



Cambridge University Amateur Dramatic Club

Minutes, 25.02.24, 2:30pm, Dressing Room 2

1. Attendance

Present: Irisa Kwok, Emma Chandler, Jessi Rogers, Emma Dinnage, Nadia Hussein, Amber Heal, Em Sparkes, Katie Stapleton, Rob Woodland, Alice Roberts, Gemma Stapleton, Charlotte Conybeare, Connor Nainthy, Kate Austin, Angus, Cha, Ruby Iverson, Harriet Regan, HOLLY VARNDELL

Absent with apologies:

2. Minutes and Matters Arising

Welcome to our new members!

3. Funding Decisions (feat. HV)

This part of the meeting is not minuted.

4. Show Reports

Marlowe Shakespeare - HV (+ contract GS)

GS has written a contract which will be sent to Marlowe. NH suggests setting up shadowing opportunities next year for tech training. Also that CUADC committee should put forward an associate producer so that lines of communication can remain open more easily.

ACTION: GS will update the contract

HV takes a committee photo.

LTM - AR

Approx. 500 tickets sold. Trailer is coming out today, good publicity plans. Recruitment of band is going well. Contracts that members of prod and tech team agree to not time out. Wigs have been sorted and reimbursed. 7ft metrodeck has been approved by SM.

Vegas! - AH

Publicity for a fake wedding.

Heart of a Dog - AH

AH to meet with Evie

Book of Margery Kemp - AH

AH to meet with Evie

5. Meeting Time/location review

Move meeting time to 2pm.

ACTION: ES to book Christs rooms for now until the end of term as ADC is already fully booked at that time for this term

6. Disability, Gender and sexuality and race casting discussions - ES

Footlights and CUMTS have agreed to join. Other societies are awaiting a reply. Publicity posts have gone out to launch dates. Structure is that the facilitator will introduce discussion topics and then the floor will be opened for contribution. The anonymous form will be read out in its entirety.

ACTION: Everyone to try and attend as many of these discussions as they can

ACTION: ES to send CC the forum leads so that they can be introduced on social media

7. Welfare structures - ES

ES says we need a welfare rep. Discussion around the day to day role of what a welfare rep would do. KS raises the challenges surrounding boundaries for a welfare rep on committee. NH suggests setting up a pack for how to be a welfare rep and what the job should involve. ED is happy to help as she has professional mental health training. JR suggests a sub-committee for a welfare packs which we build during the holidays and trial it during Easter.

JR raises a show contract with emergency contact details and some basic information so that we can escalate welfare concerns to the relevant level. All shows we fund should have a conversation with their rep.

ACTION: Everyone think about what sort of thing you want included in the welfare guide, and if you would have the capacity to work on it on the break

8. ROH tour idea - GS + KS

We want to go on a backstage tour of the Royal Opera house. People think this could be fun. RI volunteers to help organise this. Dates ideas are week 0 of Easter term as an initial plan.

9. Panto Accessible performances - HR

HR suggests a Sunday matinee for an accessible performance. Shows should include this in the application pack as it will require extra work but they feel it is achievable long enough in advance. JR suggests a paid professional person to advise. HR has made a colour coded spreadsheet.

ACTION: HR to make a timeline to send to Luke and start research for an external person

10. General accessibility in theatre - HR

Box of earplugs/ noise cancelling headphones

Grab rails in the backstage toilets

ACTION: HR to send full list of suggestions in slack which group O can bring to discuss with management

CUADC inclusive casting guidelines. General discussion about the CUADC role guides and making sure that people know they exist.

JR suggests a youtube video series to introduce people new to Cambridge Theatre and introduction to the building/camdram etc. Publicity straight to colleges to improve access.

11. SU grant and welfare training update - GS

Topic discussion and dates discussion. GS will reach out to other societies to bring their committees and joint fund. On zoom.

12. Club Financial Policy review - GS

GS, ES and Chris will meet with Richard Barnes to discuss changes to the policy and updating it regarding online banking. Cap to notify committee for banking changes over £100

ACTION: Anyone who is free to review the financial policy. GS will notify committee of transactions over £100

13. Member behaviour at Club Dinner afterparty - ES

Review of use of the ADC and the dinner due to some issues and poor behaviour. EC has thought of some specific stewarding jobs. Possible discussion of other venues.

14. Relationship with footlights pending panto - ES

ACTION: Organise meeting with Footlights to discuss upcoming panto

15. Centralise writing and workshop to '95 UTS system proposal - IK

Lots of societies all have small budgets which could be brought together. Plans could be aligned to achieve clear goals to help give students more training and put creatives out into the world outside of Cambridge.

16. Membership card distribution - CN

The pigeon hole system is not working and people don't pick them up. Discussion about reviewing how the cards are distributed. Get a box to order them so people can actually find them.

ACTION: CN to speak to Charlie Jonas about the membership website issues and try to resolve them

15. Stash - KS

ACTION: KS will make stash. General votes is fleece.

ACTION: Everyone needs to fill out the size and name form in slack

16. Snack rota - KS

ACTION: KS will make a spreadsheet. Please people sign up and submit allergies as well

Meeting adjourned at: 4:15