



Cambridge University Amateur Dramatic Club

Meeting Minutes, 16th October 2016, 6.00pm, Larkum Studio

Meeting Commenced: 18.02

1. Apologies for Absence

Received from: Will Bishop, Saskia Baylis, Emma B-P and Rebecca Vaa.

Present: Ellie Mitchell, Sheanna Patel, Jack Rowan, Oscar Yang, Alice Brightman, Alex Barnett, Lewis Scott, Catja Hamilton, with special appearance from Alan Egan.

2. Minutes and Matters Arising

Minutes all okay.

- a. Report from Executive Committee meeting.
Sheanna Patel tells us that the committee spoke about LTM programming; they are very in favour of us pre-programming more popular musicals.
Phase 2 of building redevelopment is happening soon. The roof is being fixed and a new ventilation system fitted after LTM 2018, so the theatre will be closed for Easter 2018.

3. Action Points

- a. Lewis Scott and Emma B-P to arrange polling Freshers about outreach.
This is an ongoing project to be sorted in the next week or so.
- b. Ellie Mitchell to book rooms in the ADC for freshers' shows.
Is doing this evening.
- c. Everyone to remove their 'crap' from the club office before next Sunday's meeting.
Happening after this meeting.
- d. Alex Barnett to arrange a trip to the archives.
Alex has contacted the UL and set up a doodle poll. Everyone needs to fill it in as soon as possible.

4. Show Reports

a. *Teahouse* (ADC Theatre, Show Contact: Will Bishop)

S - 18% and slowly climbing. Lewis Scott suggests giving the Freshers' Shows' casts and production teams free tickets.

Action Point: Will Bishop to ask Andrew if he would be interested in offering that for the Tuesday or Wednesday performances, ideally the Tuesday one.

P – Publicity was launched a day or two later than expected, but planning to stagger profile photos and cover photos over the next week. They have TCS and Varsity previews come out. Johannes Hjorth will be taking Dress Rehearsal photos. Producer is in the process of contacting the AMES department and local Chinese communities in the hope of generating further publicity. They estimate to have the programme design finished in a couple of days.

A – Rehearsals seem to be going well and the play is coming together.

T – They had a production team meeting which went really well, although they are still missing a CLX. Catja Hamilton provided some contacts, but they all unfortunately declined. We discuss who we can ask to be at the overnight to help out. They do now have a Sound Designer. They are a little worried about cast availability on the tech and dress days, but hopefully this should work out okay if not ideally. They have asked for £100 more set budget, which Jack Rowan has found for them within other departments.

b. *exile* (ADC Theatre, Show Contact: Rebecca Vaa)

S – they have sold a significant percentage of tickets for the opening and second night; hopefully this will increase once publicity is out.

P – Posters, flyers and a Varsity preview are all on their way.

A – Rehearsals are going very well and the Directors are happy.

T - The sandpit is a slight concern. They are looking into the cost of sand, the level of sand needed, and whether they will potentially be charged a cleaning charge. They'll keep us in the loop.

c. *24 Hour Plays* (ADC Theatre, Show Contact: Saskia Baylis and Oscar Yang)
Saskia Baylis is meeting the Producer next week.

d. *Panto* (ADC Theatre, Show Contact: Ellie Mitchell)

S – Obviously fine.

P – They are getting lots of people on board as set painters, electricians, carpenters, etc. to finish off the team.

A – It is almost cast; they are still waiting on a few replies.

T – Steelwork for the revolve has begun.

5. Freshers' Shows and Appointment of Show Contacts

We discuss what to do in the event of wanting to offer a production team role to someone who has been recalled for an acting part; we suggest that offering the role but making it clear that accepting it would mean being unable to act would be the best thing to do in most cases. Ellie Mitchell tells everyone to send out decisions by tomorrow evening.

The following show contacts are appointed: *Rules for Living* – Oscar Yang; *Bed* – Alice Brightman; *Britannia Waves the Rules* – Lewis Scott.

6. LTM Programming

Sheanna Patel tells us that *Cabaret* should hopefully be going on the LTM shortlist. We agree that it may be worth looking into pre-programming in the future. Sheanna Patel explains how we can all find out about rights for specific musicals; we can email rights companies if a certain show looks unavailable to find out if there are just strings attached.

Action Point: Everyone to bring a list of musicals they would like to enquire about the rights for not to next week's meeting, but the one after that (30th October).

7. Constitutional Review

Ellie Mitchell checks that everyone is still in agreement regarding holding a constitutional review this term. She says it is necessary and Sheanna Patel agrees.

Action Point: Ellie Mitchell to find a date.

8. Info List

Show Applications

Freshers' Workshops

9. A.O.B

Sheanna Patel

- a. Asks if people can tidy the club office after the meeting; people volunteer.

Jack Rowan

- a. Lewis Brierly (Panto Co-Producer) has said that he thinks it will be difficult to persuade band members to pay for membership. We agree that Footlights membership can nominally cover band members for Panto but LTM will remain an issue. Quote Jack Rowan: 'I think band membership is the most important and pressing issue facing the club at the moment.'

Alex Barnett

- a. Asks if everyone is happy to offer John Evans, the new Technical Manager, and Katie Hook, the Box Office Administrator, honorary membership. We all vote in favour.
- b. Says that the Fletcher Players have discovered a cupboard at the Corpus Playroom for costumes; suggests we possibly enquire into storing some of our costumes there, though it is apparently quite small.

Lewis Scott

- a. Asks if it is CUADC policy for management to be unable to give a show's print code to anyone but the Producer. Ellie Mitchell says it's not; it's the ADC's policy. Lewis Scott is strong against this. We debate the issue, and Jack Rowan tells us that he has had departmental print codes set up for Panto. We agree this could be replicated on other shows to create more accountability with printing. Sheanna Patel says that the ADC is currently looking into switching to a CRSID activated system. Ellie Mitchell suggests that in the meantime, Jamie Rycroft could be asked to inform Producers of which production team members may need to know the print code from the beginning of the production process to avoid inconveniences.

Action Point: Catja Hamilton to speak to Jamie Rycroft about this.

Ellie Mitchell

- a. Tells everyone to not book rooms for other shows under CUADC's name. It reflects badly on the club for the room booking screen to be filled with CUADC 'meetings' when they are in fact for various other shows.

Meeting Ends: 19.13