



Cambridge University Amateur Dramatic Club

Minutes, 11.01.22, 18.00, Zoom

1. Apologies for Absence

Present: Ella Fitt, Hannah Collins, Jonathan Powell, Jonathan Black, Amber De Ruyt, Claire Lee Shenfield, Elliot Aitken, Aine McNamara, Maria Cleasby, William Audis, Annabelle York, Mahon Hughes, Mithiran Ravindran

Absent with apologies: Emily Shen, Derek Penny, Iona Rogan

2. Minutes and Matters Arising

3. Action Points

- a) Mithi to approve BIPOC family wording and form. - Ongoing
- b) MH and ES to start a team to revamp the website. - Ongoing
- c) EF to invite Mithi to next foreseeable committee meeting, to discuss the protected terms document. - Ongoing
- d) Committee to rephrase and revise the costume cupboard policy. - Ongoing
- e) WA to sort out a rota for snacks for committee meetings. They are reimbursed by the club. - Ongoing
- f) Blanket statement to be drafted about costume store and designer's rep that it cannot be accessed this term but it will be sorted for Lent and handed over next term to new committee. - Ongoing
- g) WA and CLS to chase for access statements. - Ongoing
- h) WA to send the welfare policy asap. - Ongoing
- i) Committee should reflect on alternate week plan for shows before we handover to the new committee. - Ongoing
- j) EF to finalise show contacts. - Done
- k) Committee to write code of conduct over Christmas and enacted before handover. - Ongoing
- l) EF to organise a meeting about show limits with management and Group O. - Ongoing

4. General Updates

EF reports that meetings are resuming on Sunday at 5pm. Next meeting is happening next weekend in the Larkum, it will be the constitutional review. Unfortunately, the Winter Party has been cancelled, due to covid concerns.

The bank account is now officially working. Committee can reimburse people!

ADR has volunteered to be an LTM show contact and organise the SPAT reports and handover to new committee.

EF lets the committee know that we have a stall at the Refreshers' Fair. It is at the Corn Exchange. We should get more freshers involved in theater and publicise CUADC elections.

EF asks if the directing tech workshop could occur next weekend (15th/16th).

EA and MC agree on a virtual workshop for 15th and

Action Point: EF to book the room for workshop and ask management to send an email to all directors for Lent term.

Action Point: all reps need to send out an email with details on CUADC elections on Sunday. Tech mailing list sent out ASAP, to encourage people to apply for tech roles for Life Before The Line and Enemy of the People.

5. Show Reports

DP reports on Life Before The Line:

- Sales:
 - 7 tickets valuing at £48
 - 7/380 → 0.018%
- Production:
 - all roles are filled except stage manager- we've reopened for this role- advertised on fb and camdram
 - posters are printed and laminated and going up around Cambridge

- fb profile pic frame is ready
- Acting:
 - all scenes have been rehearsed at least once via zoom
 - in person rehearsals have started since this week -so far been through 5 scenes in person - will pick up pace next Monday as all the actors will be back by then
 - had a musical rehearsal yesterday
 - intimacy workshop on Sunday for director, ad, and me followed by a private session with Intimacy Directors and the actors
 - two welfare reps who have started meeting with all the actors and crew
- Tech:
 - admittedly struggled to find someone
 - we now have someone on board as sound and light designer as well as sound and light operator
 - currently arranging refresher training for them as well for myself and the ap as contingency

JB reports on Enemy of The People:

- Sales: We weren't able to access the ticket sales page
Poster design to be submitted on 15 January→ in the process of being designed
Preliminary meeting with the director has already been completed
Producers to meet and discuss + design social media campaign on 11 Jan
Social media campaign to begin one week before the show on the week beginning 23 Jan 2022
Headshots and rehearsal photos will be taken and designed by the publicity officer
Cast and crew to change headshots on 23 Jan 2022 in line with Social media campaign
- Production: Production Team Meeting→ 15/16 January 2022, TBC
Still on the lookout for a sound, costume and makeup designer
Bei Le will try to source for people and update on 16 January
- Acting:
The main cast is chosen and confirmed, we are still waiting for confirmations from actors who have been offered episodic parts
The director has conducted character-development chats with all the cast
We have conducted one full table-read of the script on Zoom

We have begun in-person rehearsals with those actors who are back in Cambridge already

- Tech: nothing included

EF thinks this is concerning and suggests the committee reaches out to support them more.

JB is about to reach out for a meeting and discuss plans for the future.

MC suggests they put applications on CamDram as they are not up yet.

EF is happy to join that meeting to support JB.

MH volunteers to be show contact for LTM.

ADR updates committee on the Lent Term Musical. They have a tech team and cast. They are finalising a video team. Pretty vibey. They have spoken to management about COVID contingencies; understudies for leads, who will perform at relaxed performance.

6. Event Reports

EF reports that Winter Party has been cancelled, due to management concerns.

CLS reports that Club Dinner may be in jeopardy too.

EF reports that management suggests alumni don't attend Club Dinner, as they will be travelling across the country to Cambridge.

EF wants to set up a CUADC PayPal so people can pay for their Club Dinner tickets. £55 for a drinking ticket and £45 for a non-drinking ticket. This is heavily subsidized.

CLS is trying to think of ways to make this less extortionate, such as charging alumni more.

EA asks if we can have bursary subsidies for tickets too.

