



## Cambridge University Amateur Dramatic Club

Minutes, 17.10.21, 17.00, Larkum Studio

### 1. Apologies for Absence

Present: Ella Fitt, William Audis, Iona Rogan, Amber De Ruyt, Aine McNamara, Jonathan Powell, Hannah Collins, Jonathan Black, Emily Shen, Mahon Hughes

Absent with apologies: Maria Cleasby, Derek Penny, Claire Lee Shenfield, Annabelle York, Elliot Aitken, Cat Salvini

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.

EF suggest JB works with MH to upload minutes to website.

### 3. Action Points

- a) ES to share publicity guide. - Done
- b) Tech reps get in touch with Pass Over - Ongoing
- c) Mithi to approve BIPOC family wording and form. - Ongoing (waiting for Mithi approval)
- d) EF to contact management about previous programmed shows (for show selection). - Ongoing
- e) 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. - Done

### 4. Show Reports

EF comments that Attrition was brilliant!

JP reports on Top Girls: all was well on Monday. This is the last SPAT report: *Sales*: 83 tickets sold as of yet, 8% of all tickets, *Production*: All roles needed have been filled, publicity at its peak, social media campaign and posters are being distributed, Varsity preview on Molly is out at the moment, possible collab with the vinegar tom team, press releases sent

*Acting*: We have had our final rehearsal before the tech/dress. Everyone is off book (other than Maria Telnikoff, who is back after a week of illness. We have asked Dixie McDevitt to understudy the role in a last minute emergency, and she has done a run-through with the script). We have blocked transitions but these will be drilled during the cast's spare time during tech. We have been rehearsing without most set/props and are getting the tables/set in during the tech, so will be newly rehearsing with props. Rehearsals have gone well, and everyone is feeling decently confident!

*Tech*: All necessary training done, Have a rolling feedback and pre-production welfare form that is checked regularly and shared to cast and crew regularly; no concerns as of yet, had a social on Thursday for cast and crew to get together and know each other before dress/tech, RA filled out in the coming week, stage manager well prepared and ready to do this all, get-in as we speak!

ADR Top Girls: get-in is about to be signed off

ADR reports on Vinegar Tom: *Sales*: 56 tickets sold (£448.50) out of 324-17% (rounded up- see sales report for more details)

*Production*: posters were distributed around town, cast and crew changed their profile pictures to the headshots, RA handed in on Friday and signed ready for get in on Monday, set designer almost finished with painting/putting together set, almost all props bought (apart from that butter churn which always comes back to haunt us)

*Acting*: cast are off book and have run the show, will practice with full set and props on Monday. Costumes will be tried on and finalised on Sunday.

*Tech*: their LD Derek has been struck down by freshers flu so will not be able to operate lights on the day, will set them up on Sunday and another crew member will operate them on show days

EF updates on Pass Over; the production team have been asked about their dealings on fair and open auditions and the tech roles. The committee has decided that they acted in a fair and open manner. Committee is continuing to support the production

CS to send over SPAT report on Pass Over.

WA reports on the panto; sales less than previous years but second wave of tickets has not been released, ticket sales report on Monday, recalls currently, cast in place by next week, issues over publicity design soon to be resolved, SPAT report awaiting.

EF and WA plan to do budget meetings with freshers' plays. AM AY and MH to be show contacts for freshers' plays.

## **5. Event Reports**

EF reports that club dinner is on track. The University Arms is confirmed and contract soon to be signed. The Christmas Party is in the works and EF will ask management to keep the bar open.

[Action Point: EF to contact management about keeping bar open after Christmas Party.](#)

LGBTQ+ social to Queen Anne had around 15 people. The next social is for female and nb techies.

EF asks for an update on the workshops this week.

ADR reports that there were 7 people at the producing workshop. She has made a facebook group.

WA reports that the tech worksop was a success. People wanted to get involved after the workshop.

EF reports costume workshop was smaller in attendance.

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

EF thanks committee for hard work. She is very happy and very proud.

ADR reports on CS comments: she wants to put theatre family sign up sheets. Queen's basement is now open for freshers' plays.

WA updates committee that CS asked for more hangers and costume rails for costume cupboard. He approves this as Treasurer.

