



# Cambridge University Amateur Dramatic Club

## Minutes, 29.09.22, 13.30, Google Meet

### 1. Apologies for Absence

Present: Jonathan Black, Izzie Sayer, Tom Shortland, Stephanie Cho, Rosie McLeish, Rishi Sharma, Christian Longstaff, Kate South, Amy Meyer

Absent with apologies: Lucas Holt

Absent without apologies: Lily Blundell, Mercy Brewer, Tom Chandler, Tungsten Tang, Zachary Green

### 2. Minutes and matters arising

None

### 3. Action points

**Action: MB to include in producers workshop that 16h rule is producer's job to check in on team**

**Action: LH to continue techie access conversation with LV**

**Action: JB to look into redoing this**

**Action: All to start prep to make fresher's week less hectic: updating workshops/guides and being aware of responsibilities**

**Action: MB to include in producers workshop/guide that producers should check up on team regarding 16h rule**

**Action: LH to continue techie access conversation with LV**

**Action: RS to lead reviewing conversation with help from TC and talk to management**

**Action: SC to lead website update to list what needs to change and what would be good to change**

**Action: ZG to get in contact with Management about audience conduct, and the idea of a pre-show announcement from an alumni**

JB notes ZG has been in touch with Luke Dell (ADC Theatre Manager) and Gabrielle (ADC Production Manager) who are both quite keen to include the pre-show announcement.

**4. Event Reports**

**a. Michaelmas Term update**

JB asks KS for updates on the *Wuthering Heights* social.

KS has sent LB the sign up form. KS won't be able to attend so asks for a volunteer from committee to be representative. JB will put this on the committee Slack.

JB also suggests he and KS have a meeting for further events updates and ticket discounts. KS asks if she needs to contact anyone regarding booking spaces for Michaelmas events. JB has already arranged booking with Luke Dell.

**b. Theatre families**

JB asks KS if this needs discussion. KS reports:

- Another big push/deadline for sign ups might be useful. 18 forms have been received but this doesn't translate to 18 sets of parents as a lot of these were single parents wanting to team up with another single parent applicant
- Child sign up form is ready to go for the Fresher's fair
- KS encourages committee to sign up if they haven't already

**Action: Committee to sign up for theatre families if they have not already**

[KS leaves the meeting due to poor internet connection]

**5. Show Reports**

JB suggests these are covered briefly as they will be covered properly in the meeting on 2/10

**a. Wuthering Heights**

LH has sent over a SPAT report from 22/09 prior to the meeting:

**Sales:** Currently we have sold 83 tickets, we have a publicity campaign to increase sales such as a trailer, posters, previews, reviews, local media ads and promotions on tickets, socials and contacting local schools. Updates on publicity we are currently emailing local schools and have been contacting people from the ad press list we currently have and trailer and documentary on production process in the works trailer should filming should be finished tomorrow depending on weather and we also have a contact from a radio station so just waiting to hear back from them.

**Production:** in person rehearsals have started, we are going to advertise for more production roles such as set builders and PLX, sound engineer and more ASMs so current team aren't overwhelmed

**Actors:** we have cast whole role, people have moved or moving back this week for rehearsals. Trailers have been filmed which involved two of the actors. We have welfare system in place- a welfare form for general information and concerns and then an anonymous one is in the works to send out to people which only the welfare contact will be able to see

**Tech:** tech meetings with all tech roles have been completed and plans for that are in place- we are going to have another tech meeting to affirm plans before section 2 is due to the ADC. Might still be struggling to find a puppeteer.

**b. An Uncomfortable Silence**

CL reports: in honour of 'the best show CUADC has ever put on', he and the rest of the Panto writing team have decided to scrap their current script and instead run *An Uncomfortable Silence 2: Electric Boogaloo* during the Panto slot.

JB asks for SPAT by 02/10

**c. Adrift**

TT is not in attendance. JB reports a funding meeting is scheduled.

**d. Panto**

JB is having a meeting on 03/10. He thinks they have found a TD in a fresher who has emailed detailing their extensive experience. JB believes they could realistically fill any prod team role that is currently missing, but TD is probably the most pressing. Panto are still looking for an LD and DSM but this is progress.

## **6. Get Involved 2022**

### **a. Get Involved Schedule**

JB encourages committee to post about the 'Get Involved' booklet and Fresher's Friday in any JCR/Fresher's groups they are aware of to spread these further than just the Cambridge Theatre Facebook group.

### **b. Freshers Fair**

JB has made a document called 'CUADC at SU fair' in CUADC drive; he gives a brief run down of key points in the document, including what is available to give out to the freshers and the main points to get across.

