



Shiplake and Dunsden
Dramatic Organisation
www.shaddo.org.uk

Minutes of Meeting of Executive Committee held on 10 November 2011 at Gateways,
Station Road, Shiplake

Present: Beryl Lawson, Fred Lawson, Harriet Thomas, Liz James (Chair), Pip Collings (secretary), Angie Cadman, Rosemary Appleby, Neil McAdam, Neill Wilkinson

Guest: Gareth Jones

Apologies: Simon Classey, Hilary Tucker, Pam Hudgell

1a. Murder Mystery

The production went well, with lots of positive feedback.

It was agreed that the food was a lot of work, so a big thank you to Liz and Ashley and all the helpers.

Pip noted that food should not be kept warm for more than 1 ½ hours, but can be kept in the oven above 70°C.

The hall has not yet been paid for. Rosemary agreed to ask Rachael Lloyd for an informal cost for the hall. SHADDO will then give a donation for this amount.

ACTION - *Rosemary & Neill*

SHADDO would like to offer the production to other groups for fundraising/social events in the spring. We would prefer that they provide the catering. The cost would be £150 - £100 of which would be a deposit. It was suggested that in future, more information is provided about the cast and SHADDO at these events.

Financially the production broke even, with a bonus of a surplus from the bar for future events. It was noted that at future events, the bar and door will need lots of 50p and £1.00 coins, plus £100 of £5 notes – don't forget the bottle opener!!

1b. Feedback on Sounds of Autumn – Church Event

Linda Glithro & Angela Cadman read a poem at the event on behalf of SHADDO. The event was very well attended, with good feedback from the community.

2. Update on Pantomime

• **Final casting**

The Pantomime is nearly fully cast. Harriet to send full list to Liz and Pip.

ACTION - *Harriet*

• **Help with Christmas party**

Harriet and Ashley will ask for help nearer the time if any is needed.

• **Back stage support**

Stage Manager – Liz James

Sound and Lights - Gareth Jones

Front of house – Beryl & Fred (not Thursday), someone else needed for Thursday.

ACTION - Ashley & Harriet

Props – Angela Cadman, Harriet to send list of props to Angela asap.

ACTION - Harriet

Scenery – Harriet to contact people who can help design and paint one of the backdrops. We already have a pub/kitchen backdrop and a sea scene.

ACTION - Harriet

Costumes – Harriet and Ashley will be sorting through the costumes in the Tower, to see what we can use. Some will need to be hired:

Long John Silver, Dame, Parrot, Squire

ACTIONS - Harriet & Ashley

Set building- Harriet to contact Martin Strong, Tony King.

ACTION - Harriet

Publicity

– Pip to design and produce poster & contact Belfry & Village Newsletter.

– Ashley to contact Henley Standard

– Harriet to contact Mark about road side boards & Nigel about programme

A discussion was had about inviting groups of children to the pantomime:

- Nettlebed Primary & Martin Strong (Scouts) & Brownies– *Harriet to contact*
- Gillotts & church website – *Neill to contact*

- **Music**

URGENT

We need to organise a meeting with the band – 321.

A CD with the backing tracks for all the songs is needed for rehearsals

Pip has offered to help with this if needed

ACTION - Ashley

- **Ticket price**

It was agreed the prices would be:

£6.00 Thursday and Saturday matinee

£8.00 Friday and Saturday nights

- **Budget**

Harriet confirmed that the guide given by Garath looks OK. Main expenses will be:

Backdrop and wardrobe hire.

A production meeting is needed to bring together all the key people.

ACTION - Harriet & Ashley

3. An Inspector Calls

A play reading is proposed after the pantomime. Performance is provisionally booked for 29/30th June 2012.

ACTION - *Steve Matthews to take forward*

UPDATE – Steve is not available for this time and would prefer to put on the production in the autumn.

4. Membership renewals

It was agreed that the membership should run from November to end of December.

Pip will be collecting memberships from the pantomime cast on 23rd November. She will send the form to Harriet to give to any new members. Existing members do not need to fill in a form unless their details have changed. Please can any committee members who have not renewed their membership arrange this with Pip.

ACTIONS - *Harriet & Pip*

5. Update on bank accounts (Neill)

Everything is in order.

Pip needs to go to the Nat West in Henley to transfer secretarial responsibilities.

Neill to email Pip once he has been to the bank with a sample signature.

ACTION - *Neill & Pip*

6. Update on website

Gareth has updated the website with Pip as secretary

7. AOB

SHADDO is planning 2 one act comedy plays in April. The third little Grimley will be one.

Rosemary has provisionally booked the Memorial Hall for:

Monday April 16th 7.30 - 10.30 rehearsal

Tuesday April 17th 7.30 - 10.30 rehearsal

Wednesday April 18th 7.00 - 10.00 rehearsal

Friday April 20th 6.00 - 11.00 performance

Saturday April 21st 6.00- -11.00 performance

Pip To put out an email after the pantomime to assess interest.

ACTION - *Pip*

8. Next meeting

The next meeting will be on Monday 5th December 8pm, hosted by Rosemary:

5 Brocks Way, Shiplake RG9 3JG

Chair – Harriet.