



# Cambridge University Amateur Dramatic Club

Minutes, 16/02/25, 14:00, ADC Bar

## 1. Attendance

**Present:** Robert Woodland, Harriet Regan, Katie Stapleton, Em Sparkes, Gemma Stapleton, Emma Chandler, Nadia Hussein, Irisa Kwok (online), Angus Cha (online), Emma Dinnage, Kate Austin, Connor Nainthy, Amber Heal, Charlotte Conybeare, Chris Wordsworth, Lucy Twitney, Finley Robertson, Helen Lyster (online), Rosie Ellis, Sophia Orr, Enya Crowley, Scarlett Clegg, Amenie Groves (online), Tom Barry, Bella Ofo

**Absent with apologies:** Jessi Rogers, Ruby Iverson, Alice Roberts

## 2. Minutes and Matters Arising

Handover meetings, target to be all done by the next meeting on Club Dinner day.

## 3. Club Dinner

Sort out rota for setting up at the ADC and University Arms

Outgoing committee sign up for a shift!

If you throw up you will be fined. Report if you see someone else throwing up/causing damage.

## 4. Fringe

Camden fringe - AH and HR to handover, will discuss show selection

Ed Fringe - Penelope!

## 5. Show Reports

Define a SPAT report and the role of a show contact. Allocate new show contacts

New show contacts to get in touch ASAP.

A Day in May - NH (no new contact)

S - 57 tickets sold with a big uptake in opening night sales this week. Plan to continue trying to convert, know of people who definitely have not bought yet but

will do as they've promised me they are coming. Cast told to bring 5 friends etc. There is a 5% discount code for anyone who can produce a group of 6 people. Planning to invite The tab & TCS. Joe Short Audience Interviewer plan - he seems keen to collect reviews himself

P - Have directors notes, cast notes, producer notes ready to go. Headshots + headshot changes have been released - Good set of interaction. Released a trailer this week, we are on several pride community socials and lots & lots of engagement has occurred this week. There seems to be hype across a wide range in the student community so hoping this will convert to sales on day & on door

A - Cast have had an intense week of rehearsals and are working well together. Minor concern about overcommitment of a cast member who has been involved in a week 3 show who is sleeping instead of going to the get in and will need some rehearsal time to catch them up.

T - It has been interesting (this is discussed in more detail. The tech is happening and the show will be ready to open on time!)

Vera Stark - KA (new contact: SO)

Jamie - JR (new contact: KS)

S- 448 total tickets sold amounting to £7,107.38 as at 10/02/25; 353 tickets sold this time last week. We've flyer'd every one of Sweet Charity's shows so far with just the matinee and tonight's show left – this should be key for us in selling tickets Poppy and Kitty are all over the social media marketing. Director interviews have come out and looking so good. Poppy and Kitty are also working on more film and photography projects

P- We've had 15 separate rehearsals throughout the week working on various scenes since the last update. We've found a replacement to our welfare officer

A - We are working on having an understudy start ASAP in all rehearsals – if they haven't started already. We're still on the lookout for a Sheffield accent coach – haven't had much success but this is a nice to have not a must have, so I'll re-loop with James.

T- Full team is engaged and proactive on designing and their respective departments. Got another costume assistant which is great. Some departments stalled for personal reasons but big tech meeting at 6pm on Sunday at the ADC including set team to open communication lines hopefully.

Doctor Faustus - AH (new contact: TB)

Ed Fringe - AH (new contact: HR)

**6. Panel IK**

Saturday 22nd February 14:00. GS has booked Queens.

Panelists coming for brunch. Guests sounding good, mix of professionals and some graduates.

CC will make a google form to sign up, and send questions that they want to be asked.

IK to send details of who's who. Sentence of who each panelist is and what they do. Publicity going to be sorted today GS ES

**7. Mandate change**

In the handover meeting, we decided that Amber Heal will be added as the authorised signatories on the account. The signing rule will be one to sign (for any amount).

Em Sparkes will be taken off the account.

Richard Barnes and Gemma Stapleton will not change role on the account.

**8. AOB as both committees**

Whole committee photo at club dinner? (at the start)

No applications so far for photographer for club dinner, CC will start emailing people who came to photography workshop individually to ask.

Outgoing committee lunch - will do a calltime to find a date.

**9. Co-option (new committee + CN) KS**

Committee voted on new membership and alumni secretary. Lucy White!

**10. Stash GS**

Fleece? Sweatshirt? Hoodies?

LT to sort this. Going to look into two options. People are very passionate about zip pockets. Will bring options next week to discuss.

**11. Meeting time review GS**

GS proposing to change start time of weekly meeting.

Settling on **2:30pm** for now. Will see how it works. Starting next week. At the ADC.

**12. Individual chats GS**

GS to send doodle poll to organise individual chats to discuss what your role is and what you want to get out of it.

**Meeting adjourned at: 14:58**