[CL leaves meeting]

### **c. Freshers Friday**

JB will talk more on 02/09 as not all of the committee are present today. The set up will be from 2:30 with the event continuing until 7. JB notes that the CUMTS, BREAD and Footlights committees will also be in attendance, and he has invited them all to a cross committee social at the Maypole after the event.

### **d. Responsibilities and preparation (workshops, guides)**

JB asks AM and RS how the costume and directing guides and workshops are going.

AM has updated it and LH has put this on the website, and is also happy with the plans for the costume workshop.

RS reports that the director's guide has been an ongoing challenge. He has started writing a new guide this week, having given up contacting Elliot Aitken (previous Directors' Rep), and has written 7-8 pages. He has also enlisted Louise Dai to help write the guide as she has previously expressed interest in this, and mentions he has also been using a director's guide from 2006 which he has found and which he will share on

Slack as a document of historical interest. He intends to release the new guide early next week.

RS has also written a reviewing guide which he is close to finishing. He intends to send it to ADC management before arranging a meeting with the editors of the student newspapers before the start of next term.

JB enquires about management of costume store access. AM has written a guide to accessing the store, which will go on the website and be posted on the Cambridge Theatre Facebook group. Briefly the policy is that AM will be around to enable access to the store on Sunday afternoons and then will encourage people to contact her if they would like access at other times.

JB and AM are also planning to meet about the intended puppetry workshop, which will probably not be going ahead.

SC asks for people to send her the most up to date guides to ensure correct ones are on the drive; JB suggests she get in touch with LH who has been collating them.

**Action: SC to liaise with LH RE up to date guides.**

#### **e. Freshers Plays**

JB reports that the freshers audition pack is ready and the prod and tech pack nearly ready. JB intends for all the packs to be released tomorrow, ideally the same time as CUMTS to minimise confusion.

Availability changes have led to some changes in the fresher's plays auditions but JB will talk to ZG and CL about this.

RS where directing is covered in the packs as he has been emailed by a keen fresher; JB explains it is in the tech and prod pack.

### **7. Treasury Update**

JB shares that there is now money in the CUADC bank account. TS will probably devise a tracking form for payments on the debit card to keep track of what is spent.

TS, AM and JB confirm that debit cards will not be given out; instead prod team members can send TS or JB a link to high cost items, and TS or JB can then purchase these items using the CUADC card on behalf of the production team.

## 8. **Costume Store**

JB has received an email from Queens College saying that the current location at Queens used to store costumes may no longer be used for this. Luckily as the ADC costume store has recently been created this does not pose too much of an issue, but there is still plenty stored at Queens. JB notes that the plan currently is to get rid of a large number of costume pieces but asks for any other suggestions.

RS says The Haywood Society would be keen to accept donations to save them from the bin as they have some storage space.

TS mentions TT suggested a charity style auction where people could buy things for fancy dress.

JB adds that CUADC should check if there is anything valuable before giving things away.

JB adds that it takes a long time to remove things from the Queens costume store, so a big group committee trip to do this may be organised later in term.

## 9. **AOB**

### **a. RS - The Government Inspector Cuts**

RS notes that *The Government Inspector* needs to be cut and modernised. The fresher director will likely edit it but he wants to get started on cutting it down to make their job easier. TC and RS are currently both very busy so RS is asking for support from the rest of the committee with help cutting down the play.

JB suggests putting a request on the committee Slack channel as many committee members were unable to attend this meeting.

### **b. CL - Wuthering Heights Welfare Warm-ups**

CL asks if he and ZG should continue the Welfare Warm-ups for *Wuthering Heights*. CL is keen to continue but is not sure how best to approach this as it was ZG's idea. JB leaves the decision to CL and ZG.

### **c. SM Rep Co-option**

SC asks IS if there have been any SM Rep applications; IS confirms there have not been. SC asks what will happen if no applications are received;

JB says applications will be reopened. He encourages committee to encourage anyone they know who might be interested to apply.

**d. Reviewing**

RS asks about reviewing: the reviewing guide is nearly finished but he is not certain what to do with it. He suggests sending it to management to then send on to student theatre editors. It would include an encouragement to contact management/CUADC if editors would like to discuss it further. JB asks RS to send it on once he's finished it. RS adds that the guide is already in the committee Slack where people can make comments if they like.

JB encourages everyone to keep checking their emails, hopes everyone is confident about what is happening next week and looks forward to seeing everyone in person on Sunday.

Meeting adjourned at 14:06