



## Cambridge University Amateur Dramatic Club

Minutes, 18.04.21, 11.00, Zoom

### 1. Apologies for Absence

Present: Ella Fitt, William Audis, Hannah Collins, Derek Penny, Jonathan Powell, Iona Rogan, Elliot Aitken, Maria Cleasby, Annabelle York, Amber De Ruyt, Mahon Hughes, Claire Lee Shenfield, Mithiran Ravindran, Cat Salvini

Absent with apology: Emily Shen, Aine McNamara, Jonathan Black

### 2. Minutes and Matters Arising

### 3. Action Points

- a. HC to set up a slack channel to distribute the minutes each week - **Done**
- b. WA to start drafting a job description informed by discussion with Mithi and put in slack for feedback from committee - **deferred, to be discussed further in the meeting**
- c. EF to make a slack channel regarding the ADC Long Term Plan - **Done**
- d. Code of Conduct subcommittee to finalise the subsections for the initial draft and divide them up for writing - **deferred**
- e. AM to share freshers' play spreadsheet - **Done**
- f. EF to set up subcommittee for freshers show selection - **Done**
- g. Each rep to think about ideas for how to get more people involved in freshers including contingency plans for different types of term dependent on the COVID-19 situation of the country - **ongoing**
- h. EF to email theatre family parents to ask if they still want to be involved - **deferred until we decide on Easter Term Activities**
- i. EF to make a Slack channel to discuss refreshers ideas further - **Done**
- j. AY, MC, DP & CS to collect ideas for techie access statements - **ongoing**
- k. EF to make a slack channel and share the Show Contact document with Easter Show Contacts - **Done**

- l. WA to work on redrafting the constitution and contracts to include this as a clause - ongoing, contracts are redrafted and constitution is in the works
- m. HC to find a regular meeting day and time - Done
- n. A response to the anonymous form to be written up and sent back - deferred, to be completed soon

#### 4. Show Reports

EF asks for show reports from show contacts

MH confirms he has not received SPAT report yet

EA has updates; they will be sending SPAT report later today, need general form and risk assessment and need to fill out certain roles (stage manager, set / lighting designer), intimacy training even with a two metre distance,

MC confirms she has SPAT report for Parnassus Players but they still need a publicity designer and they have started auditions and will cast this weekend

AY confirms she has SPAT report for Calligrapher. They need to sort a venue. Casting is finished and they have a set designer.

#### 5. Event Reports

EF reflects on the success of Q&A with composer and creator of Treason musical and hands over to Claire to discuss Garden Party.

CLS discusses CUADC Garden Party (sunday 27th June) and how Jesus has allowed us to use their gardens. Need a Jesus student to liaise through. Food, decorations etc needs to be divided between committee.

Action point: roles to be assigned later on when Jesus come back with more information.

But Club TD is in charge of BBQ - charcoal

CLS encourages committee to think of games - maybe not drinking games

EA suggests pin the tail on the donkey

AY suggests Pin the Tail on the Diana

CLS thinks numbers may be around 80 (more or less) and committee will have to arrive an hour in advance

EA asks what time of the day it would be

CLS confirms that it will be lunch or after lunch for BBQ and much Pimms

EF reminds committee that this will be when our committee photo will be taken, so everyone should be present

## **6. General Business and Updates**

EF welcomes new members of committee; Mithi, Claire, Emily

EF confirms that quarter zip jumpers won the stash vote

[Action Point: need to organise sizes and an order](#)

EF updates committee on second CUADC Exec Meeting. It happened on Monday and discussed long-term plan and the Fitzwilliam Museum play

EF reminds committee that show selection for Michaelmas will be happening soon. It is a really interesting and rewarding experience, anyone from committee can join

Dates to remember 29th and 30th May and 5th, 6th & 7th June

## **7. Diversity Officer**

EF previously discussed with Will and Mithi about converting role of Diversity and Inclusion Consultant to an Officer, but they realised it may be better as a Consultant role

MR prefers the role to be a Consultant role not an Officer, as if it is a committee role it could attract people who just want to be on committee, and if it is a consultant it is a third party, not conforming to CUADC views, but advising and suggesting. This position could just be this year and schemes could be implemented for long-term change, which the committee can be in charge of. The ultimate goal is that these sorts of

positions should not be needed, everyone should be thinking about diversity and inclusion.

