



Cambridge University Amateur Dramatic Club

Minutes, 26th October 2014, 5.00pm Larkum Studio

Meeting Commences: 5.08pm.

Choice of Snack Includes: Lemon Sponge Roll, Cappuccino Chocolate Sponge Roll, Crunchie Rocks, Caramelised Onion and Balsamic Vinegar Crisps and Chocolate Hob Nobs.

1. Apologies for Absence

Received from: Jamie Balcombe, Alex Cartlidge and Bethany Craik.

Present: Hannah Edwards, Rhianna Frost, Madeleine Heyes, Emma Hollows, Nicholas Hulbert, Jen Hutchings, Sam Rayner, Rose Reade, David Stansby, Harry Stockwell and Harriet Webb.

2. Minutes and Matters Arising

Minutes received, no objections raised.

3. Show Reports

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

S – Sold out on the final night; the sales patterns were very similar to *All My Sons*. They sold about 70% overall.

P – It went really well and was a great show.

A – Amazing, and everyone enjoyed themselves.

T – The Get-out was really quick, only lasted about an hour. Clocks went back so they got an extra hour at the party!

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

Bethany was absent but the Committee discussed the show and its progress none-the-less:

S – Similar to where *Oedipus and Antigone* was last week, nothing to worry about.

P – Their Production Designer is stressed out managing all of the set and costume; Emma Hollows pointed out that this role is perhaps too much for one person to manage, and this role should not be commonplace. They need lots of help painting set.

A – All going well.

T – Get-in is behind and ticking along very slowly, have called in reinforcements to help. Worth considering the issue of support from co-funding in the future; are C.U.M.T.S supporting them equally as much. David Stansby pointed out that it was good for representatives to touch base with their equivalent roles on shows to offer support and advice if needed.

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

Alex Cartlidge was absent but sent a report via email; Sam Rayner (director) was present so updated the Committee on its progress, which according to Sam is "all green".

S – Sold 64.8% of their financial target; 48% of seats sold and reserved. Good position to be in with one week to go. Seen posters around town, publicity is great.

P – All going well.

A – Rehearsals are going well, show is looking good.

T – Looking for a DSM, ASM, Set Painter and Costume Assistant; have put out adverts. Hannah Edwards will help find SMs and Emma Hollows can help with the search for a Costume Assistant. Have cut some stuff from their set, haven't started their build yet.

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

To update on last week's saga of handing in the SPAT report with essay, it transpires that Harry Stockwell never actually stapled it to his essay, and found it later.

S – Doubled to 2%; released a trailer which is amazing. It doesn't say who the trailer cinematographer is so David Stansby will enquire.

P – Spoke to Kayla Marks (Producer), but they still need to set a budget and they haven't set their budget yet or signed the contract. David Stansby will give Harriet Webb Kayla's number can discuss.

A – Have a full cast and have been rehearsing.

T – Got Set Designers and Master Carpenters, looking for a Technical Director. They want a cupboard/ wardrobe that someone can hide in (perhaps the same as *Sweet Charity?*).

ACTION: *David Stansby to investigate who the cinematographer is, Harriet Webb needs to ring Kayla Marks, Beth and Jamie need to email Kayla to see what technical roles they need.*

(e) *No Way Out* (Week 5 Freshers' Corpus Playroom Mainshow, Show Contact: Nicholas Hulbert)

S – Selling really well, twice as well as the other Freshers' shows.

P – Rights situation not sorted yet and they're worried as they want to sort the posters, and know what needs to go on them. Have applied for PRS as well. Harriet Webb, David Stansby and Mitchell Clarke met with all the Freshers' shows and given them production hand books and advice. Confusion over the difference between Publicity Designer and Publicist; people need to ask their Producers' whether they are in charge of disseminating publicity as well as designing, and say what they are comfortable with.

A – Fully cast, and have rehearsals.

T – Worried about not having a TD; Jamie Balcombe has sorted it but needs to let them know.

ACTION: *Sam Rayner to meet up with the Fresher directors, and any other representatives who haven't met with their corresponding roles in the Freshers'*

shows. Jamie Balcombe needs to update all the Freshers' shows on the progress of finding the missing production team roles.

(f) *You Can't Take It With You* (Week 6 Freshers' ADC Mainshow, Show Contact: Rose Reade)
Haven't replied to Rose Reade's email yet, but this is what is known about the show's progress:

S – Sales fine, could be better.

