

Agenda

- 1) President's introduction - Francesca Amewudah-Rivers
- 2) Treasurer's report - Amy Thompson
- 3) Secretary's report - Lucy Miles
- 4) Elections
- 5) Constitution & By-laws
 - a) Percentage requirements for funding
 - b) Welfare Officer position
- 6) Committee reports
 - a) Freshers Rep - Joel Stanley & Lara Deering
 - b) New Writing Festival - Anna Myrmus & Tracey Mwaniki
 - c) Webmaster - Seb Dows-Miller
 - d) Social Secretary - Miranda Mackay
 - e) Workshops - John Livesey & Jamie Lucas
 - f) Other Socs & Equalities - Linette Chan
 - g) Postgrad Rep - Hannah Greenstreet
 - h) Senior Members - John Watts & Ros Ballaster
- 7) Questions to the committee
- 8) President's closing remarks
- 9) AOB

PRESENT - Amy Thompson, Anna Myrmus, Hannah Greenstreet, Jamie Lucas, Lucy Miles, Francesca Amewudah-Rivers, Tracey Mwaniki, Joel Stanley, Linette Chan, Ros Ballaster, Laura Henderson-Child, Ben Millard, James Gurd, Aurelia Aslangul, Francesca Echlin,

APOLOGIES - Chris Burr, John Watts, Miranda Mackay, Seb Dows-Miller, Lara Deering, John Livesey,

- 1) President's introduction - Francesca Amewudah-Rivers
 - a) It was such a privilege to lead OUDS this year. It's been a great year of drama at Oxford.
 - b) Thank you to Senior Members for wisdom and support, Lucy and Amy for being the most solid exec a girl could dream for, Committee for stepping up and surviving and the University Drama Officer.
 - c) Biggest achievements of committee
 - i) Busy and exciting year of growth in student drama.
 - ii) New OUDS Website
 - iii) New Newsletter
 - (1) A lot of work from Amy, Seb, and Lucy on this
 - (2) Excited to see how this will continue to grow over new committee
 - (3) Now over 1000 subscribers
 - d) Evaluating manifesto commitments
 - i) Made progress in all of the areas I aimed for: freshers, inclusive casting, theatre in the community and diversity.
 - (1) Freshers
 - (a) Freshers Fair, Drama Fair, Getting into the Drama Q&A
 - (b) Those involved in Cuppers have gone on to make their own BT bids and get involved in the New Writing Festival
 - (c) Hamlet Film Night well attended by Freshers
 - (d) NWF success
 - (i) Delighted to welcome judge Sarah Grochala.

- (ii) Record number of submissions
 - (iii) Supported diversity in drama - Confessions of a Coconut
 - (2) Inclusive Casting
 - (a) Big steps forwards
 - (i) OUDS Manifesto
 - (ii) OUDS Welfare officer
 - (iii) Open Space
 - (iv) Houselights workshop
 - (b) Sure that Laura will further this work to make sure Oxford drama is inclusive for everyone.
 - (3) Theatre in the Community
 - (a) Working with Cheney School on Suffrage Event
 - (b) Fringe Fund to expand access to Oxford students wanting to perform at the Fringe
 - (c) Working with Old Fire Station for OUDS showcase in Trinity with view to introducing student slot every Hilary. OFS are an incredible organisation with a community based philosophy - we're very excited to be working with them.
 - (4) Diversity
 - (a) OUDS have supported a much more diverse range of shows this year including two sold-out all BME productions.
 - (b) Collaborated with BAME drama society on a workshop with Boy Blue - an award winning BME led physical theatre company based at the Barbican
 - (c) Having said this - a lot more work needs to be done to ensure that opportunities are open to everyone regardless of background and experiences, I am sure that the new committee will continue to keep at the heart of everything they do.
 - e) Thank you again to everyone for all of their hard work this year - I am really excited to see how the new committee go forward.
- 2) Treasurer's report - Amy Thompson
- a) Annual income positive over the year - unexpectedly!
 - i) Funded 32 productions, including 2 at the Fringe. 14 shows have so far settled with us - 9 making a profit, 2 breaking even and 3 making a loss. The 3 that made a loss were the North Wall (NW) play and 2 Oxford Playhouse (OP) shows.
 - ii) Trinity - losses at NW and OP failed to be balanced by 3 really strong performances at the O'Reilly.
 - iii) Long Vac - National tour made a loss but managed to return all £1000 to us, profit overall.
 - iv) Michaelmas - failed to match loss at OP by fully funding BT shows. We reduced OP funding which minimised the loss.
 - v) Hilary - most up to date information not yet available but both OP shows reporting profits and fully funded BT shows bodes well for profit.
 - (1) Late settlement is just due to late BT show settlements, Amy will follow these through before passing over to Ben.
 - b) Still large OP losses
 - i) Due to large and opaque costs incurred at the venue.
 - ii) This should change soon with upcoming changes to OP finance systems.
 - c) Success
 - i) Fully funding BT shows cancelled out debts elsewhere - largely done by collaborating with UDO to encourage them to apply for funding as soon as they got their bids.
 - (1) Good way to proceed.
 - ii) Funding less upfront for OP shows

