



Cambridge University Amateur Dramatic Club

Minutes, 20.02.22, 16.00, Larkum Studio

2 weeks to send minutes

1. Apologies for Absence

Present from Outgoing Committee: Ella Fitt, Will Audis, Hannah Collins, Annabelle York, Elliot Aitken, Amber De Ruyt, Maria Cleasby, Jonathan Powell, Mahon Hughes, Jonathan Black, Iona Rogan, Emily Shen

Present from Incoming Committee: Jonathan Black, Izzie Sayer, Lucas Holt, Rishi Sharma, Tungsten Tang, Christian Longstaff, Zac Green, Amy Meyer, Tom Chandler, Stephanie Cho

Absent with apology: Rory Clarke, Derek Penny, Claire Lee Shenfiled, Aine McNamara

The presence of the Diversity and Inclusion Consultant, Mithiran Ravindran, was not requested at this meeting.

2. Event Reports

EF welcomes the new and says goodbye to the old. She is very excited for the new committee to get started and reiterates that the old committee are here to support their successors.

EF says Club Dinner was a great success. She says thank you to CLS.

LH had a particularly great time at the ADC Bar.

3. Show Reports

JP reports that he still does not know what is going on with Speakeasy's.

EF has had one meeting with them and confirms that it is happening.

JP reports on Moderation - it is going well. They have a cast and they are rehearsing. They need a poster design. JP asks if ES can help.

ES agrees and says that she can get in touch.

Action point: ES to get in touch with *Moderation* prod team.

Action point: JB to send budget to *Moderation*.

ADR / MH reports on LTM:

Sales: 518 Tickets

Production: all good so far, they have a poster that they're sending off today

Actors: some problems with people not showing up because of other commitments but that seems to have been sorted

Tech: tech team are bumbling along, set may request a bit more money - but on the bright side they have assembled a lot of assistants/casual helpers

MH/ADR will remain as show contact for LTM and will report to new committee for 10 minutes at the start of each meeting until the show begins.

4. Election

a. Summary

EF reports that it was run better than last time! There are 5 unfilled roles.

ZG tells of someone who is interested in Producer's Rep and asks what they should do.

EF says they just send an email with experience and aims etc. If they are contested, the committee votes on it.

AY suggests that the instructions be made clear on what people should do to apply, so it is a level playing field.

b. Results

Congratulations to the present new committee!

c. Handover

Everyone's role should have been handed over by this meeting and if not, by next week.

6. Ongoing Projects

EF asks that committee look after Speakeasies, Moderation and LTM. She suggests that committee also co-opt a Diversity Consultant and Financial Consultant.

EF suggests collaborations with BREAD and Trans Theatre Collective.

EF suggests the Secretary moves the Theatre Library into the Club Room.

EF suggests the new Junior Treasurer write a Financial Policy, as this is stated in the constitution and does not exist.

EF reports on Costume Store; to be organised, itemised and put online. She suggests on deposit fees, to avoid costumes not being returned.

EF suggests deposits for prop stores too.

EF asks JB to give Late Show feedback to management.

MC suggests continuing Directing and Tech, and Producing and Tech Workshops. They work best just after Show Selection comes out, which is coming up. Directors' rep and Tech Reps run it.

MC has slides available that can be passed on to new committee. It normally runs for around 2 hours, one part info/slides and one part Q&A.

EA reports that these workshops often adapt in focus, depending on who attends.

TT asks if management is happy to promote this.

MC and EA confirm that management will support this.

JP suggests that the CUADC Writing Competition should be continued.

ADR wants on record that the Cloffice has been tidied and organised, even if Cloffice is about to be destroyed.

EF reports that Cloffice is soon to be turned into part of the Props store, so the new committee won't be able to use it in the same way.

MH reports that technically the website still needs to be updated and improved, with all minutes uploaded. This task will be handed over to new Webmaster.

MH asks about reviewing the D&I committee. Reiterates comment that it is that we should only prioritise those with visible disabilities.

EF to pass on comments regarding disability to JB.

7. Outgoing Committee AOB

Outgoing committee encourages incoming committee not to engage with the media.

EF reports that the selection panel for fringe is occurring and CUADC's selected show will be reported next week by JB.

MH says thanks for having him. All find this sweet.

EF & MC wish new committee good luck.

16:45 The outgoing committee departs and IS takes over minuting.

8. General Committee Business

JB welcomes incoming committee, noting his excitement to work together and support each other as a group. Confirms that we will continue to meet at 5pm on Sundays.

LH suggests brunch committee meetings.

JB encourages all to join the slack, keep an eye on committee emails and read the CUADC constitution, particularly wrt individuals roles.

[Action: All committee to read constitution, join slack and add committee emails to devices.](#)

JB notes intention to organise welfare training for all committee.

TC asks about committee emails as they don't have theirs yet, all laugh at JP

9. New Committee Ambitions and Goals for the coming year

JB asks each member to give an outline of their key goals.

TC (they/them), writer's rep: Run the writing competition again next Michaelmas, with a better slot and potentially a professional writer as a judge. Encourage working in the Larkum via workshops, particularly for rehearsed reading, and work with TT on tech in Larkum, as it can be an easier place for writers to start than Corpus.

AM, designer's rep: Sort out the costume store, with part at the ADC, part still at Queens. Wants to get more people involved in design as it is often overlooked.

RS (he/him), director's rep: Focus on welfare as directors have a lot on their plates, particularly w/ covid etc. Implement anonymous feedback forms for auditions, welfare contacts for all shows, and better guidance on intimacy and standardise this across shows. More BME representation in directing, hold a roundtable for BME directors to create a space for people to meet, with an atmosphere somewhere between a workshop and social. Also put on a good fresher's play.

