

Agenda

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PRESENT- Lucy Hayes, Laura Wilshire, Hugh Tappin, Finlay Stroud, Christina Hill, Eleanor Blackwood, Cameron Spain, Amelia Coen, Adam Diaper, Frances Livesey, Charlotte Vickers, Christopher Burr, Lucy Miles, Miranda Mackay, Joel Stanley, Jake Woods, Francesca Amewudah-River, Amy Thompson, James Lucas, Hannah Greenstreet

APOLOGIES - Ros Ballaster, John Watts, Daisy Porter, Naomi Chapman, John Livesey, Linette Chan

1. **President's Introduction – Lucy Hayes**
 - a) Welcome to the incoming and outgoing committees!
 - b) Report;
 - c) Thank you to the old committee for their work.
 - d) OUDS had another busy and largely successful year.
 - e) The manifesto that I created a year ago had the central goal of trying to make OUDS more accessible and reliable as a society.
 - f) We are happy with the things that we have achieved as a committee this year.
 - g) We have set up a Facebook page and re-activated the OUDS Twitter;
 - i. *Advice to the new committee:* give the managing of the Facebook Page and Twitter to a designated person (it is currently a shared responsibility of the Exec).
 - ii. This will ensure that there are purposeful posts on both accounts.
 - iii. Also encouraged to experiment with new content on the Facebook as well in the next committee – Q&A sessions, events.
 - iv. It is good that we can hand this resource over.
 - h) We closed the costume store;
 - i. The tight timeline of losing the space, the lack of available places and the appalling state that it was left in meant that the only viable option was to close the store.
 - ii. Particular thank you to Chris for his work on the costume store and the clean-up process.
 - i) Relationship with TAFF
 - i. The Cuppers contract was signed by both the OUDS and TAFF Exec this year
 - ii. We had TAFF judges for Cuppers.
 - iii. We had Chris and Christina on both committees which helped improve communications.
 - iv. We've also had a few joint Exec meetings to help keep this dialogue alive and would advise the next committee to keep this up.

- j) We are the first Exec to meet the director of the Playhouse.
 - i. The proposals they suggested in a committee meeting will not go ahead, but new proposals are in the pipe line.
 - ii. Along with Charlotte's help, would advise the next committee to keep working on this relationship with the Playhouse in the coming year.
- k) Inter-University Drama Festival
 - i. We were the first year to do this, and we felt it was successful.
- l) The goal of creating a feedback system was not achieved during our time on the committee, and we never achieved the aim of creating a full bank of knowledge on the Oxford drama scene that was available to share.
- m) An information resource of the Oxford Drama scene is something that could be approved upon by the next committee;
 - i. Possibility of converting the OUDS events group.
 - ii. It could become a forum where people could post questions for quick problem busting.
 - iii. This would allow the expertise of people outside the committee to help answer questions.
- n) Greatest advice to give to the incoming committee is to help each other, band together to work on their goals.
- o) It is easy to get swept up in your individual role as the year goes on;
 - i. Suggested to pick out one or two big ideas that you want to focus on and try to do them all together by breaking them down.
- p) Once again, thank you to the old committee for all their help and hard work!

2. Treasurer's Report – Chris Burr

- a) Main goal for the year was to try to streamline the system for OUDS funding;
 - i. The banking system previously was not online.
 - ii. We have set up online banking, which is a lot easier than pigging people cheques.
 - iii. The OUDS budget template still needs work.
 - iv. This will be looked over at the start of next term, together with Amy, to see how we could work together.
 - v. The contract is now electronic rather than on paper, to make it easier to transfer.
 - vi. *Advise to the new committee:* If you do not give people deadlines, it makes it harder to track processes.
 - vii. The Google Form application for OUDS Funding makes it easier to keep a record of applications.
 - viii. The OUDS Treasurer Google Drive has all these resources and will be passed on to Amy.
- b) OUDS Yearly Accounts
 - i. Almost every show we have funded, bar Playhouse, have made a profit.
 - ii. *Advise to the new committee:* Continue the effort to try to fully fund BT Shows since they frequently turn a profit, although it may be different for this incoming term once we receive our settlement.
 - iii. With Keble shows, funding could be decided on more of an investment basis or based on artistic credit.
 - iv. The amount given to Pilch varies as well.
 - v. It is very difficult to judge how Playhouse shows will sell.
 - vi. No straight play in the last two years has made a profit at the Playhouse, some have lost in the region of £6000.
 - vii. With Charlotte's help, this is the main issue that the next committee need to work on.
 - viii. Cuppers is now split half and half with TAFF and made a profit this year.
 - ix. NWF has not been settled yet.

