



Cambridge University Amateur Dramatic Club

Minutes, 23.01.22, 17.00, Larkum Studio

1. Apologies for Absence

Present: Ella Fitt, Hannah Collins, Jonathan Powell, Amber De Ruyt, Maria Cleasby, William Audis, Annabelle York, Derek Penny, Iona Rogan, Claire Lee Shenfield, Elliot Aitken, Emily Shen

Absent with apologies: Mithiran Ravindran, Jonathan Black, Aine McNamara, Mahon Hughes

2. Minutes and Matters Arising

3. Action Points

- a) MH and ES to start a team to revamp the website. - Ongoing
- b) Committee to rephrase and revise the costume cupboard policy. - Ongoing
- c) WA to send the welfare policy asap. - Ongoing
- d) Committee should reflect on alternate week plan for shows before we handover to the new committee. - Ongoing
- e) All reps 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. - Ongoing
- f) EF will speak to Senior Treasurer about a bursary ticket, as well as PayPal. - Ongoing
- g) EF and HC to email SU and check about voting system. - Ongoing
- h) EF to make a 4-week rota for management of costume cupboard. - Ongoing
- i) EF to email active societies (that have funded something in the last term) about this costume cupboard society syndicate proposal. - Ongoing
- j) EF to organise a professional photographer for the committee photo. - Ongoing
- k) EF will confirm dates and what sessions are for whom - she will liaise with BREAD. - Ongoing
- l) EF to ask management for clarification on 7.2. - Ongoing

m) WA to contact Senior Treasurer and Junior Proctor about changing this wording. - Ongoing

4. Show Reports

DP reports on Life Before The Line:

Sales

- 86 tickets sold
- 72/380 —> 19% of tickets sold
- £428 profit

Production

- Temporary profiles added to Facebook
- Preview published on Varsity
- risk assessment completed and signed off
- get-in and full run through done

Acting

- In person rehearsals going well - welfare reps have been present during rehearsals with intimacy scenes
- Intimacy workshop was useful and we're taken on multiple tips from it such as an exercise to step in and out of character
- stage manager has been attending the rehearsals

Tech

- arranged training for light and sound designer
- sound has been programmed
- plan for light created

CLS reports on The Calligrapher:

Sales - In the last ticket report, sent to me on 17/01, there were three tickets sold: 2 for the 16th of February, 1 for the 17th. I think I'll get these every week?

Production - We have our posters printed and ready for distribution in a couple of weeks. Very soon, using our current brand of visuals, we shall launch a social media campaign to advertise the play, - this could involve creating an Instagram tracking the play's production/rehearsals, as well as establishing a Facebook event. A little closer to the time, we will also likely ask Varsity and the Tab if they would like to review the play.

Acting - We now have a cast - we just cast the last actor in the production, for the role of Kim - and the first rehearsal is today! Our cast and director are rehearsing by blocks with a few actors at a time, wearing masks.

Tech - We don't have much to say on tech at the moment, but I expect as rehearsals progress, there will be further collaboration between the tech team and the directors.

DP reports on Enemy of the People as much as they know:

- An actor has dropped out
- One actor also is isolating with covid
- No lighting overnight
- Worry that there are child actors involved in the production. Kids should not be in tech or dress

IR gasped loudly. They are worried that not everyone is DBS checked.

JB sent SPAT report:

S – Sales:

Ticket sales = 27 tickets

Poster has been sent to be printed

Publicity campaign ready

Cast and crew to change Facebook banners on Tuesday

Radio interview on Tuesday 1PM

P – Production:

Assistant producer might double up role for sound designer—but preferably not

Costume meeting has been completed

Props order to be put in soon

Set building to commence on Monday

A – Acting:

Rehearsals are happening every day, approx. 70% of the script is rehearsed

We had one full rehearsal with the child actors already, so they are familiar with their characters, the story and are learning their lines

Joe is completely off-script, the rest of the cast are catching-up as well

One actor playing Captain Horster had to drop out, we have already found a replacement and are doing rehearsals with the new actor

Anna (playing Mrs Stockmann) is in isolation, she will come out on the 26th (most likely) and we are making the rehearsal schedule work with this difficulty

The rehearsal schedule is almost entirely sorted for the week ahead

T – Tech:

Welfare officer has been located, anonymous reporting form set up

Deputy Stage Manager has now been trained

Action point: EA to get in touch with director to check-in about cast, rehearsals and child actors.

Action point: DP to speak to management about who is responsible for children when on stage.

ADR (in place of MH) reports on the Lent Term Musical:

- Rain engineer

JP reports on the speakeasies:

- Probably fine.

5. Event Reports

CLS reports that management are meeting about Club Dinner tomorrow, in relation to usage of the bar after the dinner.

CLS reminds committee that there are no laws stating that this is not allowed. It is up to the discretion of the University

MC reports on Directing tech workshop. 7 people turned up. Mostly freshers.

EA reports that the atmosphere was really good as it was informal and people could ask questions. The PowerPoint will be released so more people can learn from it.

