



Cambridge University Amateur Dramatic Club

Minutes, 5th October 2014, 6.00pm ADC Bar

Meeting Commences: 6.00pm.

Choice of Snack Includes: Nothing.

1. Apologies for Absence

Received from: Sam Rayner and Harry Stockwell.

Present: Jamie Balcombe, Peter Birch, Alex Cartlidge, Bethany Craik, Hannah Edwards, Rhianna Frost, Madeleine Heyes, Emma Hollows, Nicholas Hulbert, Jen Hutchings, Rose Reade, David Stansby, Harry Stockwell and Harriet Webb.

2. Minutes and Matters Arising

Minutes received, no objections raised.

Harriet Webb wanted to discuss the Club Office renovation that took place over the summer, quoted the minutes from the discussion of this issue:

"Affectionately titled 'David's Crazy Idea', David Stansby wants to renovate the club office and fit the right hand wall with a set of fitted shelves, and turn it into a script library with a notice on the door and a catalogue. Will cost about £200 - £300. [...] Harriet Webb asked what was wrong with the current shelves and questioned why we need new ones; David Stansby says that the new ones would be lower down, nicer and more organised. [...] David Stansby will draw up a general plan and a sketch up model." (Quoted from Minutes of the CUADC Committee Meeting 12/16/14).

- Harriet Webb made the point that the renovations cost just over £300; we lost some storage, the shelves look the same, the major change was a new wall colour. No plans were seen by her, and she probably wouldn't have approved it if she knew it would be like this.
- David Stansby said there is still more to do; its been painted, the bottom shelves still need to go up.
- Harriet wants to see a serious plan before approving a spend that big. She thought there would be sketches/ plans seen before the spend and David didn't do that. It will be the last renovation for a while due to the cost and Harriet wished the Committee were consulted more. It is imperative that the lower shelves are installed as soon as possible. Pointed out that agreeing to draw up plans isn't a definite yes.
- David had half drawn up plans, thought the Committee were keen so went ahead with them; the shelving solution in the Club Office is still quite flexible.
- Jamie Balcombe thought they would be 'Ikea-style' fitted shelves, doesn't think what we have now is worth the money.
- David attempted those, they didn't work and he stressed that eh thinks what we have now is worth the money.

- Harriet finished by highlighting that everyone on the Committee has projects (e.g. Props/ Costume store) and that she just wants to approve the big spends.
- Everyone agreed that the new colour scheme was great!

Peter Birch updated everyone on the improvements to the CUADC website (cuadc.org) that took place over the summer vacation.

- The front page has been redesigned and looks amazing.
- Log in for editing is now via Raven; everyone on Committee has access.
- Committee members can send bugs to Peter's email (webmaster@cuadc.org).
- Peter is working on the website being more 'mobile friendly'.
- The website now looks so great and you can scroll through old shows that we will want to direct Freshers' to it.

3. Show Reports

(a) *Bazaar and Rummage* (Edinburgh, Show Contact: Sam Rayner)

Sam Rayner wasn't present at the meeting but passed on the message that the show went well. Harriet Webb then highlighted that they overspent on transport:

- They agreed to share a van, which fell through, so they had to organise transport quite late. Harriet wanted David to ensure that Edinburgh shows organised transport earlier.
- Alex Cartlidge was involved with the van situation, ended up organising it for them although he has no involvement with the show, so had to step back and let them do it.
- There was then discussion of pooling resources, and finding people who are willing to drive up. Offers were made, but because the transport was organised so late these offers fell through.
- There was the discussion that we took money off the budgets of our Edinburgh shows and organise transport for them; although it was agreed that they should do this on their own, just earlier in the year.
- There was then the agreement that an Edinburgh guide, or some form of handover notes, could be collated and given to Edinburgh shows to help them.

Action: David Stansby to collate Edinburgh advice, 'lessons learnt', for an Edinburgh guide.

(b) *God on Trial* (Edinburgh, Show Contact: Rhianna Frost)

- S** – Sales were good, people happy with them.
- P** – Director wanted to flag up an issue with the venue. Throughout the run they had noise issues due to a comedy troupe performing outside. They spoke to C-Venues, moved venues for a bit, but the show did not work, so they moved back to their original venue, although noise was still an issue. Agreed not to book that venue again, and as a general point David wants to make sure all of the Edinburgh venues

are booked earlier. The price of venues was more expensive because it was left so late to book, and none of the CUADC Edinburgh shows made back their venue costs because of this. Edinburgh applications should be moved to the beginning of Lent term; the Committee will have a proper discussion of this before the Christmas vacation and work out a formal timeline.

A – Good, everyone really enjoyed it.

T – Good.

(c) *And the Horse You Rode In On* (Edinburgh, Show Contact: Nicholas Hulbert)

S – Audiences never below twenty, got 50% filled.