- x. *Advice to the new committee:* plan the overall budget of the year early on so they know what budgets each Officer has.
 - xi. For touring productions, we scraped by a small profit with the shows.
 - xii. *Advice to the new committee:* Could possibly put a cap on the number of Edinburgh shows you fund or the amount you put aside to fund them.
 - xiii. The OUDS National Tour is already promised funding from OUDS, but the new committee should be careful about how they fund other touring shows in the summer.
- c) Any questions on the accounts?
- i. *No questions from the room.*

3. Secretary's Report – Laura Wilsmore

- a) Looked back at manifesto - realised I didn't know a lot when I went for the role of Secretary!
 - i. Main goal was to organise the general running of OUDS well.
 - ii. Weekly minutes are usually on time, helped with funding interviews.
- b) The Election Process
 - i. We didn't have to rerun them this year!
 - ii. A big thank you to Mil & Charlotte for their help organising the process.
- c) Taking Minutes
 - i. Would chase people up on action points throughout the year.
 - ii. Became better taking minutes as the year went on.
 - iii. Began to become more general when noting who said what in minutes, so would advise that to next secretary.
 - iv. Be careful not to put words in people's mouths.
 - v. Meetings got harder as the year went on.
 - vi. With a large committee, and people coming at different times, it can be hard to keep things going
- d) Goal to make sure that students could raise questions to OUDS
 - i. Do think the Facebook page has helped, as questions come in via messenger, but handing that to one person would be helpful.
- e) Also had the hope to run a feedback survey, since the previous secretary said there was one.
 - i. It would be good to do, but the conundrum of constitution meant that I didn't have a chance to do that.
 - ii. *Advice to the new committee:* Ensure that productions get the diversity survey after being funded by OUDS. Haven't thoroughly checked that productions have done it.
- f) Making the term card
 - i. Didn't get it printed this term but did get it online.
 - ii. Events come up quite quickly, so it can be difficult to create.
 - iii. Agreed that only OUDS funded shows go on term card.
 - iv. OUDS pages & marketing online only used for those that we fund.
- g) The constitution was a mess (will discuss this later).
- h) Ideas for next committee:
 - i. Work towards Oxford drama being fun and open to everyone.
 - ii. Building a history of productions, and contacts – secretary having this could be useful resource.
 - iii. Could be a good idea for the exec to delegate tasks in the coming year, so it doesn't feel like one person needs to tackle something alone
 - iv. The survey I wanted to suggest was an anonymous survey to check outreach issues.
 - v. Sometimes have witnessed or experienced opportunities that have been not open to all.

- vi. Sometimes committee can feel that they can't raise it up, so I'd say be open to these discussions in the coming year.
- vii. If the survey idea is something that the incoming committee would like to implement, would advise to do it instantly next term, before you get caught up with everything else.
- viii. There's a lot that could be done - so do it!
- i) Best of luck to the incoming committee and thank you to the outgoing committee.

4. Election

- a) The results are as follows;
President - Francesca Amewudah-Rivers
Treasurer - Amy Thompson
Secretary - Lucy Miles

Standing Committee

John Livesey
Miranda Mackay
Joel Stanley
Jake Woods

with Linette Chan, Hannah Greenstreet, and Jamie Lucas offered to become co-opted onto the committee.

- b) Welcome to the new committee!

CH Enters

5. Constitution

- a) Summary of events;
 - i. James' constitution was refused in November 2017
 - ii. The Senior Member rule changed in Trinity, meaning that Sos Eltis could no longer be a Senior Member since she had served for more than five years.
 - iii. The constitution that was submitted last March did not specify any specific clauses specific to OUDS and had some flaws with some wording.
 - iv. TAFF has been refused their expansion of committee size as well, despite putting forward a very solid case.
- b) The committee resolved to instead match the size of the Proctors' request, and I have created new by-laws as a result and tweaked the final constitution.
- c) Technically, we can create discrete roles of operational responsibility (co-opt) and it seems that this is the best option.
- d) In addition, upon further reading, it appears that the IT Officer does need to be a voted in-member of the committee, but we do need one constitutionally.
→ In compliance with the constitution, we are meant to review the compliance with

Voting For the new constitution and by-laws to be accepted

In Favour 17; Abstain; 0, Against; 0

New constitution passed.

