



Cambridge University Amateur Dramatic Club

Minutes, 19.01.25, 2pm, ADC Larkum Studio

1. Attendance

Present: Katie Stapleton, Em Sparkes, Robert Woodland, Ruby Iverson (online), Amber Heal, Harriet Regan, Gemma Stapleton, Alice Roberts, Emma Chandler, Charlotte Conybeare, Nadia Hussein (online), Connor Nainthy, Irisa Kwok, Kate Austin (sometimes, on zoom, and then also in person)

Absent with apologies: Angus Cha, Jessi Rogers, Emma Dinnage

2. Minutes and Matters Arising

3. Club Dinner

In discussion with the University Arms, paused over Christmas but discussions about tasting. Potentially on thursday at 5pm, but most likely the week after

Contract now signed, baseline invoice being paid

Google form to go out. It needs to say on the form that you need to be a member of cuadc to buy a ticket and attend the event.

Drinks tokens for a glass of wine / soft drink - CN has template already

Wristbands in different colours for drinking and non-drinking tickets

Small centrepiece decor for the university arms, and main decorations for the ADC - £35 for flowers. AH has lots of vines

Photography: offer as a paid role with either being paid, or a ticket to the event if they would prefer that

Discussion about seating plans and what the two plans are.

EC leaves back to ETG.

4. Election

Proposed timetable. Please note events you are expected to attend. We need to reach a quorum of 20 people for the AGM so please make sure that you are there, this is really important. In the meeting on the 2nd of Feb, we need to vote all candidates for rep roles have sufficient background in that role, and if they are

on year abroad/intermission we also need to vote on whether this is ok for that role.

CUADC Election Information 2025 Please update your role description if you haven't already.

19th January: Nominations for committee positions open at 16:00.

26th January: **Q&A session with current committee** at 15:30 in ADC Dressing Room 2

1st February: Nominations close at 23:59.

9th February: **CUADC Annual General Meeting** at 12:00 in ADC Dressing Room 2

11th February: Voting closes at 23:00

EC is the Returning Officer for the election and we will be using election@cuadc.org as the contact email address.

ACTION: CN needs to collect a list of members after 25th Jan to be sent to EC to send to the SU

General note that committee members can propose or second people, but not for their own role.

5. Constitutional Review

Please read the most recent version and look for practices that have evolved that we should constitutionally update, or any other proposed changes. Send proposals to Katie by the end of Friday so we can discuss them next week.

ACTION: All send clauses that want changing to KS asap, including the clause number.

6. Special Membership ES

Discussion around a special membership request. Committee decides that actually they are already an associate member and meet the constitutional clause for working on a show as an associate member.

7. Fringe

KA arrives

Ed fringe venue

Venue booked, communication going well

7. Show Reports

Desert Thirsts - HR

S- 18 so far. Poster reveal done, rehearsal photos going to be posted

P- faring well generally. Had to find alternative rehearsal space due to double booking of Corpus auditorium with week 0 show

A- Online rehearsals initially, and now in person. Aiming to be finished this weekend, and full runs next week. Welfare concerns due to cold rehearsal spaces but they've found a portable heater!

T- Progressing well, all roles now filled. Set is minimal, lighting and sound being worked through.

(Membership CN, discussion around all team members being a member of CUADC or BREAD. Constitution says in a co-funded show, participants only need to be a member of 1 of the societies)

A Day in May - NH

S - 5 tickets, planning to do irish soc social and LGBTQ college rep socials, poster pending approval, headshots soon, poster graphics in designs. Historical information related to the show

P - Potentially opening for a composer, planning to open for movement director and welfare officer (hopefully soon, request for committee to boost this, react on cam theatre etc)

A - Due to casting they want to change some lines but they are staying in touch with writer to ensure rights are followed.

T - working away, still need an LD

HR has lead on irish theatre event and will send to NH to potentially flyer

(Day in May Social on Wed CC)

Vera Stark - KA

S- 8 tickets sold so far — seems like we'll be very popular with the over-60s range so that will help a lot later!

P- Schedule has been made - emails to societies and groups being sent in week 1. Finalising graphic design elements. By week 1 poster should be complete (need to do

some photography for it hence the delay but we have a mock up). Plans to post on social media soon.

A- Have a full cast, the readthrough happened on Tuesday and individual character chats have been done. Also have an accent coach to help the cast.

T- Met with scenic artists and technical directors to confirm set design. Technical drawings being worked on, ready to have section 2 meeting early into term. Sound QLAB in formation with very fun jazz notes in there. Stan will be LDing with Nadia and Chester helping out! Costume team meeting complete and costume chats have been done with actors also. Filming times have provisionally been set, photoshoots also.

Jamie - JR

S - 102 total tickets sold amounting to £1,557.95 as at 13/01/25; as a reference, Sweet Charity has sold 153 tickets in the same period, but Jamie is 6-weeks behind.

A preliminary poster was displayed throughout the sold-out run of Little Shop of Horrors and a final poster has now been created and is up all over the ADC.

Postering next week and a banner has also been created which will be displayed at the ADC. Printed 2,000 flyers which the team have all been helping to hand out during Little Shop of Horrors after every single session. Poppy all over the publicity including managing our Facebook event and Instagram account.

P - ADC keyholder training was postponed from Thursday 16th in the afternoon due to Freya not feeling well. Hugh to keep Victor updated on new time but have stressed this needs to be done ASAP. Another full production and tech meeting took place yesterday afternoon with next steps to discuss staging. The full team will go and support 24 Hour Musical next Tuesday and there is also a full team (everyone involved with ETAJ) get together next Friday.

Core production also met up on Thursday afternoon to discuss next steps.

A - Cast nearly full. Still looking for one remaining member. Private reads have started, and the team are coming up with a full rehearsal schedule. 1 on 1 chats with cast starting next Wednesday.

T - Full team is engaged but have expressed that the first step is to look at staging so the Directors will be working on that next.

Doctor Faustus - AH

Currently still waiting for Producer and publicist.

Have a full cast, starting to organise rehearsals. Tech is pending Pippin decisions

8. Freshers plays feedback forms

Show contacts to share the feedback.

ES for Dungeness. Remembers that we have some great photos from the writer visit!

Discussion about considering show choice and financial viability to give the freshers a bigger audience. 'Give them Agatha'.

A lot of people from freshers ADC main are working on shows this term which is great!

Important that next committee know the extent of time that freshers plays will take, ie you are functionally on a week 6 show, so just bear that in mind when managing the rest of your time.

SPAT reports in person for freshers plays

Had a group chat with all directors and producers across all the plays together, easy to deliver info to all shows and also communication between main shows and late shows

9. Young Creatives Panel Recruiting Strategy IK

SU funding for a script editor. ES suggests Dungeness writer. ES has diss contacts. IK suggests we collaborate with other societies who could also give money for other people. GS suggests that the Business Manager of ETG might be happy to be contacted to sponsor a Shakespeare related panel person.

10. Biweekly play readings IK

Fleps X CUADC potentially. Some post grads have reached out to ask for people to read their plays out loud.

11. Feedback form RW

To be kept confidential within committee. ES will draft a feedback response.

12. AOB

Committee dinner

12 people going to photography workshop! Collab with Caius photography to borrow equipment. General thoughts that all workshops should have a sign up form, and one of the questions is 'things i would like to see at the workshop'.

Meeting adjourned at: 16:02