



17:07 The meeting begins.

**1. Apologies for Absence**

Received From: Amelia Hill, Caroline Yu, and Anna Zhou. Lily and Zak are carrying panto flats and will be along shortly.

Present: Alex Ridley, Iain Blackwell, Ruth Harvey, Abby Zucker, Gabriel Humphreys, Conor Dumbrell, Jessica Murdoch, and Francesca Cosslett.

**2. Minutes and Matters Arising**

None.

**3. Action Points**

a. GH headshots

Update: we can pay for someone to do them. We all say no.

AR suggests we give up. Everyone agrees.

17:09 LB, ZK, and FC arrive

b. ZK ask Nat about measuring tapes.

Yes – the ADC have bought some.

c. HM to ask CUMTS about drum kit.

Spoken to them but no response yet.

ZK mentions that panto is hiring a drumkit and that it's fairly cheap. AR points out you have to pick it up from West Road. ZK withdraws his point.

d. IB to reply to email about summer/winter camps.

Deferred.

e. HM to write publicity material for library and GH to publicise.

Deferred - to be done tonight.

f. ZK to build things (specifically a box)

Deferred.

**4. Show Reports**

**a. High School Musical, CD**

**S** – 55% of tickets sold and no worries about sales increasing. The ticket sales now mean they have broken even on budget.

**P** – All going well. Publicity has been very successful, and headshots should be out tomorrow which will give it a further boost.

**A** – It is looking really good and everyone is having a lot of fun.

**T** – Tech is all going fine, but tech for the main show is not going very well and there are things that have been cut that they were going to use. The producer says they have lots of people to help though and it should be fine.



**b. Panto, AbZ**

**S** – 92% of tickets sold and 11 shows are sold out. Flyers advertising not sold out shows have been ordered.

**P** – Progress has been made on costume, set construction, and painting. Everything seems generally on track

**A** – Blocking, choreography, and band rehearsals all progressing well.

**T** – No immediate issues to report.

**c. Mosquitoes, HM**

**S** – 11% of tickets have been sold so far.

**P** – They are still waiting on publicity to be approved but are otherwise ready to go. The producer feels behind but has been reassured that he is not! Training is all going on/scheduled, and everyone seems to be happy.

**A** – All scenes have been rehearsed and they're beginning runs. They still need to work out set changes but are confident they'll be sorted soon. They asked for some help getting rooms booked and HM suggested some alternative rehearsal spaces in Cambridge they could try – this was successful.

**T** – The set is all sketched up and wood has been ordered. All the cues have been sorted. The sound designer is feeling a bit stressed with workload and they ask for a bit of guidance on how to help her

AR suggests letting the sound cues go through the lighting desk so the sound designer doesn't have to op every night. [RH will get in touch with the sound designer about this.](#)

**d. The Last of the Haussmans, AH**

**S** – 11% of tickets sold. Poster should be approved by the end of the day so will get printed and put up ASAP. They also plan to write press releases and a blog for the ADC website.

**P** – Most recent production meeting went well and everyone is aware of their budgets. The costume budget is mentioned as not being very large; the producer is keeping an eye on this and suggests if money is needed to be moved from other areas that might be an option. IB says he is happy with this.

**A** – Act 1 is now finished and there is a run this afternoon in which all cast and crew will attend. There have been some issues finding rehearsal space and the director is still unable to book rooms via the ADC website.

**T** – Paper tech is scheduled and everyone seems to be on the same page.

**e. Don Juan Comes Back From The War, GH**

**S** – 1% of tickets sold so far. Publicity should hopefully be approved soon and hardcore marketing can begin.

**P** – The producer has changed and the director is on some of the producer's responsibilities (including show reports). Costumes are almost all sorted.

**A** – The whole play has been blocked now and rehearsals are just fine tuning. There is an upcoming run to which the crew are also invited. There is lots of physical and sexual content in the play, but they seem to have created a good, safe rehearsal space and everyone seems to trust each other.

**T** – A paper tech has been scheduled. They plan to get in touch with the mainshow about their lighting rig to ask for things to be rigged. The set designer was unsure of what was happening in the first week, but now the TD is involved and seems to be on top of things everything is going smoothly.

[AR suggests that to help the show we set up a group chat with GH, AR, FC, the](#)



producer and the director to help facilitate communication and so we can be more aware of what's going on.

