



Cambridge University Amateur Dramatic Club Agenda, 5 May 2018, 17:00, Clare College, Godwin Room

17:09 The meeting starts.

1. Apologies for Absence

Received From: Zak Karimjee, Gabriel Humphreys (will be present via video)

Present: Alex Ridley, Holly Mackinlay, Francesca Cosslett, Lily Burge, Conor Dumbrell, Amelia Hill, Anna Zhou, Caroline Yu, Iain Blackwell, Abby Zucker,

Absent: Jessica Murdoch, Maya Yousif, and Ruth Harvey

2. Minutes and Matters Arising

The committee agree to not publish the last sets of minutes until some of the action points have been completed. They will still be available online within the two week period as required by the constitution.

3. Action Points

a. *MY to contact CUSU welfare team.*

Deferred.

b. *Everyone to attend the Fringe evening.*

Done – everyone will be there for at least a bit.

FC will plan it.

c. *FC to put PRS and Corpus Christi opportunity on the Producers' List*

To be sent on Monday.

d. *GH to talk to management about InDesign*

Done.

GH feedbacks that he won't be able to use the ADC license as it can only be used on computers owned and secured by the university. The committee will go ahead with reimbursing GH for his subscription while he is not in Cambridge.

e. *AR to email ASDAN about changing dates to July.*

Done.

To be discussed in Item 8.

f. *HM to email Cyphers back asking for prices*

Done.

Information to be forwarded on to JM and CD to investigate further.

g. *AnZ to talk to management about hosting the wiki*

Done.

We can't use wiki.adctheatre.com for legal reasons, which complicates having it not linked to a particular society.

Wiki.camdram.com is suggested. AnZ is prepared to talk to CamDram, but they may want us to pay.

The committee decide this may be a problem that doesn't actually exist, and we will just wait and deal with an issue if it arises.

h. *CD, JM, CY, AR, HM to discuss ASDAN applications in a smaller group and open*



applications ASAP

Done – a meeting will be held at the end of the committee meeting.

i. IB to draft a letter to the Footlights

In progress.

j. AR to speak to a potential consultant for CNs

Done.

The consultant has accepted and will be invited to the next meeting.

k. HM to email back Churchill re: Garden Party

Done.

Cheque has been delivered, will confirm receipt on Monday.

l. GH to make Facebook events for Fringe discussion and bar on tour

Done.

4. Show Reports

a. Brilliant Adventures (Week 1 Corpus Main – Maya Yousif)

Deferred.

b. Who's Afraid of Virginia Woolf? (Week 2 Corpus Main – Iain Blackwell)

S – Sold 58%. Publicity went live this week.

P – Have asked to use contingency to buy sugar glass. There is some concern over the management of the budget. IB reassures us he's keeping an eye on it and they must use the rest of their budget completely before going into the contingency.

A – The main issue is running time which is very long. They have suggested an interval which is probably not possible given the late show need to get into the space.

T – Fine.

b. Drifting Towers (Edinburgh Fringe – Gabriel Humphreys)

S – Social media has been set up, and their Fringe registration is being facilitated through the venue, but they're not on Fringe website yet. They have lots of flyering plans; using videogame aesthetic, set and props. Also hoping to use an audience feedback system.

They have no publicity designer yet, but someone from the team may just step in.

P - Have a provisional slot (3pm) and an upgraded venue – this will be the same price but has increased seating capacity, stage space, technical capacity etc. They have accommodation. They haven't signed contract with CUADC yet as they're not sure about exact budget yet. First 2 instalments to the venue has been paid by the producer, who has been reimbursed for one.

A – They just sent out offers of roles to 5 actors, which 3 have accepted. They are aware that some may be sought by other shows.

T – No SM yet. Advertised for a technician but have had no applications. Also have no set designer. They have been talking to a potential composer. The producer has asked us to boost requests for technical team applications.

Action Point: GH will advertise technical vacancies on the CUADC Facebook page, and the representatives will advertise technical vacancies at the top of their lists.

5. Cam FM Collaboration

AR has been contacted by Cam FM asking to collaborate. A meeting has yet to be arranged so there isn't much to talk about, but if people have any ideas about ways we can collaborate with Cam FM then bring those suggestions to the next meeting.



6. Consultant

AR feeds back that the consultant we have asked to assist with a policy/guide on CNs seems very keen to get involved. We briefly discuss that we will add the relevant agenda points early on in the meeting so that she has the choice of whether she wants to stay for the whole time or leave early.

Action Point: HM to send over a summary of the ideas the committee had in the last meeting and invite the consultant to the next meeting where they will officially take up their role.

7. Maklena

HM explains that Saskia Baylis emailed the committee asking us to promote an event in which Maklena will be featured. The show is no longer funded by CUADC, although it's original run was, and is now moving towards professional production which is very exciting.

The committee agrees to promote the event, and any further material the Maklena team send to us, as it is a great opportunity for them and for our members to see where their work may take them in the future.

Action Point: GH will reply to SB and inform her of our decision, as well as invite her to send us any future promotional material they may have. GH will also add the event to our Facebook page.

8. ASDAN

AR explains that when she got back in touch with ASDAN their preference was for dates in August, which means that CD and JM cannot attend. AR and HM volunteered to fill the spaces and to open applications for the other positions.

HM asks what kind of qualities we would like applicants to show. LB suggests it be run similarly to UCATT and ask for enthusiastic people who make or develop workshops from what you give them. AR suggests we get a balance halfway between that, and ETG, which had very structured workshop plans.

GH emphasises that we should be looking for people interested in running workshops, not just looking for a free trip to China. CD also says that if they don't have experience they should be enthusiastic about learning how to do it, and we should keep in mind the benefits for them (i.e. the skills they will pick up).

HM asks whether they need to be members, and if not will we ask them to buy membership?

AH: "YES PLEASE."

17:51 RH arrives.

Action Point: applications to be discussed in ASDAN meeting after the main meeting.

9. Garden Party

Deferred.



10. Edinburgh Guide

AR is happy to collate and organise information as it comes, but would ask that everyone contributes things that they'd like included, or experiences they have had.

FC suggests that we make a google drive, and people throw things in as a resource dump, and then over summer a couple of people put it together in a more coherent guide form.

IB asks whether we should have a specific deadline for it to be finished.

AR says that it should be completed by the end of Michaelmas, so that people can look at it over the holidays, before the Fringe evening at the start of Lent.

HM asks whether we need multiple guides for different roles. FC says that there's enough overlap it should all fit into one, we will just section it appropriately.

Action Point: people to think about what they want to include, and this will be revisited later.

11. Appendix to Budget Agreements

HM asks if there is anything we haven't already covered which should go in. HM says that we should probably include a breakdown of a SPAT report, and give examples of what information we'd like to get from one. IB adds that we should make production teams aware that we discuss the SPAT reports every week as well.

AR says that it should be more about covering our backs and pointing them in the right direction for when things go wrong.

FC says this has reminded us all that we need to be getting in touch with our shows more, and going beyond a weekly-SPAT report from the show contact.

Action Point: HM to assemble a draft.

12. Info List

None.

AR will try to shift the list to a Monday, rather than a Friday as it makes sense with

13. A.O.B

CD would like to confirm what the format is for Gmail addresses. AnZ explains it to him.

AnZ offers to help anyone change their Gmail alias as it is a long process. She also mentions that she **loves** GH's digital signatures, but that they won't be able to be sent to any of the lists because of university permissions.

AR gives some details about formal. We are all excited. Wednesday Cindies is mentioned....

18:06 The meeting ends.