## **7. Exec Meeting 11/10**

EF reports that old lanterns are being replaced with new LED lanterns. This is very exciting! And all fresnels are being replaced with LED fresnels.

## **8. Freshers Update and Feedback**

EF says thank you to the committee for all their hard work.

AM comments that freshers' recalls went well. They have loads of great girls but not many great boys. They are going to speak the productions this week to try and switch around roles.

AM also comments that many of the actors cast are now in leading roles in other productions. This feels unfair as another actor was rejected from a role, due to her involvement in other productions this term and previously.

AM and IR agree that maybe this should be put into writing in the constitution, rather than a strong precedent. If you have been cast in a major role prior to freshers plays, you should not be cast in a freshers' play.

AM also ran into issues about directors not knowing who their producers or ADs are.

ADR updates the committee that Lucia will let the freshers know who everyone is and what their roles are.

[Action point: ADR will send EF and JB this list for budgeting meetings and members list.](#)

ADR is happy with the production team. But decision to give individualised feedback was too much to take on. Most producers came to ADR's workshop.

ES reports that 1 more person has applied to do publicity. She is hoping more people will apply before the 11pm deadline.

AM suggests she can put it out in the rejection emails to actors, suggesting they get involved in publicity.

EF comments that MC suggested delegating to fresher producers and they can ask if someone in their team can fill the role.

ES has designers for the main show and 1 other.

EF reports that some freshers have turned down techie roles. 2 out of 3 have turned down roles and the late show SM has dropped out.

ADR reports that MC suggested a tech for directors and producers workshop.

EF affirms that this is scheduled for a slot in the next 2 weeks.

## **9. Website Revamp**

EF comments that the website is very ugly and needs a change. She suggests MH and ES could work together to improve the website.

[Action Point: MH and ES are happy to start a team to revamp the website.](#)

## **10. Welfare Policy**

WA affirms that the welfare policy is completed. However, the University added a clause about protected characteristics

EF suggests the committee looks over the final policy before the signing.

WA agrees and suggests the timeline; comments before the next committee's meeting and then confirm in committee meeting

## **11. Contacting Alumni**

JB suggests reaching out to alumni for talks or Q&As with former members of CUADC, who work professionally in the theatre / creative industry. He is aware this is an extra workload.

WA thinks this will be a good idea. He spoke to Richard (Senior Treasurer), who is interested in getting alumni back involved in the theatre. He could be a good conduit to invite alumni to speak.

[Action point: JB to contact Richard to work with him to contact alumni](#)

## **12. Constitutional review and elections**

HC suggests we need to start the process as early as we can to make next term less stressful. She has scheduled a call with Ella Pound (last year's secretary) to discuss how best to approach this. She asks the committee how they want to go about it.

EF comments that last year's changes made polling online, removed hustings for all roles

WA suggests that in person voting is easier to count.

MH objects to online voting, as CUSU excludes Anglia Ruskin students and made it harder to vote.

WA asks who should be the returning officer for the elections.

EF suggests Nick Harris and Ella Pound.

AM suggests there should be a hybrid system of online and in person.

JB asks how we guarantee people don't vote twice.

ADR comments that online voting is the most accessible.

[Action point: WA to email CUSU to ask about allowing Anglia Ruskin students to vote in the same way as Cambridge University students.](#)

ES updates committee that the system is a third party system that all universities use and it does not work well. So, she does not know how that will work.

WA confirms that we could have a hybrid system of online and in-person voting, but only if those voting in-person are unable to vote any other way, as this aligns with the CUADC constitution.

EF suggests we return to this topic next week.

### **13. AOB**

EF reminds committee about writing workshop, SM workshop and female & nb techies social coming up this week.

EF asks if Cloffice renovation team have any ideas.

ADR wants to fix the floor, change all the posters and figure out how relevant the books on the shelves are. This will help with placement of the CUADC Library.

WA asks for a nice lamp or light, as the lighting is not nice.

AM suggests a sign on the door to show where Cloffice is.

WA disagrees, as the door has the logo on it and it is clear enough.

EF reminds the committee about the protected terms document. She asks committee to read over it, to give feedback on.

Action point: Mithi to be invited to next committee's meeting and the document will be discussed.

EF suggests discussing a refreshers' campaign for Lent Term - but at next week's committee!

**Meeting concluded at 18.09**