



# Cambridge University Amateur Dramatic Club

Minutes, 1st March 2020, 17:30, ADC Bar

17:35 The meeting begins.

## 1. Apologies for Absence

Received from: Meg Coslett, Mariam Abdel-Razek

Present from outgoing committee: Tom Nunan, Nick Harris, Fernando Georgiou, Isabella Woods, Sam Frakes, Daisy Everingham, Isobel Griffiths, Ollie Jones, Mariam Abdel-Razek, Lucia Revel-Chion, Susi Mauer, Alistair Henfrey, Lucy Tiller.

Present from incoming committee: Craig Stewart, Sam Frakes, Sameer Aggarwal, Ella Fitt, Beth Kelly, Matt Paul, Phoebe Rowell John, Mahon Hughes, Isobel Wood, Emily Beck

Also present: Diana the CUADuck

## 2. Minutes and Matters Arising

None.

## 3. Action Points

None.

## 4. Show Reports

### a. Identity Crisis

S – all right, not great numbers for opening night but got better as it went along.

P – All good.

A – All good.

T – All good.

E - All good.

### b. The Waves

None received.

### c. Guys and Dolls

S – 63%, close to selling out on some nights

P – People going on radio; exciting; signs that spin; flats have flown;

A – Fine;

T – Paper tech tonight; lights mostly done; get in planned

## **5. Handovers**

IW yet to do handover for SF. Otherwise, all done. Apart from members of the committee to be co opted.

## **6. Ongoing Projects**

FG to pass on getting radio mics to SF.

LRC to manage the creation of a show contact guide.

*Action point: LRC to put a show contact guide together.*

DE passes on the spreadsheet of plays by minority playwrights; she requests for continued additions.

AH suggests reading plays over the Easter break in advance of freshers' plays.

LRC re-raises the suggestion of moving freshers' late-show to Corpus, and leaves it to the new committee to decide for the coming year.

LRC strongly emphasises the importance of reading the constitution.

AH highlights the importance of starting to plan club dinner as soon as possible.

## **7. Outgoing Committee AOB**

NH asks for anyone who doesn't have someone replacing their role to please stay contactable.

LT weeps "what do i dooooo"

*Action Point: LRC and NH to email Richard about the new committee*

The old committee's departing notes:

Ollies velcro shoes will forever live on  
Lucia's hat

17:58 the old committee departs.

17:59 the new committee takes over.

Sam Frakes takes over the minuting

## **8. New Committee General Business**

The new committee stops eating camembert and resumes the meeting.

MH raises an issue with crsids as he is an ARU student so lacks one, and the mailing lists and other website systems run using this as a log-in, so he currently can't fully access everything.

All other handovers okay.

NH raises the annual contentious issue of slack vs facebook - SA concedes to shorten meeting - slack wins

NH gathers crsids for cloffice access.

NH explains gmail accounts and explains Fernando's genius recovery system which no-one actually follows.

*Action point: NH to send MH list of crsids for people to be added to mailing lists*

*Action point: NH to make a calltime to find a time for a meeting in the coming week*

NH brings up welfare training - everyone is happy to, and would like to be, trained. It needs to be investigated whether MH can attend CUSU training as an ARU student.

*Action point: NH to contact CUSU to arrange this*

*Action point: everyone to read relevant bits of constitutions!!!!!!*

## **9. New Committee Ambitions and Goals for the coming year**

NH - Make cambridge theatre more sustainable and accessible; Have a refreshers week in lent term; Appoint a sustainability consultant; Fund wide range of narratives.

CS - Focus on access - attract new people, including after freshers, and also not just first years; Setting up design archive; Improvements to costume store (maybe moving) and introducing a deposit system possible.

SF - To keep increasing the number of TDs, and continue the workshops that worked well last year. To create an up-to-date facebook group to make it easier to get in people casually to help at get-ins. Help Nick with his sustainability pledges.

SA - Update the props store inventory and put it onto a spreadsheet; Release a survey for improving contents of props store; Introduce a shadowing scheme for SMs.

EF - Help people feel more confident with tech, including both those who have and haven't ever done theatre before coming to Cambridge.

