



Cambridge University Amateur Dramatic Club

Minutes, 09.05.21, 11.00, Zoom

1. Apologies for Absence

Present: Ella Fitt, William Audis, Hannah Collins, Maria Cleasby, Derek Penny, Amber De Ruyt, Cat Salvini, Aine McNamara, Jonathan Black, Mahon Hughes, Elliot Aitken, Emily Shen

Absent with apology: Claire Lee Shenfield, Annabelle York

Absent without apology: Jonathan Powell, Iona Rogan

The presence of the Diversity and Inclusion Consultant, Mithiran Ravindran, was not requested at this meeting.

2. Minutes and Matters Arising

3. Action Points

- a. EF will follow up with the event organisers on all of the suggestions put forward by Theatre and Gender Discussion Panel - **done**
- b. EF and WA to follow up with Management, specifically on how funding for intimacy training would work going forward (and in particular how funding will work between different societies) - **done**
- c. EF to ascertain whether intimacy training is needed for The Passion - **ongoing**
- d. EF to follow up with ADR on when would be a suitable date/time for theatre families quiz - **done**
- e. CS to put together a draft policy covering nominal charge for costume hire, and then to follow up financial considerations with WA - **ongoing**
- f. EF to follow up with OVC about potential Q&A webinar - **ongoing**

4. Show Reports

EF asks Show Contacts for show reports

MH presents show report for No Quarter

Sales: as of Monday (3 May) they had sold 23 'tickets' (although this does not necessarily equate to 23 seats, of course, because of the grouped seating in the ADC at the moment), with a sale value of £569. This was before they properly launched a publicity campaign, both on social media and posters up around Cambridge.

Production: They have had our production meeting with Lucia. There are still a few uncertainties around the set (in terms of what is feasible, particularly as they haven't been able to visit the theatre yet), but hoping these will be resolved ahead of their meeting with Lucia and Eduardo this coming week. And still no Camera Operator 'applications' – but if need be other members of the existing team could probably fill in.

Acting: rehearsals are still continuing well (outside at the moment)

Technical: SM and DSM continuing to work on the props, and costume is being sorted. Producer to arrange meetings with LD, SD and VD this week to discuss plans with the director, ahead of paper tech.

EF asks for a show report from The Passion

EA lets committee know about how the production cannot access sales

ADR suggests asking ADC to send regular sales report

EA updates committee about production struggling to recruit prod team. But they have had a read through with actros and all roles filled. Welfare oriented chats and forms. Stage manager needs to be trained up, but role has not been filled yet.

EF asks EA to suggest to production about contacting Lucia for intimacy training

WA asks EA to remind production to return signed contract

5. Event Reports

EF reminds committee of two upcoming events. Theatre family quiz next Thursday at 7 and reigniting Cambridge Theatre Discord. Event published on Cambridge Theatre group, EF encourages committee to invite theatre families over Facebook

EF asks ADR about how the quiz is going

ADR lets committee know that the quiz will not be Cambridge centric but based on theatre and musical interests. ADR asks EF how long quiz will be

EF suggests an hour and a half for quiz and moves on to the second event, which is the CUADC Garden Party. WA has filled out the form (as he is a Jesus student). Jesus want to provide food, instead of a barbecue, this will be more expensive. EF suggests using Club Dinner budget to increase budget for garden party

WA also suggests bringing own drinks as drinks are the most expensive cost

EF reminds that we may need an Alcohol representative, who is sober for the garden party, in order for rest of committee to bring own drinks

6. General Business and Updates

EF reminds committee to check on representatives in No Quarter

CS lets committee know that we have been offered 3 fur coats

EF is excited by this!

7. Fresher Michaelmas 2021

EF reminds committee of meeting about freshers plays week commencing 17th to create a shortlist of plays read so far. Decision on freshers plays will be made that Sunday or Sunday after, in advance of show selection.

EF advises the committee to come to those two meetings, if they want a say on freshers plays.

