



Cambridge University Amateur Dramatic Club

Minutes, 19th October 2014, 5pm Larkum Studio

Meeting Commences: 5.07pm

Choice of Snack Includes: Scottish All Butter Shortbread Selection.

1. **Apologies for Absence**

Received from: Bethany Craik, Rhianna Frost and Rose Reade.

Present: Jamie Balcombe, Alex Cartlidge, Hannah Edwards, Madeleine Heyes, Emma Hollows, Nicholas Hulbert, Jen Hutchings, Sam Rayner, David Stansby, Harry Stockwell and Harriet Webb.

2. **Minutes and Matters Arising**

Minutes received, no objections raised.

Club Office: David Stansby flagged up that he has been unable to finish the Club Office because of the injury to his hand, but he will complete it when his hand is healed. He has also sold the excess wood to shows, so should make back some of the cost.

Cam FM Radio Slot: Hannah Edwards has been in discussion with the contact at Cam FM about a slot, and it seems that you have to pay for a slot; which changes things. David Stansby will email the contact and find out more details.

3. **Show Reports**

(a) *Oedipus and Antigone* (Week 2 Mainshow, Show Contact: Hannah Edwards)

S – Not selling amazingly; Harriet Webb noted that the pattern in ticket sales has been weird this term. They could increase Facebook publicity; perhaps post photos of the set build and the Varsity preview on the CUADC Facebook page. The Committee should all take some flyers and flyer their colleges.

P – Unclear whether they sorted out their issue with the programme, but everything else is going well.

A – Rehearsals going well and looks to be a great show.

T – Get-in in progress now, on schedule for a typical get-in.

(b) *Sophtown* (Week 3 Mainshow, Show Contact: Bethany Craik)

Bethany Craik is currently absent, but sent some updates via email.

S – Not selling well, but the team are working hard on publicity.

P – All going well.

A – Again fine.

T – Currently don't have a Stage Manager; need to really push it and encourage people to apply.

(c) *Of Mice and Men* (Week 4 Mainshow, Show Contact: Alex Cartlidge)

S – Sold 41%, publicity is lovely.

P – Camdram not updated yet, but they have a nearly full team. Also have a final budget now.

A – Found an actor for the final role, rehearsals underway.

T – Have filled most, if not all, positions.

(d) *The Merrier* (Week 4 Lateshow, Show Contact: Harry Stockwell)

Harry Stockwell was in the library finishing an essay when he diligently wrote out his SPAT report. Harry, however, stapled it to his essay and posted it through his supervisor's door. Here is the report that the Committee heard, and Harry's supervisor no doubt enjoyed:

S – Sold 1%, they have a poster and Facebook publicity has began.

P – Harry still hasn't heard anything from them; Harriet Webb waited in the Clubroom for an hour waiting for a meeting and they never showed up.

A – They have a cast

T – Unclear how many members of the team they have.

ACTION: David Stansby to ring the producer to find out what is going on and ask her to reply to emails.

(h) *CUADC/ Footlights Pantomime: Emperor's New Clothes* (Weeks 7/8, Show Contact: Sam Rayner)

Sam Rayner was absent, but Alex Cartlidge updated the Committee on progress.

S – Sold 81%, more tickets going on sale.

P – May need additional money for set, going to draw up plans and speak to Harriet Webb about it.

A – Have an entire cast now.

T – Applications still open for hair and make-up as well as ASMs. Set concept decided upon and the band are in a sensible position.

(i) *The 24 Hour Plays* (Week 8)

Still do not have an Executive Producer; will continue to have leave applications open, otherwise will need to look for an alternative (perhaps the Committee could organise it). Should open for some other key positions in the meantime.

ACTION: David Stansby to open applications for a Technician and a Stage Manager.

(j) The Freshers' Shows: *You Can't Take it With You, No Way Out* and *Road*.

- Teams have been appointed; still looking to fill some roles. Need a publicity designer, DSM for the Lateshow and some other technical roles.

- David Stansby will send out an introductory email, introducing them to each other as well as introducing the Show Contacts.
- The representatives need to have tea/ drinks of another sort with the people under their remit to allow them to meet, discuss and answer any questions.
- Emma Hollows pointed that the designers appointed wanted to see a script and know the budget.

ACTION: Representatives to organise meet-ups if they haven't done so; David Stansby will send an email about this and other details to the Committee. David will also email the Freshers' shows about a budget-setting meeting with Harriet and will email an electronic version of the script.