MC suggests that an hour for presentation and half an hour for questions is good.

CLS reports that committee are going to Las Iguanas on the evening 21st February for committee meal.

Action point: committee need to let CLS know what food they want to eat for committee meal.

6. Lateshow Feedback

AY has noticed freshers are prioritising time more.

ADR much happier to go to lateshow in first year and COVID has disrupted the rythm and changed the norms of staying out late.

MC suggests a poll (out of 11 committee members present)

- Bar closed = 7
- Timing = 8
- Price = 7

MC suggests we wait and see what happens once we adjust to a covid and post-covid world.

JP suggests that price is the biggest factor. Freshers and second years who are not used to the tradition of late shows. The late show is a lot of money for not very much.

DP agrees - the price should be lower. He also suggests not having seat specific tickets, to encourage people to fill out seats out at the front and encourage more of a relaxed environment.

WA says lateshgows recently have been spending a lot less money on budget, so they are making profits. Therefore, we could decrease ticket prices and decrease budget too.

MC suggests the bar closure has had more of an impact than we know, as the timings of the bar are known even to non-theatre people.

Action Point: EF to set up meeting with Jamie to discuss lateshows.

7. Costume Store

MC reads out the email from Richard, from Queens.

AY suggests sending Richard the rota in advance so that he knows who will be coming to manage the costume store.

ADR states that there is a clear list of people to man the store.

MC agrees that we should return with a list of committee reps for each society.

ADR suggests showing CamCards as ID to confirm their identity and Richard can expect them.

EA states that the costume store is also very inaccessible.

JP suggests cataloguing the costume store when moving from Queens to ADC. Great opportunity.

Action Point: EF and Group O to get in touch with Richard with a list of committee reps and also notify about handover to new committee, who will be dealing with this.

8. Committee Photo

MC reports that photo is to be confirmed after when2meet filled out, shot on stage and Jesus Green.

EF reports that Sunday 30th looks like the best date for committee photo.

Action point: EF to check with Maria (photographer) about dates.

9. Constitutional Review Part 2

HC reads out an email from CUADC member, Charlie Jonas.

EF reports that we will make the changes as agreed and voted on from last week's meeting.

Action Point: HC and EF to draft response to Charlie Jonas' email, reporting the constitutional changes we have made, which align with his email.

WA, MC, HC and EF sign off the Welfare Policy.

EF reports that the Welfare Policy and the Protected Terms Document should be clauses in show contracts, rather than constitution, so that future committees can edit them and keep them up to date more easily.

EF reports that we do not need to change the costume store policy in the constitution, as the committee should wait for the costume cupboard to be moved to ADC.

EF asks committee to bring people to AGM. We need 20 people present.

CLS suggests that we provide some food and (non-alcoholic) drink to encourage people into the bar. Coffee and cake!

EF reports that we should officially change the constitution so that the identity of proposers' and seconders' not be revealed.

[Action point: HC to amend constitution and oversee changes.](#)

10. Elections / AGM

HC reads out MH's concerns about elections.

EA states that this is an inequality and access issue, as many more people will be able to vote if it is online.

MC comments that people are still working remotely and shielding.

MC asks if ARU students could get a Raven student to proxy vote for them.

DP thinks that this links to a wider issue of ARU students feeling excluded from CUADC and a Raven student proxy would make this worse.

CLS comments that if you comment on inequality, more and more inequalities are revealed. How do you prioritise?

MC suggests publishing a statement about why we are doing elections this way to not exclude ARU students and encourage more ARU to get involved.

IR suggests that we need new software for elections and suggest that in our statement we should state that we want to include more ARU students in CUADC and Cambridge theatre community.

JP comments that it is more important to get good voter turnout. But we should also be reaching out to ARU students.

AY asks if the non-Cambridge University students can vote in-person. Registering and voting in-person.

MC states that in that case you have to trust no-one is voting twice.

ADR states that this is a case of priorities.

EA agrees and states that we should make a very clear statement to avoid excluding ARU students.

MC suggests that the next committee make its own online voting system for CUADC.

AY suggests that committee write a sunset clause to ensure the next committee does do this.

CLS asks how ARU do voting for their societies.

ES states that ARU use the same software but rebranded.

MC states that there are issues with both online and in-person. We need to have the most accessible form of voting but make a clear statement so that people do not feel unvalued and excluded.

[Action point: committee to write up statement explaining voting and encourage more ARU students to get involved.](#)

ES states that she has just found out that you can manually add non-Cambridge students onto SU voting system.

Action point: HC to contact SU and find out how to manually add non-Cambridge students onto SU voting system.

11. Shared Mics

MC reports that Jeremy has proposed that CUMTS want to buy 4 radio mics and the cost and usage should be shared equally between CUADC and CUMTS. Used for LTM and Panto, and CUMTS Fringe. The *On Your Bike* team bought radio mics that cannot be used in ADC because of a frequency issue.

CLS and ADR confirm that CUMTS are with this shared cost and usage.

Action point: WA to confirm he is happy to ok this cost.

Meeting concluded at 18.35