



# Cambridge University Amateur Dramatic Club

## Agenda, 11 March 2018, 17:00, Clare Colony Meeting Rooms

Meeting starts 17:06

### 1. Apologies for Absence

Received from: Maya Yousif (will be late)

Outgoing committee present: Katherine Ridley, Oscar Yang, Andrew Tan, Milly Parker, Theo Heymann, Charlotte Stephenson, Eva O'Flynn, Carine Valarche, Charlie Eardley, Charlie Jonas, Ellie Cole, Adam Mirsky, Sammie Ruston

Incoming committee present: Alex Ridley, Holly Mackinlay, Conor Dumbrell, Ruth Harvey, Caroline Yu, Abby Zucker, Gabriel Humphreys, Francesca Coslett, Jessica Murdoch, Iain Blackwell, Amelia Hill, Anna Zhou, Lily Burge

### 2. Minutes and Matters Arising

None.

### 3. Action Points

a. Katherine Ridley to write a paragraph for the Feedback Form clarifying CUADC's position within the theatre scene.

Done.

b. Charlie Jonas to put a list of trustees on the website.

Not yet done. Deferred to incoming committee.

c. Carine Valarché to check the membership of the nominees and their proposers and seconders.

Done.

d. Katherine Ridley to reopen nominations for Secretary, Junior Treasurer, and Designers' Rep.

Done.

e. Charlie Eardley to make a Facebook event for the AGM.

Done.

f. Carine Valarché to send an up to date membership list to Sheanna.

Done.

g. Katherine Ridley to find a location other than Dressing Room 2 for the handover meeting.

Done.

h. Katherine Ridley to make a booking for the committee meal.

Done.

### 4. Show Reports

a. **The Producers (Week 8 and 9 Mainshow - Milly Parker)**

S - 54%

P - All good.

A - All good.

T - All good.

### 5. Handover

Oscar Yang asks the outgoing committee if everyone has completed their handovers with the incoming committee.

Ellie Cole says that they have done the Actors' Representatives handover but that they had already been taken off the mailing list so could not show the incoming representatives how it works. Charlie Jonas has not finished the Webmaster handover. Apart from that all handovers have been completed.

Carine Valarche says that part of the Membership Secretary role is to communicate with Alumni. She had intended to ask alumni what they wanted from CUADC. She says that the incoming committee should think about what kind of communication they want to have with alumni. She also says there might be a better way to get people to buy membership.

Sammie Ruston says that the payment for the costume store hasn't been made yet. She will be organising a meeting with Richard, who runs the costume store, and Abby Zucker.

17:15 Sophie Taylor arrives.

Andrew Tan says that he had a meeting with our Senior Treasurer, Richard Barnes. Together they have agreed that more prudent funding choices should be made. Richard Barnes may want to meet with Iain Blackwell about it soon. Andrew Tan and Richard Barnes also discussed the reserves. Reserves could be used for investing in more things like wireless cans. Reserves could also be invested in a low-risk investment options. Andrew Tan says this is something the incoming committee should think about.

Katherine Ridley asks what happened to the plans for props and costume donation bins. Milly Parker says that the British Heart Foundation, which were the only charity willing to collect, said that there would be too much to collect. Milly Parker says she and Sammie Ruston discussed it and it would be too much work for Representatives to have to carry a lot of stuff to a charity shop every week.

Oscar Yang says that this year we lost a lot of money on the Edinburgh shows which we funded. A lot of the feedback suggested this could have been prevented through more advice on venues or time slots. Therefore an Edinburgh guide would be really beneficial, and is something the incoming committee might want to pursue. Vicky has also suggested a drinks evening with management, who have all been to the Fringe, so that they can provide advice. Andrew Tan says that Richard Barnes suggested the same. He says that out of the two Edinburgh shows we are funding this year, one already has a venue and the other hasn't so should be given advice.

Andrew Tan says that BME Representation is something that he and Oscar have been trying to push for. They held an open panel discussion about it and had a BME Freshers' Drinks event. Andrew Tan says he felt he didn't have enough time to do more about BME Representation but that more could have been done.

## **6. Insurance**

Katherine Ridley explains the conversations that the committee has been having over the past couple of weeks about insurance, including discussions about membership requirements for insurance and the possibility of creating a new

membership category which would make all company members of Club Shows automatically members for the duration of the show. She says that this is something the incoming committee need to try to resolve as it is a long-term, ongoing problem, especially regarding band membership.