4. Accounts

Harriet Webb presented the Committee with a summary of the accounts from the beginning of the financial year, with any left-overs from Oli Rew as Junior Treasurer and then Harriet Webb as Junior Treasurer (our year). It included our losses and gains. It was also flagged up that the Claims procedure means that students have four weeks in full term after a show to claim for any money spent. The main discussion was as follows:

- Funding accommodation for the rehearsal period for *Bazaar and Rummage*. The Committee discussed the cost of funding the accommodation in Cambridge during the rehearsal period of *Bazaar and Rummage*; after the previous discussion on the issue CUADC gave a 50% subsidy for their accommodation. There was no standard or precedent for this issue across our Edinburgh shows; part of the reason we made a large loss on this show.
 - Rehearsal venue hire was free, we paid for them to stay in Cambridge.
 - There are problems with assuming that someone has a large house, or a house in London where everyone in a company can stay and rehearse.
 - Edinburgh is expensive, and should it be treated closer to a tour show in terms of accommodation/ rehearsing spaces.
 - Returning to Cambridge before term to rehearse is a similar issue.
 - We don't want to dissuade people from doing shows due to their financial situation; the theatre discussing the potential for grants in the future to support students.
 - David Stansby will make the next Committee aware of this issue; Edinburgh shows will be in their hands.
- Don't want to make a profit; aiming to keep the accounts roughly the same as when they were received from the previous JT, and to be in a comfortable position to do exciting things.
- We can make money this term to make back any previous losses, and could invest it in interesting projects next term.
- Membership income is unconfirmed at present.
- Harriet Webb is happy with the current situation.

5. **Archives**

David Stansby, Jen Hutchings, Nicholas Hulbert and Madeleine Heyes went to the ADC archives housed at the University Library. Have an archivist there who works two days a week on the project, on the ADC specifically, although the lines between CUADC and the ADC are somewhat blurred. If anyone else wants to go, they can email the archivist and visit as a group. A particular highlight was a photograph of Sacha Baron Cohen in Gardies; a picture which, sadly, cannot be reproduced here.

6. **Writers' List**

David Stansby will send it out for the first time in a while, it will include details about:

- 24 Hour Plays, Papercuts Applications, ADC/ Corpus Playroom Applications and Smokers.
- We could also put information on our website to explain more about applications to the ADC/ Corpus Playroom, i.e. a timescale and the need to apply with a completed script.
- Could also send to Cambridge Creatives to advertise for new writing, and share adverts with the Footlights Mailing List.

7. **Honorary Membership**

The Committee decided to make Iain Harvey (the Theatre's new Technical Manager) an honorary member for life. Also decided to make Rhys Fraser and Ella Bucklow honorary CUADC members.

8. **CUADC Payment/ Claims Procedure**

The Committee discussed the issue that sometimes students cannot afford to pay for things for shows (for example costume) out of their own pocket, and then have to wait to be refunded, after a specific case was raised. Again, we do not want to make it difficult for people due to their financial situation. Harriet Webb decided there were a couple of options to remedy this:

- (a) Give someone part of their budget upfront to allow them to purchase things for the show.
- (b) Reimburse as the show goes on; submit cheques after each purchase and pay back immediately.
- (c) Give the money upfront, get the student to write a deposit cheque to ensure that the money was spent on the show.

Decided to give the student who raised the case 50% of their budget to be getting along with, as well as using a deposit cheque to guarantee the money.

9. **Directing Community**

Often many aspects of the theatre have strong social communities, whereas Nicholas Hulbert raised the issue that many directors do not know each other.

- We could put frameworks in place for this, allow directors to share ideas and practices.
- Emma Hollows and Harry Stockwell both made the point that this is an issue for designers and publicists.
- Could have drinks evenings for each of the different facets of theatre that run throughout term (i.e. Directors Drinks, Designers Drinks).
- Could we ask CUADC shows to have a few open rehearsals each term? Sam Rayner raised the issue that this would not be productive for a show; would invade the rehearsal space, potentially making actors/ directors uncomfortable.
- Workshops are more productive, also can learn from people when you work with them.
- Committee will do workshops:
 - Jamie Balcombe to organise a technical workshop.
 - Sam Rayner and Madeleine Heyes organising a directing workshop.
 - Nicholas Hulbert is running a workshop for ETG.
 - Sam Rayner is also going to do a workshop for schools for *Of Mice and Men*; potential to do a CUADC workshop as well.
 - Harry Stockwell wants to do a publicity workshop, not enough computers in the ADC, could potentially look into the Titan Suite.
 - Alex Carlidge and Harriet Webb to do producing workshop.
 - Emma Hollows going to do a costume workshop.

ACTION: David Stansby to send an email about the each of the '[insert role here] Drinks' events.

10. **Info List**

- *Oedipus and Antigone.*
- ADC/ Corpus Playroom Applications have opened!

11. **A.O.B.**

Following on from the opening of applications for next term, Sam Rayner suggested the potential for a CUADC musical; David Stansby on the other hand suggested 'David Stansby: In Conversation'.

Meeting Ends: 7.00pm.

The next meeting will be Sunday 26th October at 5pm in the Larkum Studio.