P – Overall good, had an issue with Flyers. Apparently the venue “weren’t angels”.

A – Very good, different from many other shows usually seen at Edinburgh. Awarded the Peter Smith Award and nominated for another. Chris Born nominated individually for an acting award.

T – Had a full set, no major issues.

Jamie Balcombe was reassured that none of our Edinburgh shows were affected by Scottish Independence.

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

S – Sales not amazing, but still ok. Will pick up as term starts.

P – Set going over-budget, Harriet will email their producer. Harriet reminded everyone that if shows mention budget problems in their show report, that the show contacts should get them to email her. They wanted advice on their programme so were directed to Harry Stockwell and Mitchell Clarke. Rhianna Frost (playing Antigone) was very cross about the poster: her face had been heavily edited/ photo-shopped so it no longer resembled her. The Committee discussed whether there should be a policy that allows actors to get a final say on the poster if they are featured on it. This could be asking Mitchell and/ or Harry to ensure that the poster is signed off by those featured on it, or the actors sign a physical copy of the poster itself.

Action: David Stansby to speak to Harry Stockwell and Mitchell Clarke about getting people featured on posters to sign off on the final image.

A – Started rehearsals, the Chorus are having with big movement rehearsals and everyone is looking amazing. The Chorus work is a bit experimental and looks great.

T – Still looking for a couple of roles, Lydia Clarke (Technical Director) is an “angel” and has already made two shields.

Action: Jamie Balcombe and Bethany Craik to email all our shows to ensure they have full technical teams.

(e) *Sophiatown* (Week 3 Mainshow, Show Contact: Bethany Craik)

S – Sales are much lower than other CUADC shows, not many posters have been seen around town.

P – Over the summer vacation, David Stansby discovered that the publicity was designed by someone outside of Cambridge. He discussed this with the Director she did not realise that it had to be a student in Cambridge, and that if it was not, they had to be authorised by the CUADC Committee. She did contact Cambridge students (these emails were forwarded to David) but no one replied so she asked someone else. The logos of other bodies (not CUADC or CUMTS) were taken off of the poster, but it still says 'in support of' a charity. This is not taken off of the profits (which are split 60:40 between CUADC and CUMTS), bucket collections will take place on the door.

A – Bringing lots of new people into Cambridge theatre, particularly from ARU. This led to the discussion of encouraging more ARU students to get involved in Cambridge theatre (which was later revisited). There are currently more auditions being held to fill one role.

T – Still looking for a CLX; Sam Payne is Lighting Designing. Bethany Craik and Jamie Balcombe will find out what positions are left and help to fill them.

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

S – Have added an extra matinee because the show is selling really well!

P – The publicity is ready to order, they are going to have two poster variations; everything going really well.

A – Currently have one role to fill (Crooks), which needs to be filled by a black actor. Going to meet with *Sophiatown* director, target ARU and freshers.

T – Have a technical team, Harriet Webb needs to confirm budget.

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

Harry Stockwell could not attend the meeting, but sent his show report via email: in short the production team are currently AWOL. They have not responded to any emails from Harry about Show Reports or from Harriet Webb about the budget. As yet they have not signed the CUADC contract yet or met with Harriet. They do, however, have publicity, with the CUADC logo on.

ACTION: *David Stansby to ring the producer Kayla Marks to find out what is going on.*

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

Sam Rayner is absent, passed on the message that the show is going well. Alex Cartlidge, the producer, was present so he updated the Committee on the show's progress.

S – Amazing, 50% sold before term.

P – Going well.

A – Auditions being held this term. The issue was raised that the director has a role in the Week 5 musical, with six days of rehearsals a week is that an issue? The Committee then discussed the wider issue of exclusivity (e.g if you're in the week 5 musical then you can't be in the Pantomime as well). Sweet Charity cast very early, so people were unable to audition and decide about both at the same time. Would the Pantomime ask people to drop out of other shows they are already cast in if they are cast in the Pantomime? Actors can manage their own time; the Pantomime will ask for availability and other commitments at some point over the audition process. If the Pantomime is asking for exclusivity it is a good idea to put this on the audition notice.

T – Good, has lots of technical roles filled; still need a sound designer. Going to wait for the freshers to arrive; have opened for set builders/ hair and make up/ ASMs et al.

4. **Freshers' Week**

Freshers' Fair 7-8th October

- CUADC have a stall in a marquee outside.
- Meet at 7.45 at the ADC on Tuesday morning to use the trolley to transport the flyers and poster board; someone will have to take the trolley back.
- We will have flyers, get involved information and the ADC Season Brochure.
- 2/3 people will be on the stall at all times.
- The Get Involved brochures have been printed and distributed; Harry Stockwell has posted a digital copy on the university-wide Freshers' Facebook page. Harry suggested (via email) that we could start putting more fun things on the CUADC Facebook page to increase publicity.