EF suggests opening previous Freshers Friday event up to other societies, such as CUFA, Bread, OVC. Last year was only co-hosted by CUADC, CUMTS and Footlights. The event involves a tour of the theatre and chat to societies in bar.

ADR suggests theatre societies are put in one space and film / non-theatre societies elsewhere in theatre, i.e. in the club room. They are present but are not the same format as theatre societies, do not give a tour of theatre. ADR agrees it is good to include more theatre societies as well, like Bread.

EF agrees and suggests we book Larkum as well as the bar. And societies have different stands/signs.

[Action Point: EF to contact other societies to be involved in this Fresher's Friday](#)

CS raises AMN point about ducky treasure hunt for freshers (prize = win a duck)

EF agrees and would love this to happen

8. Fringe Panel

EF suggests a panel for Fringe shows because so many people have not been to Fringe yet and do not know what to expect. EA and AY had the idea to invite producers, directors, actors who have been to Fringe before for a Q&A and teams can ask their burning questions. This panel is a good opportunity for lots of people to ask their questions.

ADR agrees that panel is a good idea and also suggests that techies could give a small presentation or their top tips etc, as people may not know what questions to ask. They could present 'what they wish they had known before they did Fringe' and then open up to questions.

CS happy to talk about going up to Fringe as a freelancer and techie.

[Action Point: EF to reach out to previous fringe prod teams for a talk and Q&A.](#)

9. Intimacy Direction Update

EF updates committee on intimacy direction. She sent an email to management and they replied. They advise that the The Passion does need intimacy direction and can have Zoom alternative (cheaper but does

same thing as in-person training). It is useful not just for acting in close proximity/touch, but also for emotional safeguarding against upsetting and potentially triggering issues.

Committee unanimously agree that The Passion crew and cast should have intimacy training

[Action Point: EF to contact The Passion about intimacy training](#)

EF updates committee that management are not sure about a society 'pot' to fund intimacy training. But they will consider it, depending on how many plays need intimacy direction. They will see how much money the ADC can put towards this and then if needed more can approach other societies. EF wonders if this will be enough funding and defers to WA

WA has no indication of how much intimacy training will cost. But agrees that this is a worthwhile endeavour to invest money in. The ADC theatre will definitely invest in it and CUADC also has enough money to invest, so is confident it will be funded

EF agrees and is happy the theatre is comfortable investing in this really important endeavour

10. [c/n sexual harassment] Tackling Sexual Harassment OVC Panel

EF updates about communication with OVC. EF emailed about making conversation about general safety but OVC thought this would dilute the important discussion.

OVC has safeguarding measures to minimise people being upset by issues, with a welfare form and writing minutes.

OVC disagreed with committee's suggestion of Zoom Webinar. They want to host panel on Google Meet, so more people can be a part of the event, greater accessibility because of captions, and attendees can participate in discussion too.

EF still has a few questions about safeguarding and how the minutes will work.

Committee unanimously agree that CUADC should help co-host panel

Action Point: EF to email OVC back with questions, to check how safeguarding and minuting will work, and confirm CUADC will co-host event

11. AOB

EF wants everyone to come to committee social.

Action Point: everyone to fill out when2meet to agree a time to meet for a committee social

ADR received a message about making a 'producing 101' handbook. ADR suggests compiling this over the next few weeks on a Google Doc. She wonders if this could live on website

EF suggests that the guide section on website would be a good place for this handbook to live and can update previous handbooks (dated from 2015)

ADR would like to include as much as possible in handbook and encourages committee to send her their suggestions on key things producers should know (what committee has learned from past relationships and work with producers)

EF thinks this is a brilliant idea and great for freshers. She asks for any other business

WA received email from Jamie asking about University Legal Team. WA had not heard back from University Legal Team and will ask Jamie to chase them, as committee are not a University department, so they will not work with CUADC. Hopefully this will be resolved soon and the Welfare Policy can be officially published and distributed

EF agrees this would be a good idea and really important to complete

Meeting concluded at 11.35