



CUADC Committee Handover Minutes

Sunday 15th February 2026 at 14:00 | ADC Bar

1. Attendance

Present Outgoing Officers:
 Gemma Stapleton, *President*
 Harriet Regan, *Vice-President*
 Lucy Twitney, *Secretary*
 Amber Heal, *Junior Treasurer*
 Chris Wordsworth, *Technical Director*

Present Outgoing Members:
 Finley Robertson (also incoming), Katie Stapleton,
 Tom Barry, Sophia Orr, Scarlett Clegg (also
 incoming), Helen Lyster, Lucy White, Bella Ofo,
 Angus Cha

Present Incoming Officers:
 Scarlett Clegg, *President*
 Josh Pritchard, *Vice-President*
 Dhyan Ruparel, *Secretary*
 Finley Robertson, *Junior Treasurer*
 Clotilde Dumont, *Technical Director*

Present Incoming Members:
 Sophia O'Callaghan, Edward Campbell, Ellie
 Russell, Chester Chen, Talia Davis, Lochie Mackie,
 Caelyn Boey, Joseph Henderson, Jenna Braban,
 Bella Phillips

Absent with apologies:
 Enya Crowley, Amenie Groves

Absent without apologies:
 Thomas Gladstone, Kristy Poon

2. Minutes and Matters Arising

- Old and new committees introduced their names and roles; GS and SC welcomed both committees to the handover meeting!

3. Show Reports & New Show Contact/SPAT System

- SC noted the new system for SPAT reports, with Producers receiving SPAT from spreadsheets by Saturday at 12:00 every week. DR will email all Producers and new contacts as soon as possible with instructions.
- New show contacts were assigned, with GS and KS staying on to help with *Into the Woods* and *Little Women* alongside the new show contacts.

Show	Report	Committee Actions
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<p>Feedback Form: <i>Noises Off</i> (ADC Main L1) LT</p>	<p>Mixed reviews but generally on the positive side. Hearing back from applications more quickly is ideal; CUADC was put to good use in their involvement. Praise for the technical elements, including the revolve, organised get out and multiple TDs. Praise for the efficiency of materials and budget.</p> <p>Main improvement for technicians could have been better, with tech check-ins suggested.</p>	
<p>Feedback Form: <i>Oxbridge Onstage</i> (ADC L2) LT</p>	<p>Mix of responses from Oxford and Cambridge students; Oxford responses were more positive, while Cambridge responses were more critical.</p> <p>Improvements for next year suggested that scripts should be of the correct length (with no cuts needed on the day) - LT and GS noted the difficulty</p>	<p>AG to conduct full handover on <i>Oxbridge Onstage</i>.</p>
<p><i>Le Mariage Forcé</i> (Corpus Late L5) SO → JB</p>	<p>Previous challenges with finding French-language speakers seems resolved.</p> <p>Sales: 39 tickets, similar to last week. Production: show all blocked, communicated with the late show.</p>	
<p><i>Little Women</i> (ADC Main L6) KS → FR</p>	<p>Sales: 215 tickets, this is fine given distance from show. Publicity Officer involved, putting up flyers. Taking photos for programmes etc. Production: Varsity meeting taken place for a preview, Sound Designers running music behind the show. Intimacy Coordinator hired. Acting: cast drop-outs solved, costume form done, socials taking place. Technical: set meeting has taken place, TR training is happening. Partnering with charity, have requested comp tickets for charity which FR has approved as new treasurer.</p>	<p>FR to check comp tickets for charity.</p>
<p><i>Into the Woods</i> (ADC Main L8/9) GS → SC</p>	<p>Sales: coming through, TV interviews taken place, flyers and backstage footage coming out. Acting: all dialogue blocked, moving on to songs. Director feels that they are ahead of schedule. Technical: missing a Stage Manager at the moment, with quite new team, but not too much</p>	

	of a concern at the moment.	
<i>Medea</i> (ADC Main E1) AC → CB	<p>Sales: no data on sales, Publicity wise: poster, flyers, website and reels. 4.1k views reel 3.6k views poster. Flyering shows on Gatsby as we share Mina in the cast. Website updated with video.</p> <p>Production: production team filled, will be creating and contacting a list of socs, faculties and people to get involved in the show/speak at pre-show (classics faculty, schools, celebrities, societies etc.) Will collaborate with Stanley Alice to contact harder to reach people .</p> <p>Actors: CallTime finally filled in, rehearsal schedules this week including 1-2-1 character chats. One welfare concern.</p> <p>Tech: To order lights ASAP; Set vision finalised and CAD seen with notes given on Thursday, will meet again next Thursday</p>	
<i>Obsessive, Compulsive, Divine</i> (Ed Fringe) HR → JP	Deposit was paid for Edinburgh.	
<i>Giving Out</i> (Camden Fringe) HR → JP	Searching for venue at the moment.	

4. Club Dinner (BO)

- BO assigned roles to new and old committees, with stewards and receptionists appointed.

5. Grimsthorpe Manor (GS)

- GS introduced this project to the new committee, which would involve staging a Restoration text by Vanbrugh at a house he built.
- DR and BP to lead this project with JH as producer; GS to send over information.

6. Writers' Competition Handover (AG)

- Since AG and TG were not present, they will arrange a separate meeting to discuss handover of the Writers' Competition.

7. Mandate Change

- In the handover meeting, we decided that Scarlett Clegg and Finley Robertson will be added as an authorised signatory on the account. The signing rule will be one to sign (for any amount).
- Amber Heal and Gemma Stapleton will be taken off the account.
- Richard Barnes will not change role on the account.

8. ARU Communications (KS)

- KS has been in touch with Head of Drama at ARU (initially about props); interest from this contact in expanding inclusion for Cambridge Theatre Community
- ARU Head of Drama is enthusiastic about employability and talks from professionals which could be opened up to CUADC members
- Conversation around whether there should be hire fees for CUADC props and costumes; FR can decide, but KS suggests that we should encourage
- Good contact - KS will pass onto BP as new Outreach Secretary, but SC/DR/JH will stay involved for Freshers Fair

9. Funding Discussion (SC)

Not minuted.

10. AOB with Outgoing Committee (GS)

- GS congratulated the new committee, and reminded them of the responsibility and 'role model' position that being on CUADC brings. She advised trying not to overcommit and attending meetings as much as possible.
- Pitching is underway; selection grid will be released in around two weeks to begin CUADC funding discussion.
- CUADC email handover will now happen
- AC asks all committee members to make a CamDram account

Outgoing 2025-26 committee left at: 14:50

11. Co-Option of Producer's Representative (LT)

- LT (in her role as Outgoing Secretary) outlined the role and read out the two applications for the role.
- The new committee voted between the two applicants, with LT as impartial leader of the co-option; Scarlett Parker was elected.

10. 2026-27 Committee Stash (SC)

- SC outlined options for the stash: sweatshirts and fleeces were the main options.
- Stash details will be provided in the Committee Information Form; DR will order these as soon as this information is received.

11. Constitutional Review (DR)

- DR outlined the process of a constitutional review, the current potential areas for change and how we may approach this in coming weeks. All committee members were asked to review the constitution in advance of next week's meeting.

13. AOB including Committee Photos

- FR reminded committee members of confidentiality in the shared Drive.
- JH took some photos; committee photo will be taken at our next meeting.

Meeting adjourned at: 15:05