



Cambridge University Amateur Dramatic Club

Minutes, 27.02.22, 17.00, Larkum Studio

1. Apologies for Absence

Present: Jonathan Black, Izzie Sayer, Lucas Holt, Rishi Sharma (joining virtually), Tungsten Tang, Christian Longstaff, Zac Green, Amy Meyer, Tom Chandler (joining virtually), Stephanie Cho, Thomas Shortland, Kate South, Mercy Brewer

Absent with apologies: Rory Clarke

2. Minutes and matters arising

JB welcomes new committee members.

3. Action points

All committee to read constitution: [ongoing](#)

4. Event Reports

LH attended the Camdram hackathon and notes the current lack of synergy between Camdram and the CUADC wiki. He will attempt to improve the links between them and encourages committee to get involved with this.

TT asks who is in charge of Camdram. LH explains we are not in charge of it, and no-one is officially in charge of the cuadc wiki, but he would still like to improve the links between them and bring back a culture of regularly editing the wiki.

CL and RS discuss making committee more visible: potentially putting photos of committee in the clubroom/on the website. JB notes club noticeboard will be responsibility of club publicist, once we have one.

JB flags that the CUADC garden party will be organised in May Week, particularly relevant as KS is now on the committee.

5. Show Reports

JB notes *Moderation* will be happening next week, encourages committee to come and support the show. Also notes *Singin' in the Rain* is happening and seems to be going fine.

Action: IS to contact JP for a SPAT report on *Moderation*, ADR/MH for SPAT on *Singin' in the Rain*

6. General Updates

JB will organise handover drinks, reminds committee to fill out when2meet ideally today.

Action: JB to liase w/ EF and organise handover drinks

TS notes that not everyone will be available. LH suggests this is inevitable.

JB has started individual meetings with committee members and will continue with this.

JB notes fringe decisions will be made, and fed back to committee, tomorrow.

JB, LH and TS attended Exec committee, TS notes LD is excellent at making cakes.

JB notes LD has now been appointed Theatre Manager and explains that the application process for the remaining management positions will take place over next 4 months.

SC asks if LD can make cake for us; this is a generally popular suggestion.

7. Co-option

JB welcomes new committee members - TS, KS and MB

JB and IS read out 2 emails sent regarding co-option.

Committee votes to offer RM role of Membership Secretary, and offer LB role of Club Publicist.

Action: JB and IS to respond to those who have expressed interest in committee roles.

8. Appointing consultants

JB reminds committee of appointing WA to offer role of financial consultant, with the intent of focusing on online banking and the Club Financial Policy.

Action: JB to circulate document regarding D&I consultants.

TS notes that it was the intention of the previous committee to have a D&I consultant initially, and then appoint a committee member.

JB explains that constitutional change is required to change this role from 'consultant' to a permanent committee role, and reminds all of last week's discussion regarding the potential for more than 1 D&I consultant.

TS expresses interest in drafting a proposal for an amendment to the constitution to enact this change.

TC explains that the view of MR, previous D&I consultant, was that this role should not be a permanent committee role, as it should not be competitive.

TT suggests a compromise solution in which an individual was initially appointed as a consultant, and then the constitution was amended to make them a permanent committee member.

JB explains that this would still require an open election for the new permanent committee role, and suggests this is an ongoing conversation.

9. Easter Term Funding

TT, RS and TC leave the meeting during funding discussions.

Funding discussions are not minuting.

Committee elects to offer funding to *Vanity Fair* (Week 4 ADC main), *Blue Workers* (Week 1 ADC late), *Queer Street* (Week 7 Corpus main) and *Storytelling at the ADC* (May Week ADC Larkum).

TC and TT readmitted to meeting.

JB asks for volunteers for show contacts.

CL offers to be show contact for *Vanity Fair*.

TS offers to be show contact for *Queer Street*.

TC offers to be show contact for *Blue Workers*.

TT offers to be show contact for *Storytelling at the ADC*.

Action: JB to contact all shows to communicate funding decisions.

10. Freshers

JB asks for any extra volunteers to join the play reading group.

KS, MB, TT, AM, ZG and CL all volunteer.

11. Suspension and expulsion procedures

JB suggests a brief discussion now, then an extended discussion at a later meeting.

TC explains current procedures as set out in the constitution [Sections 16.1-18.4], suggests that it would be beneficial if we discuss what might call for these procedures and how we might approach them, including potentially writing a code of conduct in order to keep the theatre a safe place for everybody.

JB suggests we go away and think about it.

LH agrees that something needs to do something but suggests that perhaps it is more the place of management and not us.

TC agrees to an extent but suggests it is our responsibility to make our shows a safe place.

CL suggests as a compromise that the committee could vote to recommend a suspension to the theatre management, who would then make a final decision.

JB clarifies content of the constitution and suggests that we return to this discussion next week.

12. Tech for directors and producers workshops

LH notes he is quite busy and will find it difficult to provide help for these to the degree he would like to.

JB suggests a workshop some point this term would be great and that we should set a date.

TT suggests we make a working group for this. JB suggests a slack channel.

Action: JB to create slack for this

13. Wiki updates

LH emphasises that wiki can be used for things beyond tech and encourages everyone to create/update pages for their roles. He will also reach out to other members of the community whose roles are not present in the wiki currently to ask them to contribute (e.g. composers). He would also like a page which explains the basic 'skeleton' of a show, explains the existence of the Marlow owned drives which could provide some documents to this effect, and notes that he intends to get in touch with the authors to ask for permissions to use this work.

LH suggests that much of this should be done in summer.

SC suggests we should push this to next meeting.

14. Snack rota

JB notes that the club will (eventually) pay for the snacks.

TT suggests a snack store. JB says no.

Action: IS to make a snack rota.

15. AOB

CL suggests we add a whiteboard to a wall of the clubroom which would serve as a quotes board, notes we should have a code of conduct but thinks it would be funny. Suggests that each term we document and release the accumulated quotes.

LH suggests this can be a job for the club publicist.

JB says we will think about it.

TS raises constitution point 56.6.4 which requires that the committee agree a threshold for transactions, above which the transaction must be declared at the next committee meeting. He suggests £1000. Committee agrees this is a reasonable figure.

LH notes *Enemy of the People* went over budget and asks what happens if we go over budget.

CL asks how much *Enemy of the People* went over budget.

JB asks committee to keep funding confidential until all funding decisions have been communicated.

Meeting adjourned at 18:52.