6. New Senior Member [John Watts]

- a) He joined mid-way towards the end of last term.
- b) Ros has been a Senior member for two years now and is mentoring John to be able to pass onto him when her five years is fulfilled.

Voting for John Watts as Senior Member (Co-opted)

In Favour 17; Abstain; 0, Against;0

John Watts voted in as a Senior Member.

AD Enters

7. Committee Reports

1. Freshers' Rep – Cameron Spain & Lucy Miles

- a) Having two people works and would recommend you having this next year.
 - i. Important to get a schedule put in place before the holidays (in Trinity) to make sure that we are on top of it all.
 - ii. Yes
- b) Worked the Uni-wide Fresher Fair and gave out guides for the first time.
 - i. *Advice to the new committee:* to order the Freshers leaflets earlier for College Fairs.
 - ii. The Oxford Drama Fair only came into existence during the last committee's term since they forgot to book an OUDS Store at the Freshers Fair but would advise keeping this on.
 - iii. It may be a good idea to try to make it less marketing and more workshop based.
- c) Freshers drinks went well in 3rd week.
- d) When we know who the new Freshers reps are, we will talk over the handover document in a meeting.
- e) Over 300 students participated in 30 shows for Cuppers this year which was successful.
 - i. The Saturday judging panel had 3 OUDS members and 2 TAFF judges, which is a good idea.
- f) Would suggest changing the fact that Freshers events end in Michaelmas and do not happen at all in Hilary.
 - i. It would be nice to co-ordinate Freshers reps and Workshop reps before Michaelmas to organise events in Hilary.
- g) Having Lucy on the committee will help with the transition.
- h) *Advise to the new committee:* Book a table through Secretary for the Freshers Fair!

2. New Writing Festival – Naomi Chapman & Frances Livesey

- a) Encourage next committee to have workshops with the guest judges since we had Zinnie Harris as a guest judge this year.
- b) 10/12 BT Shows sold out in the festival
- c) We took on a Producer for each show for the first time this year.
- d) There were a few troubles during the process but making sure the shows were produced individually helped take the pressure off Naomi and Frances.
 - i. Recommend that the next committee do this as well.
 - ii. Also, would suggest getting an experienced Producer for the Opening Gala if possible.
 - iii. It is difficult to find Producers, so it is best to target Freshers.
- e) The deadline in Michaelmas term helped relieve the pressure of judging the scripts.
- f) Previously, auditioning and casting of the festival and the performance of it took place in one term, but this year the performance was cast before Christmas.
 - i. This meant that the festival could be earlier this term and meant that the process wasn't so condensed.
 - ii. This did not affect the number of scripts submitted, so it appears to work.

- g) We worked closely with the director of Ox-Ide radio in the submission of the radio play, and it was broadcasted (even if it was late both times) but it is immortalised on the Oxide archives.
- h) All scripts were double-marked, with the committee reading four each, then filling out a ranking form. This meant Naomi and Frances could read the highest-ranking scripts and it made their job a lot easier.
- i) *Advise to the next committee;*
 - i. Make the information in the Producer/Director document very clear.
 - ii. Creating a common marketing design next year would be interesting, to make it linked and looking like a festival.
 - iii. The major problem this year was marketing. Each show had their own marketing managers which meant that the strategy varied.
 - iv. It would be an area to focus on next year.
 - v. One of the shows had a drop-out of sound, set, director, producer, lighting, which caused some issues. It would be good to bear in mind how to deal with a situation like this arose again.
 - vi. You could consider getting an experienced production manager on board.
 - vii. Recommend pushing auditions earlier and callbacks done in 7th, to make sure that the directors are actually at the auditions.
 - viii. Ideally you want all directors at all of the auditions.
- j) Blackwells is a great venue to use for the gala and sold well but they are tricky to work with.
 - i. Naomi dealt with this primarily and felt it was difficult.
 - ii. They were bad with communication.
 - iii. Blackwells is a good venue, but you need to be prepared for the stress of working with this venue.
- k) Judging single-scenes was hard, and we could publicise them more to get more entries or take scenes from full-plays that were submitted.
 - i. The Radio Play is also not that popular a category to apply for and the next committee could work to publicise this more.

