



Cambridge University Amateur Dramatic Club

Minutes, 10.10.21, 17.00, Larkum Studio

1. Apologies for Absence

Present: Ella Fitt, William Audis, Iona Rogan, Amber De Ruyt, Cat Salvini, Aine McNamara, Jonathan Powell, Hannah Collins, Claire Lee Shenfield, Maria Cleasby

Absent with apologies: Annabelle York, Jonathan Black, Emily Shen, Elliot Aitken, Derek Penny, Mahon Hughes

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

2. Minutes and Matters Arising

Minutes from the previous meeting have not yet been distributed; these will be reviewed at the next meeting.

3. Action Points

- a) Tech reps get in touch with Pass Over - Ongoing
- b) EF to enquire about 3 rooms for recalls - Done
- c) EF to check term card and see when interviews will happen and what date it says on term card. - Done
- d) CS suggests committee look at the theatre family form (information for children and parents and whether freshers or parents want to be a part of a BIPOC family) and CS to post this form the week after freshers' week. (Once committee and Mithi is ok with BIPOC families). - Ongoing (waiting for Mithi approval)
- e) CS to message Claire about family panto trips. - Done
- f) CS to draft new costume cupboard policies. - Done
- g) EF to contact management about previous programmed shows (for show selection). - Ongoing

4. Show Reports

EF says there should be 5 show reports

DP reports on Attrition: N/A

ADR reports on Vinegar Tom: sold 24 tickets (7%) without publicity, starting publicity this week - headshots to be published next week, posters to be distributed on Tuesday, interview with Varsity on Tuesday, advertising through Pembroke FemSoc and Cambridge Witchsoc (both have discount codes), cast off book and have run half of the show and working on intimacy, current sound designer in contact with past sound designer, arranging time for her to have a look at Corpus sound system

JP reports on Top Girls: N/A

CLS reports Top Girls has appeared manic and involved many hours. Not a concern.

ADR reports that Top Girls will do much of props and tech early on to make space and time for huge cast.

CS reports on Pass Over: no idea for sales, first email from Lucia will be 7th, in need of lights, stage management and costume, committee to support. Publicity designer has dropped out but they have found a new one. They will probably need support. Headshots on Sunday. They have finally done a run and they have a schedule for rehearsals. Trailer soon to be filmed. Welfare: all actors are ok. They are cutting script to reduce workload and fit time slot.

ADR and MC volunteer to DSM and TD.

MC suggests some freshers to help out with tech and stage management roles for Pass Over.

EF has heard nothing from Panto, which is concerning, and freshers' shows have not started yet.

5. Event Reports

CLS updates committee on Club Dinner; contracts need to be filled out, exact format as last year but with bigger numbers, to be held at University

Arms, with much alcohol, and will occur on 13th February 2022. Deposit needs to be paid, potentially all meals and pay for alcohol after. Minimum number of attendees as 100.

CLS wants to play around with price of tickets, have alumni pay for more to allow for current students to pay less and discounts for those on bursaries.

CLS updates on Christmas Party at Pizza Express. They have been very unhelpful and uncommunicative. She will pop in and demand answers.

CLS updates about socials that are occurring and updating access information for the ADC Bar, which management are writing in response to ADCbridge.

CLS Jamie Rycroft has given 10% off tickets to all shows for people who have gone to CUADC socials beforehand. There have been 10 people that want to come to Queen Anne from LGBTQ+ Social.

6. General Business and Updates

7. Freshers' Feedback (Fair, Friday, Auditions/chats)

EF says a big big thank you to the whole committee for all their effort and time they put in the past week.

EF thought Freshers' Fair was good and went well.

ADR found the lanyards frustrating!

JP thought that CUSU let the side down. It was a bit chaotic on their part.

ADR loved the presentation of our stand. No one else looked as good. Our boards stood out and grabbed attention.

EF asks for feedback on Freshers' Friday, other than the intense heat of the bar.

AM thought it was great - a bit stressful at points, with all fresher audition sign ups filled up. But IR and AM are now video auditioning to mitigate this. AM is now expecting 130 overall, for 50 recall slots.

IR comments that we have more roles to fill - 33! The most in living history.

MC updates committee on Prod Chats. They are going very well. But not many people for costume design - one person interested but not super confident by themselves.

MC has an idea for Co-Costume Designers and stage managers that can be recruited into costume. They are also struggling on set builders and has one TD. Lots of lampies, quite well on designers and ok for sound designers (not that much experience though). 8 more people to see!

MC has met Callum, a great potential mainshow LD, but has a late show in week 3. He could be mentored but don't know who can.

ADR updates on producer and director interviews. There were some very lovely people - a wide range of experience. If they could not fit someone into freshers' shows, they directed them to another production.

ADR reports on someone they met, who was very experienced and had done some Cambridge shows before. She doesn't know whether to get her involved in freshers' shows as an Associate role or encourage her towards other non-fresher productions, as she is not new to Cambridge theatre.

ADR roped in some freshers who were interested in directing but are now open to producing.

ADR aims to have different Directors and Producers for each play. They can't all be white men. But especially Kitchen Sink (set in Yorkshire) should have a specifically not RP, white, male director.

MC spoke to someone at Freshers' Friday who was very interested in dialect coaching. He is a linguistic student.

AM confirms that he has auditioned and wants to get involved. They are thinking of recalling him.

CLS suggests he should speak to Molly Taylor for Top Girls, as they need a dialect / accent coach.

ADR agrees this is a good idea. She reports back on the usual shortage of producers. But hopefully this will be solved tomorrow.

ADR reports that EA has double booked for interviews, as they clash with panto

EF reports on publicity interviews. ES reports that only 1 person has applied.

AM suggests posting on the Cambridge Arts Facebook page.

HC suggests emailing the Architecture Faculty.

ADR suggests rephrasing publicity as an artistic role.

MC confirms that a lot of people who are being considered for set and costume design are also creative and would be good for publicity.

CLS suggest there should be more information on how to do publicity and what the designer role consists of.

ADR suggests clearly differentiating between publicists role and publicity designer - an artistic role.

EF reports that ES is making a guide.

[Action point: ES share publicity guide.](#)

MC affirms that this freshers' week was so much more clear for techies and freshers' plays. Very well organised and lots of information, well circulated and many workshops. Management approve.

8. Theatre Families

CS is waiting on Mithi to approve form about BIPOC families.

Action point: Mithi to approve BIPOC family wording and form.

CS and CLS update committee about the treasure hunt, whether around Cambridge or in ADC building. They are also sorting out panto trips for theatre families.

CS comments that committee needs to be extra aware about accessibility for a treasure hunt in the building.

9. Costume Cupboard / Coscup Policy

CS updates that no-one is allowed access to costume cupboard because Easter shows left the costume store in such a state, specifically in bags and it is now a vermin hazard.

Action point: all Easter term production teams to be contacted about returning costumes. All costumes need to be taken back to ADC, washed and put back / hung up in Queens.

ADR updates committee that now everyone is allowed access to Queens and the costume cupboard there. So, it should be easier to access and for those involved in future productions it should be easier to return properly in future.

10. AOB

ADR updates committee about a STEM in theatre panel, with CUMTS and Footlights.

CLS agrees as many freshers asked about juggling NatSci with theatre.

ADR suggests doing it linked to subjects and getting in contact with faculties to advertise, to reassure and give useful tips.

EF loves this idea and thinks STEM members of committee would be happy to get involved.

ADR wants a CUMTS x CUADC x Footlights committee pub trip!

EF ends meeting by affirming that HC will whip Panto into shape!

Meeting concluded at 18.15