

17:03 The meeting begins.

The committee sings Happy Birthday to Gabriel Humphreys

1. Apologies for Absence

Received From: Conor Dumbrell (who will be late).

Present: Alex Ridley, Iain Blackwell, Zak Karimjee, Maya Yousif, Jessica Murdoch, Abby Zucker, Amelia Hill, Anna Zhou, Gabriel Humphreys, Ruth Harvey, and Holly Mackinlay.

Absent: Caroline Yu, and Francesca Cosslett,

2. Minutes and Matters Arising

None.

3. Action Points

- a. HM to ask CUMTS about drum kit.
CUMTS thought it was a good idea and also suggested we ask the Footlights to contribute as another resident society of the ADC that uses the kit a lot. HM emailed them to ask and they also expressed an interest.
Action Point: HM to speak to ADC Management about this, and to send possible drum kits to the Footlights and CUMTS.
- b. IB to reply to email about summer/winter camps.
Deferred.
- c. HM to write publicity material for library and GH to publicise.
Done.
- d. ZK to build things (specifically a box)
Deferred.
- e. RH to speak to Mosquitoes Sound Designer
Done. She has been at the get-in and seems very happy today.
- f. AR suggests group chat for Don Juan
Done.
- g. MY to set up a slack channel for Winter Party
Done.
- h. MY to email Jack about free drinks/wholesale mulled wine/cocktail suggestions.
Deferred.
- i. HM and AR to get cards ready for meeting.
Done.
- j. IB to complain about photos
Done.
- k. ALL WITH GUIDES – to be updated.
SM Guide – *Deferred*; draft has been made.
Producers' Guide – *Deferred*; FC absent.
Actors' Guide – Done, needs formatting.
CN Guide – Done, needs formatting.
Action Point: Finish updating guides. GH to format completed guides.



17:10 CD arrives

4. Show Reports

a. High School Musical, CD

S – Sold out every night, except opening night – which was above 80%.

P – Everything went really well!

A – Wonderful, actors got lots of praise (and Crushbridges) and everyone had a great time!

T – There were a few sound issues on opening night, but these were resolved quickly. The team handled delays and the changeover very well.

E – Committee support was amazing! No flaws! Perfect execution!

b. Panto, AbZ

S – 97% of tickets have been sold and they are on track to sell out.

P – Photography for headshots is scheduled. Painting and set building is on track for completion before get in. They are having some difficulty finding mic runners and would appreciate help advertising those positions.

A – All going well so far, everything is completed now and the next week will just be used for running and recapping.

T – Projection discussions have been completed now. The paper tech is underway and should be completed by the weekend.

c. Mosquitoes, HM

S – 20% of tickets have been sold so far. Posters are up in town and every cast and crew member has done their college. Push is now to invite people in person and online, and focus on sharing in freshers groups.

P – Get-in is going well, everything seems on track.

A – Everything seems to be flowing well and having some time on the stage really helped the actors get into it – it would have been better if they had had some time before.

T – Set build is going well and there is a schedule in place for the tech and dress.

d. The Last of the Haussmans, AH

S – about 20% of tickets have been sold.

P – The get-in is going well today. The producer is currently ill and so not at the get-in but they seem to be doing fine and communicating.

A – The actors are excited and the show is looking really good!

T – A few tech issues arose in the get-in but nothing major – just small problems which are coming up, being asked about, and then quickly fixed yay!

e. Don Juan Comes Back From The War, GH

S – 6% of tickets have been sold so far with 20 people for opening night but only 1 for Saturday. AR asks everyone to get on publicity for the show and to encourage everyone they know to come please.

P – Despite lack of producer they're doing really well and their publicity campaign is doing the job! The director is really on it and trying her hardest.

A – The actors have completed a full run and know what they are doing so should be all ready for the tech and dress on Wednesday!

T – There is some concern about communication with the TD and the rest of the production team, but when talking to them in person everyone seems on top of things. AR asks ZK to get in touch and make sure they are all communicating well!



On general freshers' show publicity:

AnZ offers to share the shows in the big freshers group.

AbZ offers to help push reviews and coverage from the Tab/

AR has already got in contact with TCS and they are helping us with previews for all shows.

RH suggests we encourage cast and crews of previous freshers shows to go along and support them

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

AR says we all arrived on the same page last time, we just need to decide how to proceed. The options are to edit the constitution to explicitly account for these special memberships, or to leave it as it is (which will also allow these memberships) but make it clearer on our end (online and in show materials e.g. Appendix to Budget Agreements) that you can be a member of CUADC as long as you are a student living in Cambridge, regardless of where your university is.

AR notes that she has already changed the funding emails, which have been rephrased to specify membership qualifications for full time students living in Cambridge, not at higher education in Cambridge. She suggests we rephrase the Appendix to Budget Agreements to say that too. Everyone agrees that this is the best way to proceed.

Action Point: IB to edit the phrasing in the Appendix.

6. Panto Membership for Casual Roles

AH raised a question regarding CUADC membership for casual roles in Panto such as ASMs, mic runners, and the band.

AR says that the band are fine because they are in the Larkum, but anyone who spends any time on stage must be a member to be covered by our insurance. If there is an issue with people buying membership then we will have to vote to give them special membership before they are allowed on stage. This is fine for very casual roles, but if you are ASM-ing more than 2 shows then you should probably buy membership. AH agrees, and says everyone probably will so it is not an immediate issue [no one can say no to our Membership Secretary. She is too strong.].

