



Cambridge University Amateur Dramatic Club

Minutes, 16.01.22, 17.00, DR1

1. Apologies for Absence

Present: Ella Fitt, Hannah Collins, Jonathan Powell, Jonathan Black, Amber De Ruyt, Aine McNamara, Maria Cleasby, William Audis, Annabelle York, Mahon Hughes, Derek Penny, Iona Rogan

Absent with apologies: Claire Lee Shenfield, Mithiran Ravindran, Elliot Aitken, Emily Shen

2. Minutes and Matters Arising

3. Action Points

- a) MH and ES to start a team to revamp the website. - Ongoing
- b) EF to invite Mithi to next foreseeable committee meeting, to discuss the protected terms document. - Done
- c) Committee to rephrase and revise the costume cupboard policy. - Ongoing
- d) WA to send the welfare policy asap. - Ongoing
- e) Committee should reflect on alternate week plan for shows before we handover to the new committee. - Ongoing
- f) EF to book the room for workshop and ask management to send an email to all directors for Lent term. - Done
- g) All reps to send out an email with details on CUADC elections on Sunday. Tech mailing list sent out ASAP, to encourage people to apply for tech roles for Life Before The Line and Enemy of the People. - Ongoing
- h) EF will speak to Senior Treasurer about a bursary ticket, as well as PayPal. - Ongoing
- i) EF and HC to email SU and check about voting system. - Ongoing
- j) HC to finalise returning officer. - Done
- k) EF and HC to meet up and sort out how to do the elections on the SU system. - Done
- l) EF to make a 4-week rota for management of costume cupboard. - Ongoing

- m) EF to email active societies (that have funded something in the last term) about this costume cupboard society syndicate proposal. -
Ongoing

4. General Updates

EF updates on show selection; MC and JB are on the show selection panel.

EF asks committee for someone to join the Fringe selection panel. It will be in the week commencing 14th February. EF wants to get the new President to do it with them.

EF needs more committee members to sign up to man the stand at the refreshers' fair.

5. Show Reports

DP reports on Life Before The Line

- They are selling well
- They still can't find a stage manager but it has now been put in tech vacancies
- Welfare reps have been sorted

CLS reports on The Calligrapher:

S – 0, so 0% (we will kickstart publicity soon!)

P – recently we had our funding meeting with the CUADC and agreed our budget. We also had our initial production meeting with Lucia which went well. We have also completed, had approved, and printed our posters for the show! The General Information Form has been completed and I am currently completing PRS forms for the music.

A – we nearly have all of our cast members confirmed as we are just waiting on having two roles confirmed. All auditions and recalls have been completed. We will hopefully organise a read through by the end of Week 1.

T – at the moment we are struggling to fill the roles of Set Designer, Lighting Designer, and Sound Designer. We have left the application open on Camdram and have asked Ella Fitt to send out the application on the techie mailing list. We are slightly concerned about not finding anyone for

these roles and would be happy just to find some people who are happy to be production assistants of some kind.

JB reports on Enemy of the People:

S – Sales: Lucia has updated the emails, we still do not have the figures of our ticket sales

Publicity: Poster design completed, waiting for approval

Programme booklet, social media publicity in the midst of being designed

P – Status of unfilled roles:

Still on the lookout for a sound designer

CUADC notified, sign ups sent out

Makeup and costume designer has been filled

A – Acting: rehearsals scheduled for tomorrow (17 Jan)

The main cast is chosen and confirmed, we are still waiting for confirmations from actors who have been offered episodic parts

The director has conducted character-development chats with all the cast

We have conducted one full table-read of the script on Zoom

We have begun in-person rehearsals with those actors who are back in Cambridge already

T – Tech:

Potential welfare issue raised by SM - Director, producer and SM working on creating a welfare policy to facilitate the raising of any issues early on among cast and crew.

MH reports on the Lent Term Musical:

- Full cast with covid understudies for relaxed performance
- Full crew - advertising for videographer and video editor
- Budget meeting next week
- Social organised for 39 people!

AY wants WA to make it rain for Singin' in the Rain

JP may be the show contact for the speakeasies. He needs to get in touch with Producer.

6. Event Reports

EF reports that Richard has approved the PayPal. Club Dinner tickets will be released soon. EF has discussed bursaries with Richard and will report back.

EF reports that *Directing Tech* workshop is next week.

MC encourages the committee to share widely.

7. Writing Competition

EF reports that Moderation won the CUADC Playwriting Competition.

8. Committee Photo

EF asks if the committee has any ideas on what our committee photo should like.

AM suggests standing on stage in normal clothes - not stash. IR boos.

HC likes this idea.

MC reports that this week would be best if we don't want to have any set on stage. She suggests we fly in house tabs.

IR leaves to scrutinise previous committee's photos to decide on a location.