SC (she/her), webmaster: Fix the website (pending MH), which will be an ongoing project. Update online resources of CUADC website and CUADC Wiki e.g. job guides w/ different reps. LH would also like to work on that.

TT (they/them), technician's rep: Lower bar for certain tech roles - getting message across that casual roles are available PLX. Wants to provide proper resources for roles with more significant responsibility e.g. LDs, with info on how to get started and what a typical rig is like so that they have a basis to work from (maybe including a default rig) to make tech more accessible. Division of roles: continuing tech for producers and directors, dispelling myths about e.g. what a TD does and why they are essential for other prod team members. Understanding that technicians are not in-house, full time employees and should not be expected to be on call all the time or fulfil multiple roles.

ZG actor's rep: Wants to create a small pamphlet for all actors with info on welfare, line learning, etc. Actor's reps to run a warmup session with cast, be a visible presence throughout process of show to make them approachable reps. Also work to put on a great Fresher's show.

CL (he/him) actor's rep: Accessibility & accountability. Feedback form for cast and crew of all CUADC productions to prevent mistakes from being repeated. Greater focus on welfare - responsibility of show to explain explicitly what is involved in a show to protect mental health of all involved. Push for BME and marginalised gender reps/similar as a permanent part of committee. Auditions workshops. Watercooler outside dressing rooms.

RS mentions watercooler in Corpus would also be great.

IS (she/her), secretary: Work with various other committee members to produce more consistent and comprehensive docs both for those entirely

new to theatre and those looking for advice on taking on roles with more responsibility. Work with management to improve sustainability of ADC, notes current nominal membership of the Sustainability Committee and expresses interest to continue membership, with more of an active role.

LH, club TD: Produce guides which can be the first point of call for those looking for information (rather than committee members to be the first point of call). Aim to advertise tech better to those who aren't previously aware of the existence of tech/backstage roles, particularly for TDs, LDs. Wants to encourage and support better communication between teams. Expresses more long term consideration of a (likely) entirely new management team this autumn. Would like to develop CUADC website and camdram, linking camdram to further resources as camdram is well known in the community.

RS suggests all committee add their roles on camdram.

SC reiterates that wiki is currently very limited.

JB emphasises support of all committee member's ideas and belief that his role is (in part) to support the rest of the committee. Notes his core aim is to develop a welcoming and inclusive society and emphasises the fact that we all do this for fun as amateurs, and that this is a place to learn

10. Show contacts

JB gives brief explanation of role of a show contact and SPAT reports. Encourages committee to take this on if interested. He notes that selection of show contacts will occur after show selection and funding decision and emphasises his intent to standardise and separate welfare contacts from show contacts.

LH asks if it is necessary to have 2 separate roles. JB explains usefulness of having separate, formalised roles, particularly for large shows.

TT asks how many shows CUADC funds each term. JB explains 3-4 plus some corpus shows, but some are quite fixed e.g. Panto and fresher's shows in Michaelmas. Also notes emergency funding.

TC asks if we can encourage more committee members to be involved than just one show contact, particularly if a large portion of a prod team are new. JB responds that being a show contact can also involve getting in touch with more reps to help in necessary.

11. Co-option

Committee vote to co-opt KS as Social and Outreach and TS as Junior Treasurer.

Committee postpones vote on other co-opted roles.

TC notes we should make this better for next year; question of co-option in constitution.

JB asks for thoughts from the committee on bringing on a D&I consultant and financial consultant for this year.

Committee agrees above consultants would be a good idea.

TT asks we find these consultants. JB explains that a similar process to co-option would be used.

TC suggests having multiple D&I consultants to cover various marginalised communities: potentially a BME consultant, disabled students consultants, someone from the trans theatre collective etc.

TT suggests that it might be more helpful to have one person take charge, with the intent that they would be aware of, and reach out to, various bodies that currently exist, like the trans theatre collective, for advice on issues which affect marginalised groups they are not a part of.

RS suggests an anonymous google form where individuals can disclose which marginalised communities they belong to and give advice on how to improve Cambridge theatre for those groups.

The committee discusses the suggestion of anonymous feedback: TC suggests a 'Big Cambridge Theatre Survey'. AM suggests a form which is sent round regularly, similar to some JCR forms. SC brings up the existing anonymous feedback form; JB notes that the form should be shared with prod teams and that discussion of standardised guidance on welfare and feedback will take place in a future meeting. On the question raised regarding the number of consultants, JB notes that info will be circulated via slack for committee to comment on.

WA has recommended a financial consultant to write a financial statement and assist the Junior Treasurer. WA has indicated interest in the role.

Action: JB to circulate info regarding the number of consultants appointed for committee to comment on.

Action: JB & IS to respond to Social & Outreach, TR and relevant producer's reps.

12. Freshers

JB wants to set up sub-group of those eager to read plays.

JB asks for volunteers for this sub-group: TC, AM, RS, ZG and CL all volunteer

ZG suggests student written late show.

LH notes the challenges faced by the prod team of *The Kitchen Sink* and mentions that established texts can be a safer choice for actors. He also notes that tech is often not mentioned in reviews.

TT adds that often not all technicians are included in reviews.

JB explains that show selection is such a long process as so many factors have to be taken into account: making sure not all writers are white men, the geographic settings, attracting both students to participate and an audience. His intention is that by starting now the committee will have time to figure it all out.

13. Stash

JB informs committee that stash will be organised.

14. AOB

JB reminds committee to fill in whentomeet from EF for committee social.

Action: Committee members to fill out when2meet

ZG would like everyone to know that he is really vain. He wants to know if the group photo has stopped, and if so if we can bring it back and get on the staircase.

JB confirms that it WILL happen.

LH's cooking abilities are discussed wrt the garden party.

Meeting adjourned at 17:39