## **7. Consultants**

Oscar Yang explains the Consultants role (laid out in 23.2 to 23.2.7 in the Constitution). He explains that it is an advisory role to help a committee be as representative as possible.

Ellie Cole says that a lot of weight was put on Andrew Tan and Oscar Yang to represent BME students, so it is a very important role. She also says that CUADC has a lot of responsibility in the Cambridge Theatre community and will receive complaints about shows they rejected funding for. She encourages the incoming committee to consider having a BME Consultant.

17:32 Maya Yousif arrives.

Katherine Ridley says that just because a committee member is BME or a female or non-binary person, they shouldn't automatically be expected to represent these groups, although they may decide that they are happy to do so. Consultants can therefore be implemented to represent minority groups even if these groups are already represented through committee members.

Caroline Yu says that the level of influence of the Consultants is ambiguous. She asks whether or not a situation could arise in which a Consultant would be needed later on. Oscar Yang clarifies that Consultants do not need to be appointed now, they can be appointed later.

Ellie Cole says that another benefit of Consultants is that they are not role-specific, so for example could advise on BME people in tech, as well as BME actors. Oscar Yang says the role doesn't have to be reactionary, it can be more outreach-based. Eva O'Flynn says that show selection is another area where the voices of Consultants would be useful. Katherine Ridley says that as well as the committee requesting the presence of a consultant at any meeting, the consultant can come to any meeting they want to come to. Alex Ridley says that the incoming committee now have a good idea of the outgoing committee's thinking behind Consultants and that they will discuss it further.

## **8. Outgoing Committee A.O.B**

*Charlie Jonas:*

Tells Amelia Hill not to use the membership database, and mentions that it works through Camdram. Iain Blackwell asks how much control we have over Camdram. The answer is none. Oscar Yang says that there have been conversations about CUADC paying for Camdram.

*Lily Burge:*

Asks when emails are going to be changed over. Charlie Jonas says now.

*Alex Ridley*

Asks when the outgoing committee will have removed their possessions from the Club Office. We agree Sunday 18th.

17:41: Outgoing Committee leaves

17:47: Meeting resumes

## **9. Aims for the Year**

AR: get Edinburgh guide produced; think more about sustainability in theatre; outreach to non-freshers who haven't done theatre.

MY: keep up BME representation + women/NB, especially into tech; make info about getting into Cambridge theatre as widely circulated as possible; think about playreading group.

IB: push awareness of theatre + pitches to people not currently involved in theatre; would also like to push for sustainability as it would reduce expenditure; improve the relationship between producers/representatives/technicians to ensure they communicate effectively, especially regarding overspending.

CD: encourage more science students to take up acting; reach out to those who haven't yet been involved in theatre but might want to; create environments where more actors from different plays can meet each other outside of the ADC bar.

FC: hold a big meeting of people who've ever done Edinburgh to share ideas/tips/hacks; make sure producers take responsibility for casting re: representation; make producers feel like they are more responsible for getting reimbursements back to people.

ZK: find a replacement for workshop during ADC closure/or a viable alternative; make the workshop more accessible/less scary in general; recycle wood for sustainability - internal recycling.

CY suggests centralised 'stewarding sheet' arrangement of items being used.

LB: work on the integration between technicians and SMs by training SMs in get-in skills as well; encouraging people to stage manage (it is fun); teach people how to go from ASM to SM, and support that transition.

GH: demystify the work of the committee, technical language, general theatre things that are sometimes assumed to be understood but never explained (HM: "What is a PS wing?"); update the marketing guide and publicity guide to encourage the use of more than Facebook group; reevaluate quantities of publicity posters and flyers etc.; refresh the look and feel of the website.

AbZ: make people more aware of the opportunities to design in theatre; bridge the divide between designers and the rest of a show team - both creative and technical sides; improve the sustainability of the club by reusing things in a more formal way as currently it's all done by informal discussions between designers and/or producers. AR comments that whilst helpful, informal conversations are also a barrier to new people who have yet to establish connections within the theatre.

CY: provide more Edinburgh help and support for those who know nothing - especially in direction of pitching; continue to push for BME representation, especially in the fresher's shows by working with actors reps to make audition slots for BME students; demystify The Pitch™ - hold a proper workshop to encourage more people to pitch and give them appropriate skills for the task.

