



Cambridge University Amateur Dramatic Club

Minutes, 06.03.22, 16.00, Dressing Room 2

1. Apologies for Absence

Present: Jonathan Black, Izzie Sayer, Thomas Shortland, Lucas Holt, Rishi Sharma, Christian Longstaff, Zac Green, Amy Meyer, Tom Chandler, Mercy Brewer, Kate South, Lily Blundell, Rosie McLeish

Absent with apologies: Tungsten Tang, Stephanie Cho, Rory Clarke

2. Minutes and Matters Arising

Meeting starts at 16:28

Action: IS and JB add TC to fresher's reading group.

3. Action Points

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

Action: JB to liaise w/ EF and organise handover drinks **occurred**

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

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

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

Action: JB to create slack for the tech for directing and producing workshops **Done**

Action: IS to make a snack rota **Done**

4. Event Reports

JB mentions CUADC garden party, asks KS to begin preparations, suggests she liaises with MC and CLS

KS suggests hook a duck, and suggests a costume theme where attendees dress as their favourite CUADC show from this year.

TC back this idea, informs committee they will be attending dressed as a horse.

JB also suggests CUADC social to see SITR. CL asks if he can come. Multiple committee members say no.

5. Show Reports

Moderation seemed to go well. JB enjoyed seeing something in the Larkum and thinks it went well

Action: IS to chase JP for a SPATE report

SITR seems to be going well also.

Action: IS to chase ADR for a SPATE report

JB notes slightly poor ticket sales, LB notes lack of posters, suggests Ben White should be told about this

Action: JB to chase Ben White RE posters

ZG suggests that town audiences should be targeted, particularly for matinees. He offers to host a talking pictures demonstration for school groups.

JB notes that *Blue Workers* and *Vanity Fair* have both accepted our funding and informs committee that show contacts should wait to get in touch with them, but this will happen in good time. JB notes informal reports that *Queer Street* and *Storytelling in the ADC* will also be accepting but have not officially done so yet.

6. Appointing consultants

JB officially welcomes new co-opted members of committee.

JB suggests this may be an Easter term task as now is a very busy time.

JB notes WA is no longer in Cambridge and so will not be able to act as our financial consultant

7. Fringe funding

JB informs committee that *Life Before the Line* and *Real Mad World* are being funded by CUADC. He believes they are excellent choices and are very important to stage. He is also excited to send 2 shows this year having not sent any since 2019.

JB asks committee to consider if they would like to be show contacts for these productions, ideally if they are already planning on being at the fringe.

LH asks how long this should be for, i.e. will volunteers who are planning on visiting the fringe for a few days be appropriate.

JB explains that we're not certain yet and notes potential separation between show contacts and welfare contact.

IS asks about what specifically the role involves.

JB notes difference between fringe show contacts and term time show contact. He explains it may involve assisting with finding accommodation, venues etc. He asks committee to have a think about whether they would be interested.

TS asks if CUADC funding covers accommodation. JB answers that it does not cover living expenses and company members of the shows CUADC are funding would be encouraged to apply to college funds etc.

IS asks about the potential for a bursary funding scheme for those who would be unable to fund themselves.

[Action: JB and TS to investigate what happened previously wrt to funding and bursaries.](#)

8. Suspension and expulsion procedures

TC wanted to encourage committee members to be aware of the current procedures. They believe suspension is something we should consider as a committee if the need arises, as the committee (and not just management) are responsible for those who are allowed here.

CL clarifies that current issue is that procedure is vague and that makes it difficult to apply.

TC would advocate for removing some vagueness of the procedure as currently there is a lot left to the discretion of the committee.

MB and KS suggest a code of conduct/list of values which would assist with decision making.

LH suggests that while we should put more pressure on management, implementing a code of conduct means we must ensure people stick to this which would be challenging and time consuming

JB suggests that there is some benefit to the vagueness of the current constitution as it gives the committee scope to make decisions on a case by case basis and helps avoid comparison.

RS suggests defining what kind of majority would be required for suspension/expulsion

TC notes appeals procedure

LB suggests a code of conduct would be helpful in this situation as all members of the community are likely to be affected by implicit bias as all are likely to have worked with/adjacent to all involved in the process. She suggests a code of conduct would therefore be helpful to back up any decisions made by the committee.

JB and RS suggest that the constitution could include a clause to the effect of 'reasonable grounds for expulsion include but are not limited to going against the code of conduct'

TC notes code of conduct should be quite basic

TS asks about previous code of conduct

JB notes this was started by EF but not that much progress was made on it.

CL asks that the committee decide a plan of action as a result of this discussion.

JB notes that a constitutional amendment requires a SGM to take place, notes discussions with LD about other amendments pertaining to membership and so suggests we have a SGM at some point at the end of this year/start of next year which can include amendments to the suspension and expulsion procedures as well as the changes LD wants to make. He suggests the Code of Conduct is perhaps a separate issue, which we can write if members of the committee want to, but suggests that this is not formalised via inclusion in the constitution.

TC suggests we start working on a code of conduct/values document.

RM asks if there is currently a values document which is currently sent out to production.

JB explains there is a document which producers and directors have to sign.

[Action: JB to investigate previous code of conduct, committee to start draft of code of conduct.](#)

9. Tech for directors and producers workshop

JB notes a time, day, venue for this has been booked, gives rundown of what these involve, encourages further committee members to attend.

