



Cambridge University Amateur Dramatic Club

Minutes, 28.11.21, 17.00, DR1

1. Apologies for Absence

Present: Ella Fitt, Hannah Collins, Jonathan Powell, Jonathan Black, Amber De Ruyt, Claire Lee Shenfield, Elliot Aitken, Iona Rogan, Aine McNamara, Maria Cleasby, Derek Penny

Absent with apologies: William Audis, Annabelle York, Mahon Hughes, Emily Shen

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) Mithi to approve BIPOC family wording and form. - Ongoing (waiting for Mithi approval)
- b) MH and ES to start a team to revamp the website. - Ongoing
- c) EF to invite Mithi to next foreseeable committee meeting, to discuss the protected terms document. - Ongoing
- d) Committee to rephrase and revise the costume cupboard policy. - Ongoing
- e) WA to sort out a rota for snacks for committee meetings. They are reimbursed by the club. - Ongoing
- f) AY to discuss with MC about directing and tech workshop. - Ongoing
- g) CLS to contact The Maypole about a 'Snow-cial'. - Ongoing
- h) Blanket statement to be drafted about costume store and designer's rep that it cannot be accessed this term but it will be sorted for Lent and handed over next term to new committee. - Ongoing
- i) WA and CLS to chase for access statements. - Ongoing
- j) WA to send the welfare policy asap. - Ongoing
- k) Committee should reflect on alternate week plan for shows before we handover to the new committee. - Ongoing

- l) CLS tells committee to have a think about club dinner themes for a few weeks time. - Ongoing

4. Show Reports

SPAT report on PANTO:

Action point: EF to email management about too many matinees for panto, as it is too exhausting. Saturday matinee makes sense, but other days are too intense. Especially Monday and Tuesday are two two-show days.

Action point: EF to finalise show contacts.

DP volunteers to be show contact for Life Before the Line.

ADR recommends outlining the role of show contact, especially in relation to welfare. The show contact should not have to be the same as a welfare representative. Welfare representatives should just be another person brought onto each production, who is an external party - not creatively involved in the show.

MC suggests figuring out who is in charge of tech and hosting each speakeasy.

EF confirms that this is not a CUADC event, so will depend on organiser.

5. Event Reports

CLS reports that we have an extension until January to pay University Arms, until we have access to the bank account.

CLS asks for theme ideas.

JP wants representations of Irene.

CLS suggests the theme of circus and black tie. The costumes can be easy to sort and also decorations could be outrageous.

EA suggests Blues Brothers.

HC approves.

CLS to finalise ticket prices with WA soon, suggesting discounted tickets for those on bursaries and charging alumni a bit more. CLS hoping that people won't have to prove to bursaries.

MC queries if this will limit accessibility for recent graduates.

CLS has thought about this but club dinner is for current students, and she is expecting a lot of recent grads to want to come anyway. She is estimating around £50 for tickets to then be subsidised.

[Action point: CLS to meet with WA and EF about ticket prices.](#)

CLS planning to release tickets just before we come back before term, so people can plan their finances.

CLS reports on the Welcome back, winter 'Snow-cial'.

[Action point: CLS and EF to contact bar and discuss wine.](#)

EF suggests making it free and having free wine behind the bar. We need to market it, so that not just committee turn up.

CLS reminds committee on committee social to see show choir on Tuesday. Free tickets from WA - reply to CLS if you want a free ticket.

6. Elections AGM

EF suggests thinking about elections asap, as we want to pre-prepare as far in advance as possible.

AMN has had people come up to her asking about actor's rep.

JP has also had writer's rep people in mind.

EF is worried about interest for President applications, and confirms that Ella Pound is the returning officer.

The committee is happy with this. We love Ella Pound.

7. Work Over Christmas

EF suggests that we need to work on these specific points:

- Code of conduct
 - Committee need to brainstorm on this. We committed to doing this
 - Action point: Committee to write code of conduct over Christmas and enacted before handover.
- Welfare policy
 - Action point: WA needs to bring it to a meeting and have committee sign it, could be in person or over DocuSign.
 - Management also want to look over it and see it.
- Diversity and inclusion document
 - Document needs to be looked over and Mithi, and they need to come to the meeting.
 - Committee to look over the document, make suggestions and then discuss with Mithi in a meeting next term.
 - Action point: diversity and inclusion document to be signed off by committee.
- Website revamp
 - Action point: JB, ES and MH to revamp website in Christmas vacation.
- Update on finances
 - Committee does not have access yet.
 - Action point: WA to be transferred money from Senior Treasurer, so that CUADC can reimburse expenses and production teams asap.

MC wants to do a directing and tech workshop this coming week and one at the start of next term.

Action point: EF will book a room for directing and tech workshop, some time on Thursday or Friday.

AMN is frustrated that productions before Week 3 next term have not announced auditions yet.

Action point: EF will email management to ask them to contact production teams for next term, asking for auditions and applications to be put on

CamDram as well as Facebook and for directors in Lent term to go to the directing and tech workshop - it should be compulsory.

Action point: different reps to send out their mailing lists asap.

8. AOB

JP reports on the writing competition: 24 plays need to be read. So far, JB, WA, CLS, AMN, EA, IR, HC, EF, DP and MC have volunteered to read and judge at least two plays in Christmas.

AMN and IR volunteer to read more than 2 (i.e. 4) in Christmas.

JP confirms we now have enough people to read everything twice!

Action point: ADR to make a spreadsheet for JP to split up who is reading what, where to put comments and opinions.

Action point: JP to organise a meeting in Christmas to confirm a shortlist and a winner of writers' competition. Ideally before Christmas - around the 16th to 20th December.

Action point: JP needs to confirm with WA that £350 will be available for the cash prize of the writers' prize.

EA reports that the relaxed performance for panto is on Monday. It would be helpful for CUADC to fully support this.

Action point: EF to organise a Zoom meeting about show limits with management and Group O, in Christmas holidays.

EF encourages the committee to come to the social on Tuesday, after panto and meet in the bar beforehand.

Meeting concluded at 18.20