



Cambridge University Amateur Dramatic Club

18 Nov 2018, 17:30, Dressing Room 2

17:39 The meeting begins.

1. Apologies for Absence

Received From: Jessica Murdoch, Maya Yousif, Caroline Yu, Zak Karimjee, Gabriel Humphreys, Amelia Hill.

Present: Alex Ridley, Iain Blackwell, Conor Dumbrell, Lily Burge, Holly Mackinlay, Ruth Harvey, Abby Zucker, Anna Zhou.

Absent: Francesca Cosslett.

2. Minutes and Matters Arising

None.

3. Action Points

- a. HM to speak to ADC Management about the drum kit, and to send possible drum kits to the Footlights and CUMTS.
Done. The CUMTS and Footlights are now confirming with their committees.
- b. IB to reply to email about summer/winter camps.
Done.
- c. ZK to build things (specifically a box)
Deferred.
- d. MY to email Jack about free drinks/wholesale mulled wine/cocktail suggestions.
Deferred.
- e. ALL WITH GUIDES – to be updated.
Deferred.
- f. GH to format completed guides.
Deferred.
- g. IB to edit the phrasing in the Appendix regarding membership of full time students living in Cambridge to remove the condition that they must be at an educational establishment in Cambridge.
Deferred.
- h. AR to report back to exec on our decisions regarding building trustees. She will also ask Richard/exec who else they recommend as potential building trustees.
Done. See point below.
- i. HM to send to Holiday Decision-Making Policy to RB, informing him we will be trialling this over Christmas with a view to putting it into the constitution next year.
Deferred.

4. Show Reports

a. Panto, AbZ

S – Now 100% sold out other than day tickets yay!

P – Programmes ordered and will arrive before opening night. Tech will be in costume. Props being made/will be made in time for the show.

A – Acts 1 and 2 completed; now they're just polishing choreo and songs. Dress is scheduled for Wednesday.



T – Sound equipment has been hired. No major issues with lighting. Get-in schedule planned – working towards getting signed off on Tuesday morning at the latest.

b. Mosquitoes, HM

S – Sold over 40% throughout the run, last night the sales jumped up to more than 150!

P – Everyone on the team was amazing and worked so well, especially given the change of roles at the start. The whole team pulled together and the show went surprisingly smoothly.

A – The show was great and there was lots of praise including good reviews!

T – The tech was really interesting and well executed, and the team was happy with how it went.

E – The producer thanks us for all the advice we gave and for the tips and tricks that were specific to publicity in Cambridge theatre. The only negative was forgetting to send the theatre content notices before opening night – the producer takes the blame for this, but it's something that we can and should be reminding our shows about constantly – especially with the freshers' shows as they are so new to the process.

AR suggests we make it official policy that all CUADC shows should have content notices. She suggests this gets put in the appendix. Everyone agrees.

Action Point: AR to add to the appendix that all shows must content notice, and to emphasise this point during funding meetings.

c. The Last of the Haussmans, AH

AH is absent and there is no final show report.

CD says that he has spoken to the team and they are really happy with how it went. He says they were worried they may have gone over budget on PRS, but believed they were under budget on the whole. He also adds that it was an excellent show and they really deserved the praise they got for it.

d. Don Juan Comes Back From The War, AR

S – The show generally drew a good audience for a lateshow, with most nights selling 50+ tickets (other than closing night).

P – The AD was trained to be backstage during the smoking scenes, and was backstage during the show because the SM and DSM run off their feet. The beginning of week and the first two nights were very difficult for the tech team, especially with having to cut the play.

A – Because of the run time, some scenes had to be cut – this caused some tension among the actors but it was explained to be a professional decision not a personal one, and everything was sorted.

T – They had a relatively simple get-in, but there was no lighting plan from the mainshow so a lot of time was spent working out what was patched where. The sound desk also crashed on the third night but the team handled it very professionally.

E – Not having a producer made the whole process of the show very difficult but the Director really pulled through on publicity. They thank CUADC for getting involved and helping as much as they did. The ASM and SD were not very experienced either with caused some difficulties. The main issue highlighted was a lack of communication between the lateshow and the mainshow.



RH asks if the lateshow knew how long their slot was as their run time was so much over. CD says they were told in their initial meeting. HM acknowledges it's not really advertised very strongly by the theatre, and not having a producer won't have helped them with that.

IB thanks AR for stepping up to essentially produce their show.

AR says it was a bad year for producer recruitment as interest was so low. CD says it always seems to be a bad year for producers, is there anything we can do to encourage people to get involved? AbZ suggests we do longer and more detailed producing interviews. CD suggests we could combine directing and producing interviews to make the pool larger.

e. The History Boys, MY

MY is absent and there is no show report yet.