CLS confirms that this has been discussed but WA would like individuals to prove their bursary status, as some may exploit this highly subsidised ticket.

JP asks if you can ask colleges to prove bursaries.

WA says that this is a huge admin load, and bursary tickets could incur a large loss for the Club.

EA says that it would be humiliating for people to prove their bursary status with paperwork. £55 and £45 are such large amounts. £30 would feel more

JP asks if we can speak to Richard (Senior Treasurer) about bursary subsidies, even if this incurs a huge loss for the Club.

Action Point: EF will speak to Senior Treasurer about a bursary ticket, as well as PayPal.

7. Constitutional Review

EF reminds committee that the constitutional review is next week. Each committee member has a section of the constitution they need to read and report on.

EF asks MVR if they are happy to include and incorporate their protected terms document into the constitution.

MVR accepts and will write this up for Sunday meeting.

EF asks WA to draft the formal wording of the constitution.

WA agrees.

EF wants to change and reword when the CUADC needs to step into a production.

EF asks WA to bring the Welfare Policy to the next committee meeting, so it can be signed and referenced in the constitution.

WA would like to discuss the role of the Junior Treasurer. They shouldn't have to attend every funding meeting. Committee could add a clause

AMN suggests decreasing the number for quorum, such as 6 or 7.

EF reminds committee to read their section for constitutional review on Sunday.

8. Elections / AGM

EF reports that elections will open on the 16th January. CUADC AGM will occur on 5th February and voting will open after the AGM.

EF encourages committee to publicise roles widely. The voting will happen through ARU votes will be done separately, anonymously through a Google Form overseen by the returning officer.

AY asks if the membership fault has been fixed.

EF confirms that she will check with the SU.

MH would like his distaste for online voting minuted.

Action point: EF and HC to email SU and check about voting system.

Action Point: HC to finalise returning officer.

EA would like nominations process to be made clear in the information pack.

EF reminds committee that there will be presidential hustings at the AGM. EF will make a speech and WA has to present the accounts.

WA reports that CUADC has an extension from Junior Proctor to present accounts.

EF wants to pay back last term's productions as soon as possible.

Action point: EF and HC to meet up and sort out how to do the elections on the SU system.

9. Costume Cupboard

EF wants to discuss how costume store should be run for the rest of this term, until handover.

JP is unsure how it should be managed for the next few weeks. JP does not want to manage it alone again.

EA reports that George Jones is keen to fulfil this role.

EF is happy that GJ has volunteered but suggests making a committee rota, until we handover to new committee.

AMN asks if only CUADC funded shows have access this term.

EF confirms that is correct. Therefore, there are only 3 shows and LTM (to be managed by next committee) that will have access.

[Action Point: EF to make a 4-week rota for management of costume cupboard.](#)

EF wants to discuss how costume store should be run in the future.

JP suggests a rota would be a good idea.

ADR suggests that if your society is funding a show that wants to use the costume cupboard, your society will be included in a rota to man the costume cupboard.

EF agrees and thinks this is a good format to share the workload. There should be a society syndicate where each society could man the costume store one time in each term.

AMN warns about sensitive wording, so that we do not have the issues of last term. They do not need to elect a new member of their society to

[Action point: EF to email active societies \(that have funded something in the last term\) about this costume cupboard society syndicate proposal.](#)

10. AOB

JP reports that the Writing Competition is a bit behind. The committee members need to read their plays. Next committee meeting can begin early to decide on the writing competition. Plays need to be ready by Friday.

EF suggests we meet at 4 on Sunday to decide on the Writing Competition, and suggests JP puts deadlines on slack.

JP confirms that he will do so.

EF reports that Group O will meet management tomorrow (12/01) to discuss show limits. EF wants to know if anyone

AMN is confused by the fact that there are limits on production roles and not for actors. There should be caveats on one-night stands. It is too vague; there needs to be more clarity. Also it cannot be enforced. It is only guidance.

MC agrees. It is only nice to have as guidance. They should not be able to enforce it.

AMN wants official guidance to be expanded; for actors to be discouraged from doing back to back shows too. It is not clear that is guidance and not rules.

EA also suggests that people put caveats on 'no experience necessary' line on tech roles, when it would actually be quite hard in reality with no training or experience. Production teams should provide training for techies with no experience.

EF agrees. Support should be made clearer and easily accessible, such as routes for training, contact details for reps and ADC support.

MC thinks there needs to be a culture change in overcommitment. But this is not the way to go about it. The way to go about it is to put on less shows.

JP also disagrees in how they divided up what roles are more demanding than others, such as Set Designers. It is not a role than can be juggled with other roles. They do not seem to understand how much is involved in all of the roles.

EF agrees and will pass on these comments to management. She also thinks committee limits will put people off applying to be on CUADC committee.

CLS asks if the selection process will be affected by prior commitments, such as an actor doing abc to back shows, therefore they won't be selected.

EA suggests that this is the prerogative of individual directors. This should be an aspect where guidance is clear and support offered. It is so subjective.

ADR agrees. It is entirely subjective. It can only be pushed forward as guidance and not rules, with conversations encouraged. We are not expecting enforcement.

MH suggests it seems too rigid and cannot have blanket rules for ARU and Cambridge students, with different term plans and dates for exams. MH does not have work for the final two weeks of term, so could feasibly do two shows.

MH also warns committee about email phishing in Ella's name.

HC reminds committee to send her their role descriptions for the election pack.

Meeting concluded at 19.45