



Cambridge University Amateur Dramatic Club

Minutes, 05.03.21, 15.00, Zoom

2 weeks to send minutes

1. Apologies for Absence

Present from Outgoing Committee: Nick Harris, Ella Pound, Isobel Wood, Sameer Aggarwal, Sam Frakes, Beth Kelly, Ross Guinea McIntyre, Matt Paul, Emily Beck

Present from Incoming Committee: Ella Fitt, Will Audis, Hannah Collins, Annabelle York, Elliot Aitken, Amber De Ruyt, Maria Cleasby, Jonathan Powell, Aine McNamara, Mahon Hughes, Derek Penny, Jonathan Black,

Absent with apology: Iona Rogan

Absent without apology: Phoebe Rowell John, Craig Stewart, Benedict Mulcare, Bella Biddle

2. Event Reports

NH confirms that date has now passed from when Club Dinner would normally occur, a suggestion we'd move to Easter but this will now not be possible which RGM confirms. The only event thus likely to happen this academic year is the Garden Party.

3. Show Reports

No current shows need to be transferred between the committees. However, the CUADC Fringe show, *The Calligrapher*, needs a show contact from the new committee.

NH clarifies what the role would involve (requesting SPAT reports each week, as well as one meeting with the team before the show goes up, also someone to bring up welfare concerns with). Decision on a show contact moved to the second half of the meeting.

4. Election

a. Summary

First year of online elections and the first year using the new SU system. Elections team (NH, EP and returning officer OJ) wanted to explain decisions made during the election for accountability.

The decision to restart the election based on the fact that there was a feature enabled by the SU that allowed non-members to vote. The subsequent delay was due to the SVF (Supplementary Voting Form). It became much more complex to add these in as the team had to wait to obtain raw data from the SU.

5 individuals voted via the SVF, and 7-10 registered to vote via it.

b. Results

NH congratulates the new committee on being elected.

c. Handover

Most individual handovers completed. NH clarifies that the new committee can be in touch with their predecessors should they need to.

5. Mandate Change

The accounts have now been handed over to EF and WA.

6. Ongoing Projects

IW notes the importance of continuing the ongoing work regarding diversity. Have another meeting with CUMTS, Footlights and Bread to discuss.

EB notes Skillshare, as well as making sure that the audition pack that was made keeps being circulated and added to.

7. Outgoing Committee AOB

MP notes that the outgoing committee never got their committee photo (sad) and that it's his dream for next term. MH could possibly photoshop it?

MH notes that NH hasn't sent the committee their cards yet. NH promises that "it will be special".

SF informs the committees that Nick Hern Books has got in touch to ask if we'll write them some feedback from our experience of putting on *Eight*. There is also the issue of the YouTube account used for CUADC Online -- it is agreed to hand it over.

NH informs the committees that an issue has arisen regarding the Cambridge Creatives x CUADC screenwriting competition and an allegation on ADCbridge. It concerns the fact that there is usually discussion with shows funded by CUADC surrounding free and fair applications, but in this case it didn't occur, and the positions were filled without open applications.

HC outlines her experience (as a member of CC) choosing a production team, in that they felt that it was very separate from the normal application process for Cam Theatre and that the production side of short films is so different that it made sense to have continuity. Completely agrees that it should have been clearer however.

HC leaves so the committee(s) can discuss. NH outlines points surrounding the decision in order to help a decision be made. It is agreed that the final decision will be made by the new committee.

15:51 The outgoing committee departs and HC takes over the minuting.

8. General Committee Business (handovers, welfare training, constitution reading, etc.)

EF welcomes the new committee and expresses that she is excited for the future and all their manifesto ideas to come to fruition. She ensures handover meetings were successful. She urges the committee to check Slack and their Gmails regularly for updates and to keep in contact with each other.

EF urges members to read the constitution as this outlines our values and specific details and responsibilities for committee members.

[Action Point: All committee members to read the constitution with particular reference to their roles.](#)

EF brings up welfare training which everyone is happy to do.

[Action Point: EF to organise welfare training with the SU](#)

9. New Committee Ambitions and Goals for the coming year

EF- passionate about making Cambridge Theatre more accessible; pursue a refreshers campaign and focus on newcomers to theatre getting involved; create a code of conduct with other theatre societies; provide welfare workshops, especially for show contacts.