AR raises the point that there is a BME character in the show which the directorial team would obviously like to cast with a BME actor, but there have only been two auditions for the part so far. They've added in an hour of BME only auditions, but would like to know if we have any suggestions on what else to do.

AnZ offers to share the post in the BME theatre group on Facebook. AR will also share it on the CUADC Facebook page. CD advises they specify what the role is written as too.

f. Dirk Gently's Holistic Detective Agency, RH

S – Not online yet.

P – Producer is confirmed. AD interviews happening today. Rights are confirmed and forwarded to ADC.

A – Good number of sign-ups so far! Everyone is hyped for auditions.

T – Advertises for TD, set, and publicity now live. Some people have contacted to express an interest but nothing is concrete yet. Other adverts to go up soon.

g. Atomic Jaya, ZK

ZK provides in writing that there is little to report at this time, the main task has been interviewing for a producer and other prod team roles. There has been a huge array of applicants and there is a lot of excitement!

h. End of the Line, IB

S – Nothing online.

P – Currently advertising for a producer.

A – Auditions have been scheduled.

T – No problems to report.

i. Legally Blonde, CD

S – Not online yet.

P – Producer has been confirmed and other prod team applications have closed and interviews have started.

A – Auditions start on Tuesday and have filled up already! Hoping to have busy drop-ins too.

T – Currently missing any TD applications (and a few other roles) so will be reopening.

5. Presentation of Accounts



IB says that from the 2nd of Nov, the balance in accounts was just under £59,000. Down from last year, but most of that is the Panto payout which was never our money in the first place. Across our shows, we're running at a loss but that's mostly because we're reimbursing shows that haven't happened yet (e.g. Panto/LTM).

The expected profit/loss for shows so far this term are:
Richard the III – Profit of about £200-£300
High School Musical – Profit of about £400-500
Children's House – break even, covered by ADC guarantee.
Fringe shows – looking at a loss of just under £2000.

For the freshers shows we are largely making losses, and possibly a break even on Mosquitoes. This does not include the freshers campaigns either (e.g. drinks events, get involved brochures etc.).

AR mentions that we're in a good position, especially with the shows we're funding next term e.g. History Boys have already been given a Saturday matinee and are expected to sell well.

IB also says that he and AR have taken the decision not to reimburse Reigen's overspend. Everyone agrees this was the right decision to make under the circumstances.

6. Building Trustees

AR updates the committee on the conversation with exec on building trustees. She fed back to them that we have approved Richard Barnes becoming a trustee, and on spending the money to cover the legal fees.

She asked if exec had any suggestions on who else to nominate. They said it was none of their business but can advise.

AR suggests we have a woman as the trustees are currently all men. The criteria is someone who was heavily involved in theatre, or a member of committee/management, who lives in the UK and is still invested/can be bothered. Oh, and ideally knows a little bit about the buildings.

AR's first thought was Sheanna Patel, who was returning officer for last year and former CUADC president. However we think she's applying for a job in Australia. The other people she thought of were Mitchell, the old theatre manager, or John, the old technical manager (sadly, both are men).

LB suggests Leah ? (what's her surname I forgot) who has a job in Cambridge and is around quite a lot.

AR puts it to a vote.

The committee votes unanimously to ask John, the former technical manager, and Leah, to become building trustees.

Action Point: AR to email RB with our suggestions and, unless he has any objections, to ask John and Leah.

7. Winter Party

MY is absent so not much can be discussed.



AR will email Jack about mulled wine – everything else can wait until after panto opens.

The committee agree on a £50 budget for food and decorations, and the alcohol budget to be decided later.

8. Elections Returning Officer

AR was wondering who to ask to be the returning officer – it is usually the former president so she will ask Oscar Yang, however he is in Hong Kong and unlikely to make the trip back.

AR says that the next people to ask would be the former JT or Secretary. We agree the logical order would be to ask the JT and then the Secretary. If the JT says no, the Secretary is guaranteed to say yes – she has already expressed a desperate wish to do it (AR feels threatened by this).

9. Info List

Winter party!
Panto day tickets.

10. AOB

HM says that for Club Night, it was a nice hang out for committee, but not many other people came. There were a few freshers who had missed get-involved events before, so it is definitely a worthwhile exercise!

AbZ says that calling it 'Club Night' is a bit weird as it suggests 'clubbing' and people are disappointed when they find out it's not. HM says that's a good point as no one actually thinks of CUADC as 'The Club' anymore.

AR asks if anyone can think of a better name and RH suggests 'CUADC social'. She also suggests we put posters around the theatre to increase attendance. AbZ also says that our sleek and professional cover photos make it seem a bit too alien and formal, and we should do something fun and silly. HM suggests we ask Rory the Lion, our mascot, to post on our behalf.

AR suggests an agenda point for next week on Welfare and setting a regular budget.

18:30 The meeting ends.