- (1) This wasn't super necessary as they both made a profit but had they not we would have lost less.
- (2) Good way to proceed while there's uncertainty about OP finances.
- d) Big new ventures
 - i) Fringe Fund - cofunded with TAFF
 - ii) OUDS website and Auditions Portal - Amy's Manifesto Commitment
 - (1) Statistics and Anecdotes
 - (a) Feedback has been actively sought and used throughout the year.
 - (b) Now very popular
 - (i) 14,000 views of audition page alone, more than homepage
 - (ii) 1500 bookings equates to 14 full days
 - (iii) 55 shows
 - (iv) Last week alone almost 400 bookings
 - (c) Now working as a great platform for resource sharing.
 - (d) Getting started pages had 2000 individual sessions.
 - (e) Anecdotally - gone are the days where you had to know the director - people sign up for not just the shows they arrive at the portal for.
 - e) Accounts will be emailed to everyone.
- 3) Secretary's report - Lucy Miles
 - a) Thank you do much to Amy and Fran and the rest of the committee.
 - b) What I did
 - i) Fixed membership
 - (1) Before this year we were unconstitutional as we were unable to keep track of our own members, now we can with the new Newsletter system.
 - ii) Newsletter
 - (1) With our webmaster I sent out weekly newsletters to our members, we now have over 1100 subscribers
 - iii) Survey
 - (1) I launched a survey in Trinity and the responses informed how we managed the rest of the year
 - (a) Making OUDS more open and welcoming
 - (b) Issues with intimate scenes and welfare
 - (c) Membership not being paid for
 - c) What I wish I'd done
 - i) More Q&As of how to get into Oxford Drama - only had one in MT
 - (1) The OUDS committee can never be too open, it's great if people know who you are.
 - ii) Published the results of the survey
 - iii) Sorted the elections better
- 4) Elections
 - a) Officially voting in of new committee
 - i) **President**
 - (1) Amitai Landau-Pope
 - ii) **Secretary**
 - (1) Joel Stanley
 - iii) **Treasurer**
 - (1) Ben Millard
 - iv) **Welfare Officer**
 - (1) Laura Henderson-Child
 - v) **Standing Committee**
 - (1) Cesca Echlin
 - (2) Aurelia Aslangul
 - (3) James Gurd