7. Building Trustees

AR defines building trustees – the people that CUADC gives the power to make decisions regarding the theatre, representing the club as the theatre's owners.

It came up in a recent exec meeting that the current trustees are quite unconnected to the club (one reason for this being one of them is... too famous). The exec committee has proposed that Richard Barnes, our senior treasurer, should become a building trustee and act as secretary for building trustees (keeping up to date contact details, staying in touch etc.). The proposal is that whoever is the senior treasurer of the club will always be in that role. This requires some legal work which cost money, and exec think it is something we should pay as it is us appointing our building trustees. AR also adds that it would be a good idea to think of some more people we could ask to be building trustees – preferably people who are more closely connected to the club than the current trustees. She puts these issues to a vote.

The committee vote unanimously to make Richard Barnes a building trustee.



The committee vote unanimously to make this a permanent change to the position of Senior Treasurer, and to pay for the legal fees this change will incur.

Action Point: AR to report back to exec. She will also ask Richard/exec who else they recommend as potential building trustees.

8. Club Office Renovation

HM notes that the committee did not officially vote on the expenditure to renovate the club office and that should be done.

IB says that he does not think any expense is justified as we are having a bad financial year, and it has no benefit to our members. LB agrees with IB, and says that the £100 we've set aside for it is not that insignificant if you compare it to the average show's props budget.

HM says that relative to our accounts this is a very small spend which can have great benefits. She is concerned that the work we are doing to establish new facilities for our members will go unused if there is no appropriate space for them. She uses the example of the library to demonstrate this; whilst she is happy to put up with the space issues, the next manager of the Library might not, and all her work to get it going again will be wasted. It is also constitutional that we have a club office, and why should we have one that can't be used for anything except storage and misery.

CD also points out that if made fit for purpose the club office can become a space that does benefit members, for example our freshers' plays prod teams could have used it for meetings, club shows can use it for interviews, funding meetings can take place there, and it could be used as a private space to discuss conflict on a show, or welfare issues. There is general agreement that this would be a good thing.

17:41 LB leaves

RH suggests we prioritise changing the layout of the club office which is the main barrier to its use. We can then leave another committee to fix the rest of it. She suggests £40 for this. AR says lets make it £50, and vote.

The committee vote unanimously to spend £50 on renovating the club office.

9. Holiday Decision-Making Policy

HM presents the first draft of the holiday decision-making policy.

The draft policy is as follows:

If some urgent business arises in the holidays that requires the committee's attention the following policy should be followed:

- Any urgent business shall be sent to the Secretary in writing with as much detail as possible.
 - In the event that the Secretary is unavailable someone else on the committee shall be nominated in their place (the President).
- The Secretary will circulate the urgent business to the committee and set the discussion period
 - The discussion period will be no less than 48 hours
- Any responses to the business must be given to the Secretary in writing within the discussion period
 - The Secretary will circulate these responses to the committee in writing.



They will also keep a record of the full discussion to be displayed on the website in 'minutes' form.

- At the end of the discussion period the Secretary will set a voting period
 - The voting period will be no less than 48 hours
 - All votes must be sent to the Secretary in writing before the end of the voting period
- For an urgent holiday motion to be passed, holiday quorum must be met
 - Holiday quorum will be ? committee members, including the President and Junior Treasurer
 - If holiday quorum is not reached then the discussion will be postponed until a meeting in term unless the urgent item of business will have passed. In this case the motion can be said to have failed.

AR suggests we rephrase the final part of the policy to remove 'holiday quorum'. Instead, the policy should read:

- For an urgent holiday motion to be passed a majority of two thirds of the committee must vote in favour of the motion including the President and Junior Treasurer
- If a two thirds majority is not reached then the discussion will be postponed until a meeting in term unless the urgent item of business will have passed. In this case the motion can be said to have failed.

Everyone agrees to this. HM suggests we use the Christmas vacation as a trial period for this policy, with a view to putting it in the constitution next year.

Action Point: HM to send to RB, informing him we will be trailing this over Christmas with a view to putting it into the constitution next year.

10. Show Contact Assignment

AR asks for volunteers to be show contacts for the shows we are funding next term. The show contacts are assigned as follows:

The History Boys – MY

Dirk Gently's Holistic Detective Agency – RH

Atomic Jaya - ZK

End of the Line - IB

Legally Blonde – CD

11. Info List

HM suggests welfare tea which will be on Sunday this week!

RH says we should continue to push the Freshers Shows.

AR says she will also advertise Club Night which is set for this Wednesday

12. AOB

AR asks everyone to wear stash to Club Night, and to treat it like a freshers' event with get involved booklets + enthusiasm!!!!

IB says that next week he will have up to date accounts to present.

AR asks everyone to go and see the freshers' plays! Support them!!

CD gives an update on his audition surveys. He has been asking around and all the responses have been very positive! He asks if we can implement it in LTM and LTM says yes. AR also suggests it could be something we do for show selection too, and she



might suggest to Vicky.

CD also adds that he and JM think it might be time to rethink how we run the email lists as they don't seem to be very helpful, and weekly ones certainly aren't necessary

ZK asks when is the best time for him to do general drill training for anyone who wants to go. HM suggests Saturday, before the Panto in. Gucci.

AnZ suggests we should open applications for photographers during next year's freshers' shows recruitment. Everyone agrees this would be a good idea!

18:10 The meeting ends.

