



Cambridge University Amateur Dramatic Club

Minutes, 03.10.21, 17.00, Larkum Studio

1. Apologies for Absence

Present: Ella Fitt, William Audis, Maria Cleasby, Derek Penny, Iona Rogan, Amber De Ruyt, Cat Salvini, Aine McNamara, Jonathan Black, Jonathan Powell, Hannah Collins, Annabelle York, Elliot Aitken

Absent with apologies: Emily Shen, Mahon Hughes, Claire Lee Shenfield

The presence of the Diversity and Inclusion Consultant, Mithiran Ravindran, was not requested at this meeting.

2. Minutes and Matters Arising

Minutes from the previous meeting have not yet been distributed; these will be reviewed at the next meeting.

3. Action Points

4. Show Reports

EF says there should be 5 show reports

DP reports on Attrition: sold 2 tickets, on track for production, freshers doubling for TD and SM is a concern worth getting some support for that fresher, publicity wise there is a FB event and posters, maybe will make a trailer, whole play is set bar 1 scene, training for SM coming up and will schedule an in-person team meeting soon

ADR reports on Vinegar Tom: everything on track, finalising poster designs, previews booked, DP is experienced, producer has contracted glandular fever, DP and AP will cover Producer's responsibilities

JP reports on Top Girls: they have funding, rehearsals going well

CS reports on Pass Over: sales report nonexistent (wait for Monday and Lucia to send), no costume, lighting, sound or props, reps may need to fill in roles as it is a week 3 production, they have a set designer but struggling with sourcing street lamp, they have a cast, rehearsals start Tuesday, Adi wants to 'go hard' with rehearsals, but Producer is happy with welfare check

JP suggests that these tech roles are advertised at freshers fair

MC is wary of giving such technical roles to inexperienced people

DP suggests giving a social media boost to the application pack and post on

MC suggests posting on fresher's friday

AW suggests Pass Over getting a CLX

[Action point: tech reps get in touch with Pass Over](#)

5. Event Reports

CLS is absent due to illness to EF reports on events

EF reports that club dinner is the same and ideally doing a Christmas party. Plan to book a big table at Pizza Express and then members can use the ADC Bar

6. General Business and Updates

EF updates that MC will cover EF on show selection and WA will cover for ADR

EF lets committee know that stash will arrive tomorrow (04/10/21)

7. Freshers

EF updates committee on freshers fair and reminds people to turn up at the times they have said they can. EF needs help with set up, leaving ADC at 8 for Parkers Piece set up at 9.

ADR offers to help EF and CLS to do the set up.

EF reminds committee about the iPads and their passwords, used for signing up freshers to the mailing list.

IR and JP play with iPads.

EF lets committee know about ES beautiful design for the Introduction pack. EF will print off Introduction pack in Cloffice and also print some professionally but don't know when they will arrive, 1,000 stickers to give away, many pens and some sweets

MC suggests that those manning stall really plug tech roles, as CUADC is low on tech people, on the lookout for engineers.

EF suggests that committee post on CUADC FB page for tech

ADR reinforces message that you don't need much experience to be a techie.

EF does not have a graphic yet for the board but will decorate it tomorrow.

EF reminds committee to push certain topics at freshers fair; fresher's friday, play sign-ups, intro talks, panto auditions and theatre families.

IR wants to plaster a wall with aforementioned CUADC stickers.

AW worries that the committee is pushing too many topics, so we should prioritise certain topics when publicising to freshers.

MC reminds committee that mailing list will let freshers know about all of the above topics.

AM and EA discuss actor's workshops

EF reminds committee about fresher's friday in the bar. There will be a rota for committee to run tours around the building.

HC lets committee know about Stockings email and their request to be a part of fresher's friday.

EF thinks that if Stockings are involved then other societies will want to be there and there will be too many people in the bar.

IR reminds committee that she found out about Stockings from fresher's friday in 2019.

EF and IR agree that we should draw the line at resident companies but we will have material from other societies on a board.

ADR asks when the committee need to arrive for fresher's friday.

EF confirms that the committee need to be in bar by 3. The day should end by 7.

EF checks if Lucia and Eduardo have been in touch with reps about introductory talks.

MC confirms that she has been contacted, but no-one else has.

EF checks that reps are ok with this and that EA is happy for a long workshop with LR.

EF confirms the booklet has been finished and will be printed by Tuesday, ready for most of freshers fair and freshers Friday.

EF reminds committee about spreadsheet about college publicity, to post things in college fresher's groups to post things about fresher's friday and opportunities. The committee does not cover all colleges, so if some people could infiltrate other colleges' groups or get a friend to post for you.

EF will be in touch about workshops, making events and marketing them.

MC suggests that intro to tech should be less intro and more 'advancing in tech' for those who have minimal experience but some credits

JP is worried that those with no experience will be put off too.

MC has not decided on a name but wants to encourage more people with little experience or less confidence to gain more skills or look at other roles.

ADR agrees with this as some people may want to change their role in tech.

CS suggests New Direction as a name.

ADR likes the Glee reference.

EF lets committee know about auditions and interviews for fresher's plays. They will be run on 9th October 9-5 in Larkum and 10th October 9-3.30 in bar.

AM assumes we are doing a mix of online or in-person auditions, as this will put less pressure on room booking space. But she is worried that many many people will apply. Emily and Matt had 150 self-tapes to go through.