Freshers' Friday, 10th October 4-7pm at the ADC Theatre

- All the resident societies will have a stall at the theatre, we will also be running tours of the theatre. Everyone remember to wear your lovely blue stash!
- We can get JCRs to advertise it; college drama societies could lead people from College to the ADC.
- Sign up for Freshers' shows will happen here.

ACTION: Everyone email their JCRs to advertise Freshers' Friday.

ARU Freshers

The Committee then discussed increasing involvement with ARU:

- We could have a small stand at their Freshers' Fair next year; get them to sign up to the various lists.

ACTION: David Stansby to put up ADC Get Involved posters at ARU. Nicholas Hulbert to find out who is the president of the ARU Dramatic Society.

5. Freshers' Shows

The process will be as follows:

- Sign ups will take at Freshers' Friday.
- Representatives will interview/ audition people for roles with the help of another Committee member.
- Actors Representatives will organise auditions and do recalls with the appointed directors.
- There will be a 'Google Spread-sheet' with roles that need to be filled that we can all fill in to make sure there are discussions between different departments.
- We need to ensure that rejections are sent out promptly, and that the Show Contacts, different Representatives are properly supporting the shows.
- Harriet and David will go through their budget with them, make sure that all of the basics and foundations are very clear.
- It is also worth noting that if some may have had the opportunity to do lots of theatre at school whereas other may not, so we need to make sure that people of all backgrounds get involved.

ACTION: David Stansby will draw up a timeline of what needs to happen when and it will be sent around so we all work from the same deadlines.

6. Workshops

Rhianna Frost has found four people who are willing to run good workshops for actors, and she was raised the issue of money for workshops. Including an agent from Hamilton Hodell who is happy to offer a talk and advise on theatrical CVs.

- David Stansby highlighted that last year they allocated £1,000 for workshops.
- Harriet Webb pointed out that the Lent Term Musical and Edinburgh both lost a lot of money this year, and is concerned about losing more. She will sit down with the accounts and make a budget. She advised Rhianna to see how much money they would want, rather than offering them the money explicitly.
- We will have a discussion on workshops next week, after Harriet has prepared the accounts.
- Emma Hollows is going to run a costume workshop in the costume store.

ACTION: Harriet Webb to prepare the CUADC accounts for the meeting next week.

7. SM Team/ Head of Props

Hannah Edwards wanted to discuss the issue of an increasing number of shows appointing 'Heads of Props' unnecessarily, when it is their Stage Manager's job. The Pantomime and the Lent Term Musical need 'Heads of Props', no other shows really do. She wants Show Contacts to, if they see a 'Head of Props', just double check that they are needed.

8. Cam FM Theatre Show

Hannah Edwards also suggested the idea of a five-minute slot, organised by CUADC, on Cam FM to advertise upcoming theatre. Alex Cartlidge is producing a series of radio plays this term, and suggested a 'What's On Next Week' could be read out at the end of the slot. This would be different in content to a special CUADC slot. This term we will have a 'What's On' at the end of the radio plays, next term we could consider having a special slot.

9. Info List

- Advertising all of the Freshers' events.

It is also worth noting that the new Camdram has gone live; it now includes what days the lists go out: Directors/ Producers', Designers' and Technical all go out on a Thursday, and the Actors' List goes out on Tuesdays and Thursdays.

10. A.O.B.

Jamie Balcombe:

- There is now wheelchair access to the technical box.
- Wanted to discuss the welfare of students during shows and what the ADC does. The ADC Theatre keeps no records on people being stressed during shows, and the state of their mental health. Their official stance is that they run the theatre, and hire it to us, so it could be our issue. They are, however, in charge of health and safety, and it could be considered a health and safety issue. So arising from this Executive meeting we as a Committee need to discuss the issue of mental health and stress amongst those participating in shows. Firstly we need to think about how we intend to deal with this as a club, and secondly, what, if anything, we think the Executive/ ADC Theatre need to be doing in that regard. The issue will be properly discussed in next week's meeting.

ACTION: David Stansby to get the Executive Meeting minutes of this issue for next week.

Hannah Edwards: There is now a full inventory of the Props Store! [Cheers resounded]

Emma Hollows: Improvements need to be made to the CUADC Costume Store in Queens'. Emma and Nicholas Hilbert went to get free hangers, but there still needs to be an improvement in shoe storage and costume rails. Harriet Webb asked Emma to write a list of things that are needed and prepare a proposal.

Harriet Webb: Got the bill for Club Sundries; don't buy things if you don't need them, also put them into the Club Office for future use.

Meeting Ends: 8.15pm.

The next meeting will be on Sunday 12th October at 6pm in the Larkum Studio.