EB - Talk to management about pitching process - maybe moving this earlier to calm down craziness of the get-out schedule etc; Intimacy work; Casting, ensuring good communication between actors and directors; Making freshers as welcoming as possible; Holding audition workshops before freshers auditions; Continuing skillshare, including reaching out to alumni to bring back for workshops.

MP - Holding a general ADC workshop with bit of everything showing what members of a show company do, including a tour of the ADC and Corpus; Intro to welfare workshop including intimacy and looking after yourself/workload.

BK - Attracting more producers so she has to do less shows herself; Increasing visibility of resources; Making sure societies are paying people back promptly - societies signing some form of agreement; Survey to find out how people actually see welfare.

PRJ - Intimacy workshops; Creating a director's code of conduct; Putting an emphasis on director's welfare, helping them feel like they have more support and make the role isolating.

MH - Increase visibility of useful information on website, particularly the freshers guide; Have a welfare section on website with way to get advice, maybe highlight some points of contact, create a two-way discussion rather than just the current one-way feedback form.

Back to NH: He highlights teamwork between committee to action all our aims. NH shows off about internet banking as a successful example from last year. He highlights the timeline of the committee - Michaelmas is focussed on freshers so we need to make progress on manifesto aims as quickly as possible over Easter! NH pleads that people talk to him.

*Action point for next meeting: appoint a sustainability consultant*

NH highlights the possibility to bring in other consultants such as for diversity.

## **10. Funding**

Current and accepted: Rosencrantz and Guildenstern are dead; It's true, it's true, it's true; The VERY Short Reign of Katherine Howard.

The number of shows we are funding is unconfirmed and A Number may change. We will have further discussions when more details are known about the situation.

*Action point: NH to get up to date list about shows which still need funding*

## **11. Show contacts**

NH explains the role of a show contact. This includes SPAT reports which stand for Sales, Production, Acting, Tech, (Evaluation).

The Committee votes on whether to keep Alistair Henfrey as show contact for Guys and Dolls, the committee votes in favour. AI will attend the first 10mins of every meeting up to the show and send SPAT reports through.

Jazz section - to be determined next week to try and get someone who will be at fringe.

Rosencrantz and Guildenstern are dead - Isobel Wood

It's true, it's true, it's true - Craig Stewart

The VERY Short Reign of Katherine Howard - Sam Frakes

Budget meetings will occur over the week.

## **12. Coopting**

Isobel Wood has been co-opted as Junior Treasurer - IW and NH are now the two signatories on the account.

IW raises the point of reopening and having another election. This discussion is interrupted by IW discovering Diana has a hole in her. Martha will be contacted and requested to be consultant for Diana's welfare and surgery. The committee decides against this (having another election), partly because we don't have a secretary to organise this, but also because the attendance at hustings is so poor usually.

The committee votes and agrees:

Writer's Rep - Benedict Mulcare

Secretary - Ella Pound

Social Secretary - Ross Guinea-McIntyre

Membership Secretary - William Audis

Publicity Officer remains unfilled.

Phoebe requests it to be minuted that she should have been sec.

NH loses his train of thought. The committee gets restless in anticipation.

NH moves the meeting on to the 'fun part'.

### **13. STASH**

SA declares: 'A cohesive design language across all items of stash' with one unified concept in order to tie everything together. Sameer will go and work in advertising in the future. Phoebe wants ducks to be included in the design.

We move on swiftly with no conclusion...

### **14. Cloffice redecoration**

MH requests marble tiles. NH and PRJ for fairy lights. The posters should be kept up to date. The annual discussion occurs for what our committee want the purpose of cloffice to be. SA requests a glass door to symbolise the transparency of our committee. He concedes and goes for frosted glass.

PRJ wants it to be on record that the first high five of the 2020/2021 CUADC committee was at 18:57 on the 1st March 2020, in relation to Don Juan forever living on, and the poster from cloffice will be framed.

### **15. Headshots**

SA is willing (demands) to be both photographer as well as props provider for headshots. They will be taken as soon as we have a full committee.

### **16. AOB**

Club dinner deferred as there is no social sec.

SA and PRJ request meal suggestions for the Guys and Dolls paper tech.

SF declares the baked camembert was a success, and that it should be continued in future meetings.

19:00 The meeting ends.