**f. Poetry Night, AR**

**S** – We sold out!

**P** – All fine, publicity did its job nicely.

**A** – All the performers were incredible (except for the hosts) and it was a great night all round.

**T** – We set up a mic! With only some help! HM taught ZK what a mic stand looks like and where to find one. She is very proud of this.

**E** – We've pitched for more of these nights next term so hopefully that happens. Thank you to RH for working the bar and IB for stewarding. Go team.

## **5. Winter Party**

17:34 MY arrives (or rather, is *retrieved* by AR).

AR tells everyone that the Winter Party is on the 25<sup>th</sup> of November (Bridgemas!!) and that they all need to be there. There will be mince pies and mulled wine!!

AR says we will be checking membership on the door and there is usually 100 free glasses of mulled wine, which should cost about £400. IB suggests we don't spend that much. HM suggests we find out how much free drinks will cost (and if we can get them wholesale) and then set a budget after that.

AR also mentioned decorating. CD suggests we make paper chains out of left-over posters and everyone loves the idea (#recycle).

HM says that the larkum is booked from 5pm, and the bar is booked from 6pm, so the event will start at 7pm.

MY will be taking the lead on organising the party and telling people what to do.

*Action Point: MY to set up a slack channel and delegate tasks. She will also email Jack to see how free drinks work, and if we can buy mulled wine wholesale*

HM also mentions that Club Night has been delayed to Wednesday the 14<sup>th</sup>, due to busy schedules. It will also help sell Don Juan and the other freshers shows if we push the cocktail launch and then 'buy one get one half price' on club shows on Wednesdays.

*Action Point: MY will also get in touch with Jack with a few cocktail name suggestions, and to plan the Club Night more.*

## **6. Membership of students based in Cambridge who are intermitting from their studies or on a placement year from another university**

This agenda point was continuing the discussion from last week and agreeing on final changes we would like to proposed.

HM suggests that we defer this discussion until next week as AH, our membership secretary, cannot be at our Monday meetings and should really be involved in this discussion. Everyone agrees.



## 7. Club Office Renovation

HM, ZK, and GH present their plans to turn the Club Office into a more functional space. This will involve changing the layout, moving the desk and shelves, re-painting and carpeting, and adding some more chairs so people can use the office for meetings, handovers, etc.

The current estimated cost is £185, with recycling a lot of materials currently in use in the office, and sourcing workshop leftovers.

IB asks whether we can get the budget down to £100. ZK says that should be possible.

## 8. Info List

HM asks for information on the library.

RH suggests we put a Winter Party 'save the date'.

## 9. AOB

IB suggests we should use the funds from poetry night to cover welfare costs, as this is a nice offset. AR says that will be more than enough, yay.

RH mentions an anonymous Varsity article which detailed a student's very bad experience when working with a director on triggering material. She suggests we reach out to them through Varsity, allowing them to remain anonymous, to see if they have any specific suggestions for preventing this from happening to other actors.

AR says that the content notices document by Georgie Taylor already covers the process of working with directors/actors. When it is published it will cover a lot of these issues.

MY debriefs the committee on how the first welfare event went on Sunday. It was a super lovely and wholesome afternoon, but needs greater attendance from wider theatre community (and not just people on the get-in, although that is a nice crossover!). ZK suggests we put up posters in the theatre/on the notice-board. HM also suggests we push a specific activity each week so that every week is different/like an event in itself. FC also suggests that we ask college drama societies to circulate it. RH adds that it should go on all the CUADC lists.

AR asks if we can buy cards for the freshers working on the freshers' plays; this happened in her year, but doesn't seem to have happened last year. It's just a very nice thing to receive on opening night and can be very simple. Everyone agrees that it's cute. *HM and AR will get the cards ready for next week and then everyone will write some.*

CY says that in previous years the directors' rep has gone to some of the final rehearsals for the freshers' shows as support, but she doesn't have any time to do that this year. She asks whether she should offer and then see if she can find someone, but doesn't want to offer if no one can be found. AR says she will find someone, it won't be that hard. HM suggests that she make the offer and then worry about finding someone later.

AR mentions that for the freshers' get-ins if help and support is needed then we will be the first port of call, and everyone should be ready to pitch-in and help if they can/are needed. LB says that she, ZK, and RH have already discussed this and that they are planning a rota.

AR says that the photos which have been ordered have been badly done, and that we should complain about the off-centred logo on one of them.

*Action Point: IB to complain about the photos.*



AR also reminds people that the funding meeting is tomorrow at 18:30, and at least 3 members of committee other than herself and IB need to attend for it to be quorate.

18:01 The meeting ends.