EF agrees with this sentiment and can strongly recommend to future committees to have this consultant

EA agrees that the consultant should be an outside influence, not involved in ADC and a named role, good to have an outside opinion

EF thanks MR for raising this

## **8. CUADC Set Archive**

EF raises idea of set archive and passes on to MC

MC wants to start an archive of tech things; pictures of past sets, ideas that Directors can go through, extended to include lighting rigs etc. MC opens up to committee for suggestions, what will be useful content to fill this archive / resource?

MC thinking of opening a Google Form for other people in Cambridge Theatre to submit. Unsure of privacy restrictions, could have actors included in photos or their intellectual property, does anyone know what permissions we need

[Action point: MC to create a Google Form for Cambridge Theatre to submit files, photos and plans for a CUADC Set Archive](#)

ADR suggests that the pictures should come without any actors included and then set designer sends it (so their intellectual property). And if actors are involved in photos, please ask their permission in advance or the committee can ask on their behalf (if they are not comfortable)

EA suggests that promotional material can be used, as will have actor's permission for that, and the actors will be in costumes and with props. So, props and costumes could be part of archive too

MC suggests that we should document all future shows and have an assigned photographer for each show

ADR asks if these will only be CUADC shows

MC confirms that she would like to have as many shows as possible but probably most feasible with only CUADC shows

ADR suggests that it would be good to show difference in main and late show sets, what is feasible and adaptable

DP suggests that it would be helpful to have documents saved as well in an archive, such as risk assessments

MF asks if there is a camera to shoot the shows

HC offers her camera and is happy to share

CS suggests paint and costumes be a part of archive too

EA suggests a section on how pitching works and budget too

WA reminds committee that previous budget breakdowns from all club shows are available to read, but agrees that it would be helpful to link the budget to what the show actually built

AY suggests that faces could be blurred in photos, to ensure privacy

EA suggests that the committee should give photographer credits

ADR thinks it would be useful if one person knew who everyone was in each photos, but that is not that feasible

EF thinks this is a very exciting and very useful endeavour

## **9. CUADC Play Library**

EF moves onto next idea; CUADC Play Library and reminds committee of the spreadsheet of playwrights from underrepresented groups  
However, there are not many names. So, it would be great if the committee could add to this spreadsheet.

[Action point: EF to share spreadsheet of playwrights from underrepresented groups to slack](#)

HC also suggests that we develop Ella Pound's idea of a CUADC Play Library, potentially collaborate w UL

ADR suggests that we focus on donations of plays first, as that is something that doesn't need a budget, and then see how much interest there is and see where to go

WA volunteers to help out with logistics and finance

MC reminds committee that Jamie is also quite keen to set up a play library, so we could collaborate and access money

EF reminds committee that there is a selection of plays in cloffice, but Ella Pound wanted to bring out in club room in a cabinet

MH reminds committee that there may be library booking system online

EF to post about slack to remind people and happy to work with HC on this project

[Action point: HC to ask Jamie about CUADC / Club Play Library](#)

## **10. Freshers Shows**

EF reminds all reps to get in touch with their fresher reps on shows

[Action point: all reps get in touch with their representatives on freshers shows and introduce themselves \(No Quarter\)](#)

EF updates committee on the subcommittee, deciding on freshers shows - they need to add more plays to spreadsheet

EF lets the committee know of an email from Jamie about the freshers late show. It has previously been filled by a serious play and this does not work. He suggested a comedy, potentially collaborating with CUMTS on musical theatre variety night

However, EF does not think this is the best idea as CUMTS already has this and not many opportunities for stand alone drama / comedy play

ADR reminds committee that comedy or variety shows are hard for tech people to get involved

CS suggests importance of being earnest or another comedy that is a play

CLS lets the committee know that CUMTS wants their on freshers show, so no need for a musical freshers play

ADR supports this view. There are enough opportunities for musical theatre

EF agrees that it is such a difficult slot to fill but will fill with a comedy play instead of CUMTS