EB enters

3. Webmaster – Amelia Coen

- a) I do not think that the role of Webmaster requires you to have prior knowledge of using a website.
- b) The workload is spread out across the year.
- c) The previous website was quite cluttered with things that were not needed, and Chris helped update this a lot.
- d) Continually worked to update the website with things that committee members want to be put on there.
 - i. It works better to do this as soon as people ask.
 - ii. Linking to the google drive sometimes slows down the process of being able to upload documents.
 - iii. *Advise to the new committee:* possibly easier to send things directly over email, not Facebook, so they do not get lost.
- e) Elections;
 - i. The elections should be planned at the end of Michaelmas or over the vacation to help them run smoother.

4. Social Secretary – El Blackwood

- a) Essential parts of the role;
- b) OUDS picnic in Trinity Term
 - i. Sunday of 7th week (end of 6th week)

- ii. Bought food from Lidl, brought the OUDS banner and sold Pimms and other drinks.
- iii. *Advise to the new committee*; Make sure it doesn't clash with TAFF Picnic
- c) Freshers drinks are important, along with the Cuppers awards and the end of year committee dinner.
- d) There is room to do more if you want with the role – e.g. video for OUDS picnic, or other events.

5. College Liaison Rep – Hugh Tappin

- a) This job could have been merged with another.
- b) Webmaster could be merged with college liaison or a broader role managing social media (could run the Facebook groups)
- c) Generally, the college reps are a useful resource
 - i. Tried to organise a meeting, but this did not happen.
- d) Would be good to work on using the reps more in the coming next year.

6. Workshops – Christina Hill & Finlay Stroud

- a) You do hit a lot of obstacles in this role.
- b) You have a lot of leads that end up dropping out.
- c) Sos helped to get David Edgar to come.
- d) There is a stage combat workshop on Monday.
- e) Finlay ran some audition workshops in Michaelmas which were successful at the beginning.
- f) You have to frequently remind people to come.
- g) We were approached by Bruce Wall and is keen to carry on with the Shakespeare workshops with the next workshop.
- h) There are lots of drama workshops that happen in Oxford that OUDS do not organise.
- i) You have to be prepared to send out a lot of invites and not receive much in return.
- j) It would be helpful for a set amount of money to be allocated to workshops.
- k) *Advise to the new committee*; Some can be joint-funded with TAFF.

LM Leaves

7. Other Socs & Equalities – Daisy Porter

- a) Not here, so will write up a handover report.

8. Post-Grad Rep – Adam Diaper

- a) Function of the role is to encourage greater participation for Post-Grad students.
- b) You need to be aware of the particular challenges that Post-Grads face when trying to navigate the Oxford Drama Scene.
- c) Have held the position for two years.
- d) There were initial ideas to try to create post-grad specific opportunities, but there appears to be more interest in integration of post-grads into the Oxford Drama Scene.
- e) At the beginning of the academic year, the role is mainly communicative.
- f) There is a bias amongst the post-grads that drama is only for undergraduates, so lots of Post-Grads do not attend the general Freshers' Fair.
- g) Getting notices out onto MCR Mailing Lists, MCR Facebook groups and Faculty Mailing Lists is essential.
- h) *Advise to the new committee*; to set up a college liaison system for MCRs.
- i) Promoted Cuppers to Post-Grads.

- i. An inter-collegiate Post-Grad team was formed to help them become involved.
- ii. *Advise to the new committee*; keep the Grad Contribution Award for Cuppers since it acknowledges their hard work.
- j) Socials are useful, but interest tails off as the year goes on.
- k) Playreading has worked well as an event to engage Post-Grad who liked drama as a hobby but perhaps did not want to become involved in shows.
- l) It was run bi-weekly in certain terms as a low-commitment activity.
- m) Generally, the role is quite free in its structure, and can vary greatly depending on individual needs or the time in the academic year.
- n) Oxford Post-Grad Drama Community Facebook group will be handed over to the next person.

8. Questions to the Committee

- a) *What actions should the incoming committee be taking now?*
 - i. Advised to make a Facebook group.
 - ii. We plan to make full handover documents to advise on what we did and a timeline of the year.
 - iii. We will give over our contact details.
 - iv. Advised to sort out the committee positions early.

9. President's closing remarks

- a) To the incoming committee; you can check handover packs or minutes for answers to your questions, but please do contact us if you need us in the next year.
- b) There will be a moment where you get to next term and you are not sure how to do it.
- c) Thank you to the old committee, good luck to the new committee and I am excited to see what you do.

10. AOB

- a) No business to discuss.