AnZ: make things on the website look less daunting; get more people involved online; find out why when people wanted to update things they did not; improve the wikipedia page; implement a props system.

RH: get new people into tech and keep them in; make technician less of a title and more of a set of skills by encouraging actors/directors/producers to learn technical skills as well; make some technical guides, both practical and inspirational (e.g. collection of previous rigs); make a disability guide to improve access.

JM: introduce more training - make shows only one way of getting involved in acting (e.g. skills sharing workshops); make the representative role a bit more pastoral - explicitly offer guidance and support for issues/questions as they appear, and be more easily contactable.

AH: find out what alumni are to us, and decide how we want to reach out to them; put something in place for people who are about to graduate so we don't lose them when they lose their CRSiD; tackle the clique of Cambridge theatre by making it possible and socially acceptable for people to get involved for single shows.

HM: make the constitution more easily accessible and understandable; keep the club office ship shape; make some of the club's policies on welfare and pastoral issues within shows more defined so that it's not just personal guidance but a clear program.

18:10: We take a break. AbZ and CD leave.

18:23: After ordering pizza, the meeting resumes.

## **10. Club Office/Club Cupboard**

AR explains what the club office is. HM suggests we get a doorbell.

IB raises the question of a lockable, independent space for accounts because we won't have access during renovation period.

LB raises the problem of where the prop store will go.

HM raises the question of where the pidges will go.

ZK raises the problem of shows not being able to use the workshop. RH suggests talking to some other theatre societies - we decide it might be too difficult to move things given the limitations of other societies. FC suggests using the lockable storage cupboard in Corpus - but that would be subject to agreement with the Fletcher Players.

**Action Point:** AR to talk to management about moving the lockable drawers, and asking about pidges and storage for membership cards.

LB talk to management about where props store will go; probably fixed appointments for shows to visit.

Clear out for the Club Office agreed for Monday 19th, 1pm.

18:30: RH leaves

#### **11. Show Contacts Assignations**

The Producers (LTM) - Lily Burge

Who's Afraid of Virginia Woolf (Week 2 Corpus Main) - Iain Blackwell

Brilliant Adventures (Week 1 Corpus Main) - Maya Yousif

Drifting Towers (Edinburgh Fringe) - Gabriel Humphreys

Reigen (Edinburgh Fringe) - Francesca Cosslett

#### **12. John Gardner**

AR reads aloud the email regarding an invitation to send a group to perform in Italy this summer. IB is sceptical about it, and wants to know where the money has come from and if we would be trapped into funding it year on year.

**Action Point:** AR to reply asking for more details.

#### **13. Committee Stash**

FC would really like a keep cup.

AR wonders if people would buy stash in general if CUADC sold it (e.g. behind the bar). LB says it would be hard with branding for freshers' fair and other events (but maybe a keep cup would be okay).

Sweatshirts or jackets are proposed as they are easy and not too expensive, but there is a wish to not be identical to the last committee.

GH suggests a club coffee machine. We all would like one. IB says we can buy our own coffee.

**Action Point:** HM and GH to look into stash options and come back with some suggestions. FC will investigate keep cups.

#### **14. Social**

HM suggests a formal for easter term. Enthusiasm is expressed.

**Action Point:** HM find out cost and potential dates, and consult with AR about possibly holding it at Clare.

#### **15. Info List**

AR explains what the info list is and asks if anyone has anything to add to it. They don't.

**16. A.O.B**

GH asks about how to deal with Facebook messages asking whether CUADC would be interested in involvement in events. We agree to defer these requests to be discussed at the next meeting, or be passed onto AR, depending on urgency. AR suggests we have a better way of sharing information and opportunities we receive with other societies.

FC is working with Jamie to list rehearsal spaces for when the ADC is closed. She asks people to review the list and to add any other spaces people are aware of, along with any conditions of their use and/or booking.

AR suggests an unofficial policy for requiring people who have missed meetings to catch up on the minutes independently, to prevent repeating discussions during meeting time.

HM asks everyone to fill in a contact details spreadsheet.

ZK (when discussing next meeting) suggests rotating committee rooms for optimum convenience for all members, plus a nice variety of rooms. This will be necessary due to the ADC closure during Easter.

Meeting ends: 19:23 (when pizza arrives)