a reason for the lease to not be renewed which is not what we want.

19:06 ZK leaves.

GH mentions that for future renovations, it would be good to get the evacuation lift in the tech box to become an actual evacuation lift so the tech box is accessible. The committee agrees.

## 13. Who To Talk To Resource

HM asks if everyone has read the document she shared and are happy with what it contains. LB says she is angry that ZK wrote something really boring about SMing. GH suggests adding the Queer Players to the list.

*Action Point: HM to make a final draft which will be released this week.*

## 14. Appendix to Budget Agreements

HM asks if everyone has read the document she shared. AR has added suggestions which will be incorporated in the next draft. She also suggests adding in membership information, and a section about reimbursements.

*Action Point: HM will update the draft to be presented in the next meeting.*

## 15. Info List

AH asks that we continue to promote set builders and painters for panto

## 16. AOB

CD asks if we should hold an extra social for everyone involved in the freshers' plays. AR says that we are organising 'Meet the Committee Drinks' and don't usually do anything more. FC says it would be nice for all the casts and crews to meet, not just within their own shows. HM points out that we don't want to encourage a clique to form



around the shows, and there is already a sense that you don't 'belong' in your year if you don't get into the freshers' plays. AR says we should just encourage them to socialise themselves if they want to.

AR asks how the first skillshare workshop went. CD said it went really well and everyone was lovely. Yay JM!

AR is writing the survey for the fringe guide and will be sending it around this week. She asks people to add to it if they can.

19:17 LB leaves

AR says we still don't have confirmation from Clare on whether we can hold meet the committee drinks there. If not, the back-up plan is to go to the upper room of the Maypole and not provide a free drink.

AR says that all suggestions for the CN notices document have been passed on to GT and it is now in the hands of GH to make it look pretty.

AR asks whether we need show reports for CUADC poetry night given that the entire production team is on the committee, and there is no budget. We agree that we will do informal show reports anyway.

AR says that she was contacted by a former student asking if we wanted to be put in touch with someone who runs intimacy in auditions and rehearsal room guidance on intimacy. CD says it sounds very similar to what Marlowe did last year. He adds that he's not going to nominate JM when she's not here, but this is definitely a discussion to involve her in as she runs workshops on Marlowe and skillshare with us.

HM asks everyone to respond to her poll organising a committee formal at Magdalene.

AH mentions that on the ADC website there's an option to buy CUADC membership, but it doesn't provide any information for her like our membership form. AnZ said we can just ask the ADC to use our link on the website.