- (4) Seb Dows-Miller
 - b) For - 16
 - c) Against - 0
 - d) Abstain - 0
- 5) Constitution & By-laws changes
 - a) Changes to By-Laws
 - i) Percentage requirements for funding
 - (1) 80% Production team and 80% cast AND Director, Producer or Writer is an OUDS member.
 - (2) For - 16
 - (3) Against - 0
 - (4) Abstain - 0
 - ii) Welfare Officer Position
 - (1) Mandated member on committee
 - (a) For - 16
 - (b) Against - 0
 - (c) Abstain - 0
 - (2) Mandated non-voting
 - (a) So that they can be co-opted and they can be objective
 - (i) For - 16
 - (ii) Against - 0
 - (iii) Abstain - 0
 - b) Changes to Constitution
 - i) N/A
- 6) Committee reports
 - a) Freshers Rep - Joel Stanley & Lara Deering
 - i) Loads of fun, I've really enjoyed it
 - ii) A couple of things wish I'd done
 - (1) Have online application forms rather than the physical forms for Cuppers - possibly through the website.
 - (2) Freshers rep should be a role that continues beyond MT to encourage people to join NWF and make their own BT shows.
 - iii) Handover pack is done and will be sent.
 - b) New Writing Festival - Anna Myrmus & Tracey Mwaniki
 - i) Need to start from the beginning for handover pack.
 - ii) Need to start everything earlier than you think.
 - iii) Doing more things online - can put it all on the website rather than just pushing through Facebook and Newsletter.
 - iv) Writing plays pushed through not just drama groups was very successful and should be continued.
 - v) Finding a Judge was very difficult as unsure where to start.
 - (1) Recommendation to ask those who teach drama.
 - (2) Many contacted may do it next year - these names will be put in handover document.
 - vi) TAFF involvement
 - (1) They do not want the same involvement as with Cuppers
 - (2) It is a lot of pressure on designers, probably in virtue of lack of Production Manager
 - (a) Tradeoff between things desired and things available - they did seek a PM but none were available, make this a priority next year.
 - vii) Way that it is judged
 - (1) Question as to whether we should have more categories.
 - (2) New committee can think about how to update it.

- viii) Potential to have more of an awards ceremony.
- ix) Potentially reduce the number of shows.
- c) Webmaster - Seb Dows-Miller
 - i) Statistics came from Amy.
 - ii) He is continuing the role.
- d) Social Secretary - Miranda Mackay
 - i) Difficult because a lot of work goes into organising them and often turnout isn't great.
 - ii) Really think about how socials could be more practical
 - (1) Potentially a club night
 - iii) Socials with other societies are a potential that we didn't use - OUFF, TAFF, Revue
 - (1) There can be a bigger social theatre scene in general in Oxford.
 - iv) Think carefully about how much you pay for the space.
 - (1) I.e do you need to hire space in pubs, TAFF just turn up.
 - v) Marketing is important - socials should be marketed like a show.
 - vi) Freshers drinks weren't particularly well attended this year.
 - (1) Potential to put this into college room or attach to drama fair in some way.
 - (2) Move to 3rd week.
 - (3) Get Oxford Drama college reps involved.
 - (a) These Oxford Drama reps need to be found in collaboration with TAFF.
- e) Workshops - John Livesey & Jamie Lucas
 - i) In this role you spend most of your time contacting professionals
 - (1) Get in touch early
 - (2) Have created a spreadsheet of contacts that have said they are potentially interested
 - (a) Please keep this going.
 - ii) Use the drama community that we have
 - (1) Q&A was really successful.
 - (2) Audition workshop also really helpful
 - (a) Recommend that we do both every term
 - (b) We have a way of running these now which we will pass over.
 - (3) Producing surgery in Trinity Term run by Amy and Charlotte Vickers
 - (a) Was very successful in improving quality of bids and budgets
 - (4) Great to collaborate with other societies
 - (a) For example workshop with Boy Blue.
- f) Other Socs & Equalities - Linette Chan
 - i) This role is very much self-defined.
 - ii) Gives you a lot of freedom to collaborate with who you would like
 - iii) Successes
 - (1) Collaboration with Oxford SU Disabilities campaign
 - (a) Ran well-attended focus group to adapt a professional guide to open access to the theatre.
 - (i) It would have improved this to have an OUDS producer there.
 - (b) This is now published on the website.
 - iv) Would be useful to run focus groups with those that OUDS wants to target
 - (1) Next year would be great to look at Class Act.
 - v) You have a standing invitation to TAFF meetings
 - (1) Would be useful to go to each others meetings to have transparent and easy communication.
 - vi) Would be really helpful to have a joint facebook group with both committees in
 - (1) Useful for socials and recruiting college reps
 - (2) Enhance communication