DP - provide workshops and tasters in conjunction with tech/design to increase people's confidence; increase accessibility through publicity in channels outside of Cambridge Theatre FB/Camdram with a focus on encouraging diversity and supporting new people through shows

JP - create more CUADC opportunities for writers (competitions and skillshare between departments)

JB - improve alumnae relations; develop publicity with CUADC alumnae who give back to us as theatre professionals (workshops & Q&As)

WA - increase transparency in club finances; work with other societies in more cost sharing and co-funding (as well as collaboration over access and representation)

AY -increase opportunities for people who missed out on the practical side of tech; increase assistant roles and focus on access and diversity

ADR - encourage freshers and people new to theatre; demystify the role of producer; increase accessibility and collaboration with other societies

MC - better communication between TDs; focus on sustainability of sets; demystify tech (work with AY and DP - guides for first time techies); clean workshop

EA - increase accessibility (e.g. via improving content warnings and what shows we put on) and transparency; demystify the role of a director; provide support on how to deal with consent, casting issues and picking shows

MH - make the website look good; improve the anonymous feedback form

AM - increase acting opportunities outside of shows; allow more people to experience in shows or other opportunities

HC - improve the CUADC library; work with other committee members and societies to create a greater diversity in the content we put on and people we work with; improve accessibility in theatre

10. Funding for Next Term

EF relays that show selection was extended due to the Covid-19 pandemic government alterations and so the decision now falls to our Committee. JB and ADR went into the waiting room due to a conflict of interest.

- Funding discussions are confidential and are not minuted -

HC left the meeting during funding discussions; minute-taking assumed by WA

The Committee voted unanimously to fund New Quarter, Parnassus Players and The Passion for the upcoming Easter Term season

JB and ADR readmitted to the meeting

MH remaining as show contact for No Quarter; EA appointed show contact for The Passion; MC appointed show contact for Parnassus Players.

AY also appointed as show contact for The Calligrapher.

Action Point: WA to set up budget meetings with successful applicants for funding once they have confirmed acceptance of our funding offer.

11. Appointing a Diversity Officer/Consultant

EF suggests the appointment of a diversity consultant would be a good short-term way to ensure adequate BME input and representation on Committee. This would not require a constitutional amendment like the Officer role would as there is precedent for Consultant roles within the constitution. This would mean that we can get BME voices heard on committee as soon as possible, although a Diversity Officer is something that would create long term change.

However, as this was proposed by HC (who has now departed) the Committee decided to defer this.

12. ADC Sustainability Working Group

EF explained the ADC Sustainability Working Group initiative, and asked if anybody on the Committee was interested in sitting on the group as a CUADC and student representative. MC expressed tentative interest.

Action Point: EF to find out more information on the Sustainability Working Group and inform MC

JP left the meeting at 1630.

13. Code of Conduct

EF suggests we need to start work on a Code of Conduct ASAP if this is something we want to pursue as it is likely to take some time. EA expressed a desire to be involved as it is a particularly pertinent issue for directors due to the power they have.

It should be a collaborative project across different societies, but we need to be careful not to push the workload onto other committees - i.e. get their input without giving them the burden of a huge workload.

AM enquired whether this would be a collaborative project across the Committee or whether it would be the individual responsibility of members. EF suggested it is passed onto a subcommittee for initial drafting; EA proposed a Google Form for suggestions. DP also expressed an interest in being involved in the drafting process.

Sub-committee appointed: EF, WA, EA, AM, DP, ADR

Action Point: EF to message absent Committee members about the Code of Conduct and create a Slack channel

14. Co-option

EF informs the committee that we currently have three vacant Committee positions which require co-option. This has already been discussed by Group-O and whilst we feel it is important to try and encourage BIPOCs to get involved in the Committee, we want to avoid the potential tokenism and nepotism of directly co-opting BIPOCs. The proposal is opening 'applications' to the wider Club membership and encouraging BIPOC applications.

Vote on opening applications in line with this proposal = unanimous in favour

Action Point: HC to open expressions of interest for vacant positions up for co-option

Action point: WA to draft a constitutional amendment for the introduction of the Diversity and Inclusion Officer - this was not voted on, but constitutional amendments may be proposed by the Club membership and need not be a Committee directive.

It is agreed that we shall appoint a Diversity and Inclusion Consultant during this process as well.

15. Stash

Deferred to the next meeting due to time.

16. AOB

MH indicated he had other business, but agreed to defer this to the next meeting.

Meeting adjourned at 17:08.