



casting directors association

Minutes CDA AGM 4th June 2019

Board to discuss:

Contacts

Please can we make sure we have an up to date list of members and associates - finance/membership/secretary need to check lists and work out a system so no one is missed.

[A database is on google docs](#)

Associate members – when do they become full members, is it on a case by case basis if they are working with the same person for a long time?

Awards

Bible for next year of timings, suppliers, deals etc

Will Siobhan do it again? How much should we budget for her & how much can we afford? Claire T to talk to her and ASK what fee she is looking at. Do not offer her a fee

Plus someone to do PR – this should be built into the sponsorship budget

Publicity

Agree we pay someone (non CDA) a nominal fee to handle social media / newsletters, and have a Andrea overseeing –£15 p/h 2.5 hours p/w
6 month trial

Finance

Get a solicitor to chase BBB – Kate has taken advice, to be written off

Attended:

Tree Petts
Kate Evans
Andrea Clark
Emma Ashton
Jody Furlong
James Pearson
Claire Toeman
Maddy Hinton
Shakyra Dowling

Mark Petite
Jessica Jefferies
Wayne Waterson
Sue Odell
Brendan McNamara
Ali Fearnley
Rosie Pearson
Anna Stark
Leanne Flinn
Rudy Russell

Apologies from:
Nikki Meadows
Amanda Tabak
Camilla Arthur
Claire Catterson
Emily Tilelli
Suzy Korel
Tracie Saban
Zita Zutic Konak
Lou Clouter
Kharmel Cochrane
Lou Smernicki
Rowena Pointer

If members cannot attend meetings could they please let us know in advance

CDA Board:

The Board members were voted in by fellow members of the CDA
The new Board is:

Chairperson	Kate Evans
Secretary	Emma Ashton
Publicity	Andrea Clark
Advice	Tree Petts
Web	James Pearson
Membership	Jody Furlong
Finance	Claire Catterson
Awards	Claire Toeman

Once again the subject of members involvement has come up. We have found it is always the same people attending meetings or contributing to PR etc (and we really appreciate you!). It would be great if more people could step up or even just respond to requests! The Board work hard to keep the CDA running and moving forward which is beneficial for everyone.

Awards:

Find a new venue. Mark suggested 2 Temple Place and will follow up.

Let's keep them fun and not too corporate.

Ask CNI to sponsor an after-party somewhere close.

Review the award categories. Should performance be more acknowledged?

Tree and Mark to have a look at Temple place

Tree, Clair and Emma to look at 194 in July

Web update

James is going to look into the overhaul of the website .

Updates to include a change of logo, using the awards logo as the main CDA one. Members page updates. All members should have a password to enable them to make changes to their own details but as the site changes this may also. We encourage everyone to add their contact / social media / logo info when they can if it's not already up there.

All documents for members to be more easily accessible, not just downloadable.

If anyone has any feedback on what they would like it to include please email web@castingdirectorsassociation.com

Creating a new page explaining a few things to actors in a friendly way,

Possible topics :

What to do if you can't attend a casting and why it's important to let people know.

Why we ask for self tapes and how to do them

Addressing the Yes/No debate on letting actors know if they have been booked.

Another idea discussed was:

A day when one casting director is available to answer questions possibly on twitter or social media

Kate and Jodie to check over the existing suggested photography rates for artists and update on website

Publicity

As Andrea has been persuaded to stay and continue her amazing PR for the CDA, there will be someone helping her for a small fee a couple of hours a week to get content out on social media etc.

There will be a shared doc created so people can add any tips for actors / advice etc on that which can be tweeted at a later date.

PR is going to stay politically neutral.

Also a concern was raised about liability when re-tweeting casting briefs so legal advice will be obtained.

Andrea has worked really hard to get some amazing press so if she asks for you to contribute please get involved!

The PR is a great selling point for awards sponsorship so the more we can build it the better.

Assistants

Tree will have a database with freelance assistant info on which Emma has started. You can contact Tree at advice@castingdirectorsassociation.com if you need a freelancer.

There was some concern about assistants people use regularly being snapped up so this has to be treated with respect.

If you know any good assistants who could go on the list please send info to **Tree**. Include streetcasters, anyone working outside of London etc

Should we all be using an NDA for any assistants that work with us. **Tree** is looking into a standard form we could all use.

Casting Networks

Were bought out by Castit a while ago and will be rolling out a new system in the next couple of months. They have asked to show it to CDA members once it's ready.

CNI do a HUGE amount for the awards so once the dates for this are arranged we really need as many people as possible to turn up.

Emma to send out invites once Casting Networks has set a date

Mental Health

Is there a way to promote / support mental health in the industry:

Possibly an online blog where people can share.

How can we show support and understanding for actors

Industry Minds

James has been in touch with and is going to ask further advice

GDPR/ Artist dec forms

Tim Gale @ Equity is aware that some studios are using online forms, there are concerns about the security of this and if other people (actors filling in their forms) can see the previous artist decs with all the personal info.

Could equity / studios etc all talk and sort this out?

At that stage who is responsible for the information?

If anyone has thoughts on this please email Emma / admin@

Booking Form

Is there a standard booking form we could create and all use to prevent non payment / deal changes:

If we have a booking form we would all have the same standards about speed of payment etc. Crew have speedy payment so if we ask for 14 days from time of invoice there's no reason why it can't be done. Tree / Kate to talk to APA. **Emma will look into a basic form** (actors fees etc would change each time of course). Should any new / overseas client be charged 50% upfront?

Any thoughts on this please email Emma at admin@

Casting attendance

2 issues - one is kids/families travelling huge distances when a self tape would be ok but they're scared agents will dump them
Second is the opposite issue of people not showing up/cancelling last minute because they're not available.
Issues to be raised with CWP/PMA

Tree / Kate to speak with Equity / PMA / CWP about agents getting better with Tagmin and dealing with clients who don't update availability. And that no one should be scared to say that they can't travel great distances for a casting, as long as they do it with enough time. And if possible we can accept selftapes. Also about agents reading the breakdown properly so we don't have to wade through pointless suggestions (for example when you need someone with a driving license). Spotlight maybe introducing some sort of filter which may help.

Signing Fees Doc before sessions

It was raised that some agencies expect the casting director to sign the fees agreement / contract for the artist before we start a job. The general feeling was that casting directors should not sign it as the contract for the artist is between the artist and advertising agency and not between Casting director and the artist / some CDs said they usually just copy and paste the fee info and put into their spotlight brief but don't sign and send back the original form.

Mobcast

Pepe is offering a service where he comes and films and uploads. An email will be sent to all members with the details if you're interested. **Emma to send email**

DBS Checks

Could be done through the CDA or There are lots of online companies that will process a DBS within 2 days

Kate to supply some names and make available to members

Child Protection Policy is in Drop Box – this can be sent to members

Finance

Kate asks please when you are paying the CDA for anything PLEASE can you use the invoice number as reference. If there isn't one then use your name and **what it's for** as reference (not just your name please)