



Cambridge University Amateur Dramatic Club

Minutes for Handover Meeting, 6.30pm, Dressing Room 2

Meeting commenced at 6.40pm.

1. Apologies for Absence

- Tim Palmer, Emma Powell, Helena Middleton

Outgoing Committee – Adam Smith, David Stansby, Emily Newton, Johann Hendrik Kamper, Phoebe Hill, Zoe Higgins, Sam Rayner, Oli Rew, Emma Wilkinson, Charlotte Quinney, Kit Fowler

Incoming Committee – David Stansby, Jamie Balcombe, Maddie Heyes, Harriet Webb, Jen Hutchings, Emma Hollows, Hannah Edwards, Sam Rayner, Alex Cartlidge, Bethany Craik, Rhianna Frost, Rose Reade, Harry Stockwell, Johann Hendrik Kamper

2. Minutes and Matters Arising

Minutes from the last meeting will be forthcoming, otherwise no matters arising.

3. Show Reports (1)

Adam explained how the show reports work (SPAT **RAG** – Sales, Production, Acting, Technical)

(a) *Into The Woods*

S – Currently disappointing (approximately £800 behind where *Aida* was at this stage), particularly with students.

P – Going well and sounds impressive; a revolve, real trees and an illusion (!).

A – Great cast but there are some issues; haven't blocked second half and there wasn't a clear rehearsal schedule. Need to create more enthusiasm and hype within the cast.

T – Some teething problems, worries about the get-in timings and getting things built in time. Also there are problems with the organisation of set painting, and communication within the production team.

ACTION – *the Committee need to help create some hype and excitement about the production; push ticket sales, increase Facebook publicity, flyer colleges and put up posters around town.*

(b) *thing with feathers*

S – Ticket sales not great, questions were raised over the funding of a Week 7 show in Lent.

P – Going well.

A – Interesting piece of devised theatre.

T – Going well, concerns about making LED lights work but otherwise fine.

ACTION – *as before, the Committee need to help sell the show by spreading publicity and creating a buzz!*

4. Committee 2013-14 A.O.B

Adam – individuals need to organise handover meetings before the next meeting; Adam and David will sort out the transition of email addresses and lists.

David – a thank you to the outgoing committee for their hard work and dedication.

Phoebe – raised the issue of access to the costume store in Queens’ ***ACTION - Discuss this further in next week’s meeting.***

5. **Committee 2013-14 Exeunt**

[The outgoing committee exeunt pursued by a bear]

Every member of the committee is present and they introduce themselves; David explains that everyone will receive their own club emails and Group A will receive keys and printer codes.

ACTION – Some members of the committee need a classic film education; the committee will watch Star Wars and Lord of the Rings.

6. **Show Reports (2) & Show Contacts**

David reiterates what Adam said about show reports, explains what show contacts are and tells the committee about this term’s club shows. The committee then assigned show contacts for next term.

- (a) *Hedda Gabler* (Week 1 ADC Mainshow) – Maddie
- (b) *The Tempest* (Week 2 ADC Mainshow) – Jamie
- (c) *And The Horse You Rode In On* (Edinburgh) – Johann
- (d) *Bazaar and Rummage* (Edinburgh) – Sam
- (e) *God on Trial* (Edinburgh) – Rhianna

It is noted that *And The Horse You Rode In On* has cast, and the rest are casting or auditioning.

ACTION – Show Contacts need to make contact with the producers’ of the club shows.

7. **Handovers**

David notes that everyone needs to organise handovers before the next meeting.

ACTION – Incoming Committee members will meet with outgoing Committee members over the course of this week.

8. **Funding Application**

Application from a student for funding for a stage fighting qualification for him and six individuals run by a professional at the cost of £1,500. Applied to CUADC for full or partial funding.

The committee discussed this, and the following points arose:

- CUADC do not usually subsidise students attending individual courses.
- Too small a group for too much money.
- Sets a precedent for funding individual qualifications (which was generally agreed to be a problem).
- Last year CUADC made £2,000 and funded £1,500 of workshops that were open to all CUADC members.
- Colleges could fund such courses.
- Questioned the extent to which the skills learnt would benefit CUADC’s members, shows and Cambridge theatre as a whole.

ACTION – David email the student with the result of his application. Next week the Committee will discuss what non-show things would be good to spend money on and any formal procedures that

would need to be enacted for this; Committee need to think on the issue over the course of the week.

9. **A.O.B**

David shared the constitution with the committee and outlined that Committee meetings would always be held in the Theatre, at as close to 6.30pm as possible every Sunday and that members need to send their apologies to the Secretary if they cannot attend. Items for next week's agenda need to be submitted to the Secretary by Friday evening. ***ACTION – David will email round the new Club Office code and the Committee ticket sales code.***

Emma discussed the issue of getting new sewing machines. ***ACTION – Emma will talk to management about this in the coming days.***

Harry raised the issue of management of the Facebook page and Twitter; him and David will run this together.

Maddie raised Committee bonding activities, and is open to ideas.

Meeting concluded at 7.30pm.

Next meeting will be on Sunday 9th March in the Larkum Studio at 5pm.