IR returns with a coffee and the suggestion of 7 separate photos, including a dramatic tableaux.

Committee agree on the stage.

Action point: EF to organise a professional photographer for the committee photo.

9. BREAD Workshops

EF reports that BREAD need techies to help out at their workshop.

DP wants to help out and knows that Rory wants ASM shadows for RENT.

EF suggests getting in touch soon as the ASMs need to wear costumes for RENT.

MC and AY volunteer to help out at the workshops.

Action Point: EF will confirm dates and what sessions are for whom - she will liaise with BREAD.

10. Constitutional Review

EF begins the constitutional review and reports that EA was worried about 3.2; distinction between gender and sex is a bit TERFy.

WA comments that this is the wording under the Equalities Act and therefore, we should keep the same wording.

DP thinks that committee should keep both gender and sex in the point as people can be discriminated against by both sex and gender, and transphobia can come under discrimination against gender or sex, if it is sex assigned at birth.

EF did not understand 7.2. Committee can organise productions for at least five weeks. She thinks this is in reference to LTM, Panto and freshers' plays. She suggests we get rid of 'in full term.'

Action point: EF to ask management for clarification on 7.2.

CLS and JB had nothing to report on membership.

AMN and ADR report on committee section. They want a smaller quorum number, such as 7 people, for 21.3.

JP suggests that this may encourage people to not show up to committee meetings.

WA suggests that you need to have half plus one for voting. If the number of people on the committee change, then maybe we should change the wording to 'half plus one'.

CLS suggests the committee can meet without quorum but cannot vote on decisions without quorum, so that we have some contingency in a covid filled future.

IR agrees.

MH suggests you don't always know if there will be a vote in each meeting.

AY suggests that you can look at the agenda beforehand to know if a vote will come.

Committee vote between 'quorum remaining for all committee meetings' or 'only need quorum for meetings in which a vote takes place'.

7 people out of 14 voted for keeping the status quo - supporting 'quorum remaining for all committee meetings'. The Chair passed the casting vote to pass this proposal.

WA would like to remove the obligation for the Junior Treasurer or Senior Treasurer to be at every meeting, apart from the budget meetings.

Action point: [WA to contact Senior Treasurer and Junior Proctor about changing this wording.](#)

EF highlights 22.1 that we need to upload minutes in accordance with the suggestion that minutes be made available within 14 days (tech permitting).

MC and HC report on officers section. They are happy.

MC comments that 33.1.1 is slightly unrealistic. She suggests that in combination with technical rep, designers' rep and SM rep they

MC reports that we may need to update 33.3 might need to change if we update costume cupboard details and location.

JP suggest that we reformat between 37.2 and 38.1.

DP reports that they are happy with members of the committee section.

EF reports on designers' rep. This may need to be changed with regards to changes to designers' rep.

MC says this should be fine, even with our changes, as it's not a requirement - as the wording is 'endeavour'.

EF suggests that we change 42.6 - for social media to be delegated to any member of the committee under general duties, not managed by publicity.

CLS agrees. She has done much of the posting this term.

IR and JP report on General Meetings. JP has actually read the section.

IR reports that 50.5 should be singular.

EF reminds committee that for General Meetings the quorum number is 20, so everyone must come to AGM. 7 days clear notice of AGM to Club Members' List.

EF suggests that for 49.1 the AGM should take place in the first half of Lent term, before the division of term, rather than specify that it should be in the last quarter of Lent term.

EF found 50.7.1 quite funny - any member of the club can supervise and scrutinise counting.

WA is unaware of a Club Financial Policy, which apparently must be presented, in accordance with 56.1 to 56.4.

[Action Point: new committee to find and write up a Club Financial Policy.](#)

AY has nothing to report.

MH reports that we should print out a constitution and put it by the books in the Club Room.

EF agrees and suggests we print out the constitution after we have amended it.

11. Elections / AGM

EF reports that the AGM is 05/02/22 from 14.00 to 16.00, with presidential hustings and voting begins after. Please can all reps publicise the hustings and share the election information pack, on mailing lists.

12. Costume Store

EF reports that management want to move the costume store to the ADC - possible options are Cloffice. A portion of the costumes will be in ADC and the rest in Queens.

ADR suggests the separation and distinction is made between what is in Queens and what is in ADC.

CLS suggests an inventory is made.

MC supports this policy. It is better to have a costume cupboard at ADC and is happy to remove Cloffice. Hire is being removed.

Committee votes in favour turning Cloffice and hire into costume store.

MH votes against the motion.

EF reports that the Club library will be put into Club Room and financial records to be put

13. AOB

CLS has asked Footlights if they could fund sketch shows. There have positive responses.

DP asks for help for putting up shelves in the prop cupboard. Shelves needs new supports and they need to be screwed in properly. Management have not helped.

MC volunteers to help.

Meeting concluded at 18.45

