



Cambridge University Amateur Dramatic Club Committee Meeting, 10th February 2018, 17:00, Larkum

12:35 The meeting begins.

1. Apologies for Absence

Received from: Francesca Cosslett, Gabriel Humphreys, Abby Zucker, and Ruth Harvey.

Present: Iain Blackwell, Lily Burge, Alex Ridley, Zak Karimjee, Holly Mackinlay, Anna Zhou, Amelia Hill, Maya Yousif, Jessica Murdoch, Conor Dumbrell, Caroline Yu.

2. Minutes and Matters Arising

None.

3. Action Points

- a. IB and MY to have chat about welfare.
Done.
- b. IB to send out breakdown of accounts.
Will do during the meeting.
- c. GH to write some programme guidance for the publicity guide and send to Ellie.
Deferred.
- d. LB to put something in the SM guide about fines and FC to put something in the producers' guide.
Deferred.
- e. IB to add the breakdown of fines to the appendix.
Deferred.
- f. AR to draft an email to management asking about the breakdown of fines, and to suggest that something about fines goes into the production manager's emails to the director and producer before show opening.
Deferred.
- g. GH to push club shows on social media.
In progress.
- h. AR asks everyone to send GH a description of their role on committee.
Conor, Caro, Iain, Lily, Francesca to do this.
- i. MY to get in touch with Ellie to organise the welfare fringe event.
Emailed – just waiting to hear back.

4. Show Reports

a. Dirk Gently's Holistic Detective Agency, RH

Deferred.

AR asks ZK and he says everything is going fine as far as he is aware.

b. Atomic Jaya, ZK

S – Concerted publicity efforts will start to roll out in next two weeks - finalized version of publicity poster will be ready for approval by this week, and flyer design will be ready by next week, as will cover photos.

P – Production meeting today, with no major issues arising. Preliminary list for props and costumes has been established and will be updated accordingly as rehearsals progress – once set design is finalized and sizing is completed, we'll



proceed with procuring the items.

A – Scene-by-scene rehearsals are progressing smoothly, with the aim of full rehearsals by week five or early week six. One actor has dropped out, but it's for a relatively minor role and we've begun the process of recasting for this role, so no problems anticipated there.

T – Set design is currently behind schedule but there will be meetings next week to address this, and we will continue to keep a close eye on set. Lighting designs and sound tracks will be continually updated to reflect ideas emerging from rehearsals, and our lighting and sound designers will begin to sit in on rehearsals to experiment with possible options.

Action Point: AbZ to get in touch with their set designer to make sure everything is okay and will be completed on time.

c. End of the Line, IB

S – Sold out!

P – A little under budget!

A – Well reviewed – 4 stars from TCS.

T – Get out went well and was quick.

E – Received really great support from the CUADC committee, in terms of funding adjustments and general support. The small show was a good avenue to involve new faces in Cambridge theatre – producers, costume, set and light designers had no prior experience in the role and learnt a lot from the process.

Cast and crew really enjoyed the process of putting up a show in a unique studio space.

d. Legally Blonde, CD

S – Currently at 28% - hoping to pick up in the next week when publicity is out.

P – New poster has been designed and approved, and A1 prints for the theatre ordered. Posters and flyers to be ordered ASAP. Funding meeting scheduled for this afternoon to negotiate requested budget increases.

A – Rehearsals are in full swing and no problems to report.

T – Wood order scheduled and building set to begin in Week 5.

5. RAG Week

AR asks about publicity strategies; HM and GH to make a plan and start publicising.

HM also adds applications have opened for producers to take on other charity events if there is an interest.

6. Fringe Meeting

AR asks who can attend the open discussion scheduled for tomorrow. AH, MY, and HM say they can all attend.

AR asks someone to talk about pitching a show to CUADC or other funding bodies – CD says he can attend (depending on his tech run) and is happy to do that!

Action Point: Plan the talk!

7. Panto Moving to Weeks 8 and 9

AR has been in touch with Vicky over this as there are some concerns that students from



low income backgrounds may not be able to be involved in Panto; management would like to know what CUADC plan to do about this.

The discussion from last year, when this was proposed and approved, was repeated in much the same way. The stress was on the fact that as students we cannot assess the financial need of other students appropriately.

HM adds that there is already a de facto system in place of room-sharing for LTM, and we could potentially formalise this a bit more but cannot force anyone to share. AR says we could get an informal guide or suggestions together for producers, but we cannot force it on them. She also notes we should stress the detrimental welfare component of having Panto in Weeks 7 and 8, and how all the feedback we received was overwhelmingly in favour of it moving.

Action Point: AR to reply to Vicky with the results of our discussion.

8. Info List

HM asks for a reminder to pay for Club Dinner to go out.
HM asks for the RAG week applications to be advertised.

JM asks for the new skillshare sign up process to be shared.

9. AOB

AR says that because show selection has moved RH can no longer do it, but no one has asked to take her place. CY volunteers as tribute.

AR ask everyone who hasn't paid for Club Dinner yet to do that asap.

AR says that there is bad news on Club Dinner costs in that we don't get the corkage discount we thought we were getting at Queens', but the good news is that it now it's just worth buying the wine through Queens' which means less admin (HM whoops) and better wine!

AR notes that War of the Worlds hasn't secured full funding yet. They have asked us for the rest and we have said no.

LB tells everyone that IB has discovered Slack. After almost a year. And with 2 weeks to go. We are shooketh.

ZK asks if the committee will support him if he approaches Vicky to talk about a few logistical issues that have arisen during get-outs – namely having jobs tacked on to the end of a show's out which were not part of the show's responsibility. He stresses that last year there was a negotiation process which would allow TDs to plan for added tasks within their get-out plan, or come in during the week to give the workshop a general tidy. Everyone says yes.

13:15 The meeting ends.

