



Cambridge University
Amateur Dramatic Club

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Minutes, 24th November 2019, 17:00, DR1

17:06 The meeting begins.

1. Apologies for Absence

Received from: Sam Frakes, Ollie Jones, Fernando Georgiou (who will be arriving late)

Present: Lucia Revel-Chion, Susi Mauer, Nick Harris, Isabella Woods, Tom Nunan, Fernando Georgiou, Meg Coslett, Isobel Griffiths, Daisy Everingham, Emily Senior, Mariam Adbel-Razek, Alistair Henfrey, Lucy Tiller

2. Minutes and Matters Arising

None.

3. Action Points

- A. OJ to let David know about time for committee photos.
David cannot make before the Christmas Party. LRC suggests having an extra week 8 meeting on Thursday which David could.

Action point: LRC to message David.

17:08 FG arrives.

- B. Plans to be made for relaunching the original Panto feedback questionnaire.
LRC to do this, possibly launching on Sunday morning.

4. Show Reports

a. Antigone, TN

S – Ticket sales updates can only be received on Monday. It currently looks like they have sold about 20% of tickets so far.

P – publicity has arrived!

A – cast off book, rehearsals are going well.

T – all good.

b. Nell Gwynn, MAR - none received.

c. Beautiful Thing, AH - none received.

d. The Bloody Chamber, OJ - none received.

e. Panto, LRC

S – all good.

P – all good.

A – all good.

T – all good.

5. Event Reports

a. Club Dinner

MC the cheque didn't go through again so NH is going to pay by card. Essentially, club dinner is now entirely on Nick Harris.

b. Christmas Party

MC informs the committee that she hasn't heard back from Jimmy's. It is decided that she will research and reach out to some other local charities in the coming week.

6. Archiving Duplicate CUADC Records

SM informs the committee that the UL archivist has emailed asking whether the committee would consent to her disposing of any duplicate documents that she may have gathered.

The general response is that it might be better to sift through these duplicates ourselves in order to determine whether there is anything we might like to keep or display.

Action point: SM to request for duplicates to be sent back to us.

7. Introduction of Welfare and Sustainability Officers

SM informs the committee that she received an email from a member suggesting that in addition to a writer's rep, the committee should consider appointing a welfare rep and a sustainability rep.

While welfare is an important part of what we want to provide support for as a committee, MAR notes that this is a responsibility that is already held by the representatives in their respective sectors. CUADC covers welfare as part of the support system offered to the shows funded by the society. In addition to this support

system, any member of the committee is open to be approached about welfare concerns from any individual regardless of involvement in a CUADC-funded show, with many committee members actually being fully welfare trained.

LRC adds that it is important to note that placing the responsibility of welfare on a single person may be too much weight for them to bear. By keeping the system in place whereby every member of the committee can be approached with welfare concerns, people not only have more available points of reference, but the committee itself does not put itself under too much strain.

The committee agrees that our welfare roles should be more widely publicised so that people know they can approach us. The emphasis on welfare should be made more explicit when the role descriptions are updated in the next constitutional review.

Similarly, sustainability is a concern that can best be solved not by appointing a designated officer, but rather by inspiring a larger awareness from everyone who gets involved in theatre production at Corpus and the ADC.

IW suggests that this could be done by creating a spreadsheet in which people can list any spare material they might currently have or will have after their show-run. This can make it easier for people to reuse resources instead of throwing things away.

Generally it is also important to put more pressure on management to try to improve the way the workshop space is run. It would be valuable to discuss a way of centralising communication about sharing and reusing materials for set and costume.

8. Show Contacts

IW raises the point that it would be valuable to put together a guide about the role of a show contact. This would outline both what a committee member should do and what a show can expect from them.

LRC adds that it should be a requirement for Panto and LTM show contacts to be welfare trained because of the scale and the intensity of communication required in these roles.

It is also decided that the show contact for LTM will not change with the new committee this year.

Action point: all those who have been show contacts to collaboratively make this document in time for next week. Those who have acted as show contacts are LRC, TN, MAR, IW, MC, AH, LT, IG.

9. Membership

After discussing the perks of membership with Jamie, TN suggests it might be worth simply making it a rule that everyone who is involved in a CUADC show has to buy membership.

The committee expresses some concerns about the accessibility issues that this raises. However, it is also noted that incurring a fee for membership is pretty standard practice. This will be discussed further before a decision is reached.

Action point: TN to draw something up on implementing membership which he will present to the committee in next week's meeting.

10. AOB

MAR is writing an actors' guide over the christmas holidays. If anyone wants to contribute to it they should contact her directly.

DE is in the process of sorting out a system whereby societies are charged for access to the ADC props store.

18:40 the meeting ends.