## **11. Welfare Policy**

EF thanks committee members for attending welfare training

[Action Point: EF will send out future sessions for welfare training for rest of committee](#)

EF reminds committee about new welfare policy, drafted by WA. He did a brilliant job of this

WA lets committee know that the policy is nearly finished, but he is waiting to hear back from Jamie and management about certain wording

The document was sent to University Legal team, who refused to help because we are a student society, so management will have to contact on our behalf

A welfare drop-in suggestion will be added to the policy in the future, but this needs to be organised as a regular weekly slot. This is the only thing left to do

[Action Point: WA to send final draft of welfare policy on to the slack for final thoughts](#)

EF suggests that CUADC shows themselves should have rolling feedback forms, that can be anonymous and allow cast and crews to get in touch with show contact

WA agrees that this is an area that the committee needs to work on more broadly; redrafting contact forms can be part of that process

CLS agrees that rolling feedback forms are incredibly helpful, as everyone on production should fill them out and then we get all forms of feedback (good and bad). Anyone can mention anything. It is a really positive experience.

EA agrees that rolling feedback forms are good and suggests that there should be an option for how high do you want to escalate. This is a good place for all issues to be raised

ADR agrees and argues that a rolling feedback form can be a more specific and constructive place for feedback, rather than frustrations vented on adcbridge. Good to have the option to 'might want to escalate further'

EF agrees and asks EA to be involved and create a CUADC rolling feedback form. He accepts

Action Point: EA to create a rolling feedback form for CUADC shows

## **12. Easter Term Plans**

EF reminds committee about theatre family quiz and that ADR wanted to write the quiz

ADR thinks that seeing different people on zoom is nice. The committee should definitely proceed with this idea

EF agrees and will send an email out

Action Point: EF to send out email about theatre family quizzes

EF reminds committee about CUADC Welfare Sundays, found in previous minutes. An opportunity for colouring in and snacks. This could be combined with CS welfare drop-in. They are both social and an opportunity to raise issues



CS suggests that the welfare drop-in be online for now and the colour in etc to be delayed until person

EF encourages people to watch freshers show No Quarter as a family. This will be a wholesome opportunity

EF also tells committee about chat with MR and WA about a monologue night / poetry, for BAME or female/non-binary. This would be an opportunity that is not a show but is still related to drama

MR thinks it should be separate from DDS. This opportunity should help make auditions and casting more accessible. The process is long-term throughout term or over a year (a contemporary or classical / period monologue) and then showcased at end of year

CS suggests curtain raisers; performances in front of an audience before a main show. A short sketch or monologue before the main show

WA suggests, if management agreed, that would be a good way to give a stage to these opportunities without stepping on DDS toes. Directors working with individuals and coaching them through monologues

EA suggests there could be themed nights, such as miscast nights. This encourages representation and disrupts theatrical norms (trans and LGBTQ+ nights), monologues also take pressure off. This is good for accessibility

ADR agrees and thinks this opportunity gives validation of saying people are good enough. A nice supportive environment

CLS supports this idea as it should minimise issues with diversity, shown in Marlowe showcase. If actors are working on something for a long time, it provides a little step up in levelling playing fields and prepares them to perform well in auditions

EF suggests that the committee think about this opportunity some more and come up with next steps

Action Point: all committee to think about ideas for 'curtain raisers', monologue nights or long-term opportunities for Directors to work with underrepresented actors

### 13. AOB

EF lets committee know that CLS and ES's introductions worked well and ES has mocked up graphics. They are very good

CLS reminds everyone to fill out form and look out for graphics

EF suggests a committee social. Soon to be organised

Action point: EF to organise committee social

CS lets committee know that both Craig and Cat will be running costume store together, as she is not in cambridge so will share role

HC suggests a CUADC x Cambridge Creatives collaboration on Q&A. However, this is probably best for next academic year

EA has dibs on Tom Hiddleston and also reminds committee of panel on theatre and gender. EA is on panel as CUADC rep. There are also members of Old Vag Club and Bread and Stockings. All about how to approach auditions etc, will be minuted and can send questions in advance.

EF thanks committee for coming.

Meeting concluded