[Action: LH to advertise workshops on Cambridge Theatre.](#)

LH and AM agree to merge Designers and Techies mailing list.

LH notes that people can add pronouns to their Camdram profiles, encourage committee to do this/contact him if they can't do it themselves.

10. ADC Welfare Concerns

These minutes are not shared to protect the anonymity of a committee member who wished to remain anonymous.

11. Publicising shows

JB wants to encourage publicity to take place much earlier than it currently does. Notes concerns of exec committee on how shows have been selling this term; shows seem to sell well on Fridays and Saturdays as people hear about them on Tuesday, but sell poorly at the start of the week. He thinks this could be improved with publicity.

MB notes that currently producers are sent a very basic set of dates which includes deadlines for getting show folder sections signed off, but suggests it would be helpful to have a more extended, clearer timeline which included more on publicity.

RS suggests this should be extended to casting and other areas of production.

MB notes it is also dependent on where in term-time a show takes place, and there is some confusion about which dates are essential to meet and which are not.

TC suggests that this document could also include information on who to contact about different issues.

MB has updated some of ADR's work, but would like to extend this further.

LH suggests it also goes on the wiki.

RS suggests directing guide, producers guide etc. should be made available in as many places as possible. Suggests that things like timelines for opening and closing applications is not well known.

MB suggests this timeline starts at show week and works backwards.

RM notes access to database of information on schools, which potentially would be useful to include in a producer's pack/similar.

LB asks how much scope we have to ask management to encourage more innovative publicity methods, for instance discounting tickets.

JB notes changing ticket prices next term, suggests further changes could be suggested, like group discounts for instance.

ZG mentions CUADC members also get a discount on CUADC shows on Wednesday.

JB adds that committee get a third off CUADC show tickets.

TC and MB would like to push for more innovative publicity, and intend to hold a publicity workshop next term.

JB suggests he would love to see a flash mob and would encourage reaching out to various groups which may be interested in productions e.g. schools, the WI.

TC suggests merch, like Peer Gynt has done.

Action: MB to get in touch with LRC to put producer's guide on CUADC website. RS to contact EA wrt directors guide, ideally do same as MB.

Action: MB to reach out to marketing society/women in media to assist with our marketing.

12. Welfare advice sub-committee

JB would like to set this up to discuss what a welfare contact actually means for a show, help create continuity across shows and create a guide on best practice for welfare contacts.

JB explains that, as per the constitution, the committee can set up a sub-committee which must be chaired by a committee member but which can have anyone on it.

TC expresses concern on lack of qualification required to be a welfare contact, mentions requirement on JCRs to have SU welfare training, noting that it is unfair on both the members of the production and the welfare contact. They suggest this sub-committee could work with the SU to organise welfare training, similarly to intimacy training.

Action: JB to book all welfare training for the committee.

ZG notes he would also like actor's reps to run warm ups with casts and to actively check in with cast, as an additional, independent point of contact.

JB encourages reps to also touch base with the students in the roles they represent once the shows CUADC is funding have started.

JB offers to chair this sub-committee.

LH asks LB to put committee faces in the Club Room following previous discussions.

Action: LB to update the Club Room with intros to the committee members

LB leaves the meeting at 17:33

13. Freshers plays

JB asks if RM would like to be involved in the reading group, she decides not to.

JB asks for ZG/CL to share the spreadsheet used to keep track of play reading once they have had their handover, as a place for the committee to suggest plays.

14. Meeting timings

RS suggests regular meeting time would be good.

TC notes they would not like to move it too early so as not to eat into rehearsal space.

JB suggests 3pm-5pm, potentially in the bar rather than the Larkum.

TS asks if we will be meeting online at all over Easter.

JB notes we might near the end of the holidays, but likely will not.

Committee decide to move meeting to 3pm next week, hold a vote another time.

15. A.O.B

CL raises that a feedback form should happen at the end of every production, potentially anonymously but it would be helpful to give us more information to base our work on.

JB suggests this is run by the show contact to allow some separation between those offering feedback and directors/producers.

CL asks if this would just be for CUADC shows. JB says it would, but if we start this it may encourage other funding bodies to do the same.

TC notes difficulty to get hold of people involved in a show after it has taken place and suggests it is made part of the funding agreement.

TC raises idea of a writer's retreat, potentially in July. Committee seem keen on the idea generally. JB notes CUADC may be able to put some money into this and suggests TC reaches out to those who may be interested to gauge feasibility

RS suggests a large guide for 'how to put a production on in Cambridge'. LH pleads for this wiki to be used instead in order to prevent some of the risks of using google docs.

JB notes *Attrition*, which we funded last term, are performing at the National Student's drama festival and have asked if they can use our radio mics. TC suggests an insurance document. LH suggests we ask LB. On principle committee seem happy for this to happen.

JB notes bank mandate change will happen soon. He explains that in the short term we want to move all our banking online, and in the long term we want to use

Metrobank's student account service. JB notes concerns about changing bank considering the amount of money in the account. RM suggests that we consider the ethics of a new bank.

TC pushes for actor's rep handover.

JB notes we will still have a meeting, at 3pm next week. Will likely be more disrupted due to LTM.

Meeting adjourned at 17:56pm