P – They've got a Publicity Designer now, Emma Hollows needs to email them to let them know, also to explain the Publicity Designer/ Publicist dichotomy.

A – Cast; need three people to be policemen, but the directors are sorting it.

T – Need a CLX, but have a TD now. Again, Jamie Balcombe needs to update the producers of the Freshers' plays on his progress filling roles.

(g) *Road* (Week 6 Freshers' ADC Lateshow, Show Contact: Jen Hutchings)

S – 1% sold; they now have a Publicity Designer.

P – Got a production team, having a meeting tonight.

A – Have a full cast.

T – All going along nicely.

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

S – Sold 88% of its financial target.

P – Got good applications for cinematographer, hair/make-up. Alex Cartlidge (Producer) might need to ask for more budget; Harriet Webb wants to be updated. They've also booked a lot of complimentary tickets for each night, so they need to check if this is needed and release them if not.

A – All going well, music rehearsals great.

T – Got together a set building and ASM team, so all great.

(i) *The 24 Hour Plays* (Week 8, Show Contact: David Stansby)

Advertised for TD and SM, got one application for SM. No applications for Executive Producer yet; if no one applies in the next week or so, the Committee will take on the role themselves.

ACTION: *Harriet Webb to make a list of responsibilities/ things that need to be organised in The 24 Hour Plays to allow the roles to be divvied up among the Committee if needs be.*

4. Linking Spektrix with CUADC Membership

On the ADC Box Office system customers can be labelled as CUADC members, and this allows them to access the discounts; this has not been used recently and many members are not listed as so. Jen Hutchings can send over the list of members and the system can be updated.

The Committee then discussed the offers that CUADC membership provides, namely the 3 for 2 on opening night:

- Opening night is cheaper now and that makes a difference to ticket sales, so it might be worth moving the offer to another night.
- Could move the offer onto the second night (Wednesday), nice to have the audience increasing throughout the run.
- Also is buy one get one half price a better offer; depends if people go in threes or twos.
- Could introduce the new offer on a new day; CUADC Wednesdays (*Blue Wednesdays* perhaps) where we launch the new offer, on a new day and it coincides with role drinks.
- Keep an eye on how it affects average ticket prices, launch when the Lent Season goes on sale.
- Had a vote on 3 for 2 vs. buy one get one half price, and buy one get one half price won!

5. **Role Drinks**

Down to the representatives to organise and publicise, David will also put it out on the Info List each week. The dates are as follows:

- Wednesday 29th Oct – Teching
- Wednesday 5th Nov – Designing
- Wednesday 12th Nov – Directing
- Wednesday 19th Nov – Stage Managing
- Wednesday 26th Nov – Acting
- Wednesday 3rd December – Producing

6. **Info List**

- *Sophiatown*
- Applications
- Teching Drinks

7. **A.O.B.**

David Stansby: After an Executive meeting David contacted a student survey about theatre in Cambridge and got a hundred and fifty responses. The main problems that arose were the Costume Store and rehearsal space. Sam Rayner and Emma Hollows are going to write a report about the current situation, and what the ideal would be, ready for next week's meeting. David will then take these to the Executive.

Jamie Balcombe: Mentioned the idea of booking free tickets for the freshers' show teams to see *Sophiatown* on Thursday; this will go ahead.

Emma Hollows: When will the CUADC formal be?

- (a) When everyone replies to the doodle poll, and
- (b) When Harriet Webb makes a doodle poll for Magdalene formal which is on every day.

Jen Hutchings: Jen and Nicholas Hulbert do not have access to non-ordinary member lists; ask ADC Management or the UL about this. Jen also raised the issue that she is unable to check membership payments, and is reliant on David Stansby or Harriet Webb to check it for her. Start of term was difficult to set up but it is all sorted now. Jen can also have access to the account to check membership.

Rose Reade: Workshops for the Festival of Ideas haven't been organised yet; chase Mitchell Clarke.

Rhianna Frost: Workshop with the agent was amazing, he is keen to come back next year and make it a yearly thing. About thirty people came; expenses asked for but no receipts received yet.

Meeting Ends: 6.40pm.

The next meeting will be at 6pm in Dressing Room 2 on Sunday 2nd November, and will be Halloween themed.