



## CUADC Committee Meeting Agenda

### Sunday 22nd February 2026 at 14:30 | ADC Dressing Room 1

#### 1. Attendance

Present Officers:

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

Present Members:

Sophia O'Callaghan, Edward Campbell, Ellie Russell, Chester Chen (arrived at 14:38), Talia Davis, Lochie Mackie, Caelyn Boey, Joseph Henderson, Jenna Braban, Bella Phillips, Thomas Gladstone, Scarlett Parker, Kristy Poon (arrived at 15:15)

Absent with apologies: *None.*

#### 2. Minutes and Matters Arising

- Grimsthorpe - CD suggests 21st June won't work due to CUADC Garden Party, 20th June is better
- Intimacy/Welfare Workshop Update - SC to chase and arrange with management. JP raises point about prevalence of professional coordinators in recent shows; SC expresses desire to have both professional and student intimacy coordinators on CUADC shows. SC will also arrange Welfare workshop with SU to get the committee trained up; will also look into Tonic workshop for Michaelmas.
- Backstage Tour Update - SC hoping to do backstage tour in Easter Week 0 at the Royal Opera House, will be charged and open to all CUADC members
- Cavendish Experience - SC invites members to do a readthrough of this immersive show in association with Cavendish Old Labs
- Handover Meetings - BP and SP last meetings to be arranged

#### 3. Show Reports

Show	Report	Committee Actions
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<p><i>Le Mariage Forcé</i> (Corpus Late L5) JB</p>	<p><b>Sales</b> 40 more tickets sold; publicity ongoing with posters and Instagram.</p> <p>No other acting/technical issues.</p>	<p>JB to pop into rehearsal or get-in.</p>
<p><i>Little Women</i> (ADC Main L6) FR</p>	<p><b>Sales</b> 239 tickets sold; looking to increase with Instagram content, flyers and JCR emails.</p> <p><b>Production</b> - Looking for Hair Stylist/CLX, might start directly contacting people - Recruited MD, happy with music - Taking cast headshots on Sunday (22nd), for social media/programme - Charity (Haven), have confirmed they will have 2 volunteers at each show - 10 comps secured, also adverts in marketing etc.</p> <p><b>Acting</b> - Rehearsals going well - Welfare concerns noted by cast with changes in rehearsals; directors are improving in future. 12 hour rehearsal today but welfare seems to be okay.</p> <p><b>Technical</b> - Attempting real fire effect - Set designer talking with LD and management about design, including chandelier - committee notes these are now finalised.</p>	
<p><i>Into the Woods</i> (ADC Main L8/9) SC</p>	<p><b>Sales</b> - Publicity slowly ramping up, BTS film and artistic trailer coming soon. Cam FM interview and active social media page. (JP makes general point - CamFm often does not generate publicity, but can be good if reposted onto social media.) Getting in touch with schools but last minute.</p> <p><b>Production</b> - Cast headshots and stash done; programme and crew shots in progress. - Need space for trailer filming, but will work it out with cast size.</p> <p><b>Acting</b> - No issues - rehearsals are everyday but have active welfare officer.</p> <p><b>Technical</b> - All major roles filled. SMs shadowing, and Takeover team working to decorate ADC.</p>	
<p><i>Medea</i> (ADC Main E1) CB</p>	<p><b>Sales</b> - 70 ticket sold to school group this week - Posters will arrive this week, contacting</p>	

	<p>JCRs/societies etc.</p> <p><b>Production</b> - Launched MedeaX events programme, currently looking for Producer</p> <p><b>Acting</b> - Rehearsal schedule confirmed, character chats have taken place - One actor concern, meeting taking place this week to address</p> <p><b>Technical</b> - Ordered lights - Concerns about TDs; will have talks with TD to try and retain, or see about other options for TDs - CD suggests team of set constructors etc as potential solution</p>	
<p><i>Obsessive, Compulsive, Divine</i> (Ed Fringe) JP</p>	<p>No SPAT report due to technical error.</p>	
<p><i>Giving Out</i> (Camden Fringe) JP</p>	<p><b>Sales</b> N/A - venue and date not yet confirmed by CUADC - JP getting on that this week.</p> <p><b>Production</b> Have secured script editors and an Assistant Director. Script editing in progress.</p> <p><b>Acting</b> We have only just opened auditions.</p> <p><b>Technical</b> We are opening applications for a technical director.</p> <p>Note lack of Producer - we suggest re-opening on a rolling basis.</p>	<p>JP to have a meeting with both Fringe shows, mentioning expectations of tech set-up, opening for Producer, how to look for venues etc.</p>

**4. New CUADC Welfare Guide (SC/CB)**

- SC notes that Welfare Officer is a new role, and we'd like to create a welfare guide that sets expectations for Easter Term shows - encouraging transparency and clear process for welfare shows
- SC will set up a sub-Slack for anyone who wants to work on this; full committee will then review this document in next week's meeting

**5. Equalities Sub-Committee (DR)**

- DR proposes chairing an Equalities sub-committee, starting before the end of term

- CC notes possible risks and concerns; SC suggests combining with open meetings, using sub-committee to drive action and ensure not just internal/those who choose to attend
- Will revisit in future meetings; any members welcome to propose ideas.

## 6. End of Term Event (BP)

- SC would like to make CUADC more social, proposing a pub quiz at the end-of-term held in the ADC Bar
- BP suggests exploring this in relation to Women's History Month
- Dates suggested include Week 7 or around a show of LTM, possibly mid-out

## 7. Audition Guide and Workshop (SC/EC/SO)

- Pitching grid comes out next week; we would like to create an Audition Guide that suggests good audition etiquette. One-page audition good practice on how to create a comfortable and accessible space.
- Action: Director/Writer/Actor's Reps to do this and then committee can review next week.

## 8. Constitutional Review (DR)

- JP suggests condensing into multiple documents, removing processes and explanations. DR highlights issue of whether these would be constitutionally binding.
- FR mentions 26.2.2 - has a sentence that ends early.
- Action: DR will look further, members can contact him with any further suggestions.

## 9. Feedback Form Review (DR)

- Committee suggests condensing form, with multiple choice questions, a longer answer about issues with the production generally, positive and negative responses for what CUADC did well and then a general question, all of which will be optional
- Possible physical anonymous form - CD to include 'Agony Aunt' section in Techies and Actors' email.

## 10. AOB including Individual and Committee Photos

Meeting adjourned at: 15:37