- vii) Equalities
 - (1) Has come a long way this year
 - (2) Quite a few people emailed Linette
 - (a) Not complaints but personal concerns
 - (b) Really useful to have resource of the Equal Opps rep there so people knew who they could contact - this isn't a part of the role that she expected but it was very helpful and good.
 - (c) Should make it more official that they can come to her advertised on website.
 - (i) Difficult to implement this in practice due to encompassing all minorities and the intersectionality of issues but we need to make it clear that the whole committee should be approachable to all members.
 - (ii) Welfare officer is also especially open
 - (iii) It's just about facilitating and ensuring initial contact happens and increasing the approachability of people.
 - viii) Ideas for next year
 - (1) Look at class
 - (2) Create database of skills - people who can be contacted for assistance in collaboration with TAFF.
 - g) Postgrad Rep - Hannah Greenstreet
 - i) Important to have a postgrad voice at meetings, even though there is not currently one elected.
 - (1) Very difficult to involve them as many are on one year courses and Oxford Drama is very complicated to get your head around.
 - ii) Relaxing rules for cuppers in terms of first time in Oxford Drama rather than just freshers would facilitate more postgrad involvement
 - (1) Didn't manage to get a postgrad team in this year - they looked to her to take charge but she couldn't do this as was not a fresher.
 - iii) College reps don't really help with postgrads because JCR and MCR are segregated
 - iv) Need to be mindful of how we reach them, a few come to the freshers fair but we can look for other ways to find them.
 - v) It is really great to include them as they have relevant professional experience
 - vi) Hannah is also really excited to have connected drama with research this year
 - (1) Shows people that the standard of drama in Oxford is very high despite lack of course here.
 - vii) Next committee should co-opt a postgraduate rep.
 - h) Senior Members - John Watts & Ros Ballaster
 - i) We have to have a senior member to look over our finances, ensure that we're not breaking university rules, support and enable connection to university.
 - (1) They try not interfere and remain neutral.
 - ii) Ros only has one more year (the limit is five years) so John is here so that we have overlap
 - iii) Now have senior member email address such that they have continuity between senior members
 - iv) Oxford Playhouse debt has come up a lot
 - (1) Met with the board of the OP the other day who managed to wipe the current OP debt.
 - (2) Now trying to create a seed fund specifically for Oxford Drama.
 - v) Judge Juliet Bernard Award - annual sum to best 2nd year actress.
 - vi) Sit on OP shows interview panel.
- 7) Questions to the committee

- a) In light of the fact that this OUDS committee has introduced the new auditions portal, does the OUDS committee agree that it would be a good idea to conduct a survey over the vacation to allow student companies that have used the service to feedback on the service?
 - i) Yes, feedback has been sought over the year from those who have used it across the year.
 - ii) A report has been made, this will be attached to these minutes.
 - iii) There is already a very successful feedback mechanism in place and dynamically the portal has been change in light of this.
- b) Would the committee agree it would also be useful to survey members of their newsletter in order to determine how the introduction may have affected their information follow?
 - i) Yes, this should be advertised externally to the Newsletter
 - ii) This will exclude any questions about whether it goes to junk as we know this is an issue that we're trying to resolve.
- 8) President's closing remarks
 - a) Thank you to all and all the best to the new committee
 - b) As you all said in your hustings, keep your joy and love for theatre.
 - c) We are available for any advice.
- 9) AOB
 - a) N/A