ADR suggests self-tapes should only be appropriate for people isolating or international students who have not yet arrived.

EF asks if AM or IR have extracts to put on Camdram.

AM plans to have audition pack done by this evening or tomorrow morning. She asks what spaces have been booked for recalls.

EF has booked Larkum for 16th and 17th.

AM suggests that all three shows recall on the same day, but then we need 3 spaces, which may not be feasible at such last minute. But if no rooms available, IR and AM

[Action point: EF will enquire about 3 rooms for recalls](#)

DP asks about tech interviews.

MC and ADR suggests a nice cafe, such as Waterstones. It is much more friendly and approachable.

MC suggests taking Diana to be recognisable in the cafe.

EF asks if techies want to all do all day, as a 5 person interview panel is too intense.

AW is worried that it would be hard to compare and choose people.

DP suggests that you make a team of tech + stage manager or design.

EF reminds committee about ES presence in tech interviews.

MC suggests they split up teams but agree later.

AW suggests sorting interviews by interest and then can narrow down who is interviewing who.

EA asks about posting for Director's applications for fresher's plays.

EF lets committee know about all applications for freshers play will be posted on Tuesday. She will take responsibility for it.

EF has reserved Playroom DR2 for 10th. Any prod or tech interviews can happen there.

EF has one room booked (DR2) for the 12th for prod and tech interviews.

EA suggests Waterstones for prod interviews. ADR agrees and is excited for the cafe food.

ADR confirms that Waterstones closes at 8pm.

EF confirms that interviews will now not happen in ADC then.

Action point: EF to check term card and see when interviews will happen and what date it says on term card.

EF checks when tech and prod reps are available for interviews.

CS has Horse Girls but will let EF know what times and dates she can do.

EF suggests that CUADC offer 11th and 12th for interviews, as tech and prod have so many

DP asks if freshers plays are open to 2nd years who haven't done theatre before.

AM confirms it is for those who have not done any theatre perform, whatever year.

8. Theatre Families

EF confirms that CS has updated the theatre family form. MR is going to update BIPOC information for BIPOC families.

ADR suggests that it would be nice to mention this on Freshers Friday.

AM agrees and says it is better not to mention at freshers fair or even in freshers week. So, once people have decided that they actually want to do theatre, then they can get involved in theatre families.

ADR asks if you have children already, can you have any more?

CS confirms that you can adopt more.

IR suggests that ADR is broody.

Action point: CS suggests committee look at the theatre family form (information for children and parents and whether freshers or parents want to be a part of a BIPOC family) and CS to post this form the week after fresher's week. CS to message Claire about family panto trips.

EF suggests an ADC bar meet up for theatre families too.

9. Cloffice Renovation

EF confirms that all committee camcards should work on the door. EF asks for volunteers to help clean and organize it.

ADR and JB volunteer to organise and clean office.

EF wants to buy some nice furniture and renovate it. The committee unanimously agrees.

EF wants to have a play library in the club room.

10. Coscup Policy

CS publicly expresses her discontent about the state of Guys and Dolls costumes. She wants to replace what committee lost. It would be good to have a pot of money, so committee should check the costume cupboard policy about fines.

CS asks permission to charge extra for fur coats, as wants to keep them usable. CS asks if the committee could charge more of a deposit for certain

CS asks permission for late penalties, mainly as a deterrent, and charge a week's rate for unwashed costumes. This should come with a level of discretion

WA asks what the policy should be for CUADC shows.

CS suggests that fully funded CUADC shows will be on trust but if part funded then we only charge a deposit.

MC suggests that costumes be returned to Queens and costume cupboard, not to ADC. They have to coordinate with CS.

DP would like permission to charge fines or extra deposit for props too.

CS wants to add a clause to the costume cupboard policy. There is a huge workload for costume. She wants to add a policy note that CUADC shows will be prioritised if there is high demand.

CS suggests other costume societies grant access to other costume societies. A round robin policy.

Action point: CS to draft new costume cupboard policies.

AW asks if CS will ask societies if they want to be included in the round robin.

CS confirms that societies will be asked first.

11. AOB

JP wants £350 for writing competition.

WA confirms that this is possible.

EF suggests a snack rota for committee meetings.

WA reminds people to get receipts.

AM has a concern that not all auditions are being put on Camdram. This is not accessible for those who do not have Facebook.

AM has another concern that shows open and close auditions at the ends of term for the next term, as this excludes freshers. She suggests that shows shouldn't be auditioning week 7 and 8 shows before the start of term.

ADR suggests that more content on Instagram, as more freshers have Instagram, rather than Facebook. Also a good idea to revive the mailing list for freshers, to update people about opportunities (auditions and applications etc).

WA suggests that because of COVID a lot of new producers do not know to update camdram with

EF suggests MH (as a Camdram admin) makes a Cambridge Theatre post.

IR suggests that if a play is not on CAmdram that it should not be on mailing list.

EF reminds committee about long-term plan to give feedback for exec.

JP reminds committee about management sending committee all applications for shows that have been programmed, for funding and show selection, so it does not go off memory of committee.

Action point: EF to contact management about previous programmed shows.

MC lets committee know about Eduardo helping with techie access guides

EA lets committee know about panto need for stage manager and asks for people to send people to panto.

EF suggests EA discuss with DP about stage manager.

Meeting concluded at 18:30