



Minutes of Committee Meeting held on Tuesday 12 November 2013 at Gateways, Station Road, Lower Shiplake

Present: Hilary Tucker, Pip Collings, Rosemary Appleby, Angela Cadman, Gareth Jones, Liz James, Harriet Thomas

In attendance: Neil McAdam, Kim Irons

Apologies: Simon Classey, Eryl Price-Davies, Neill Wilkinson, Phil Johnson

1. Pantomime – Beauty and The Beast

There was a detailed discussion about various aspects of the Pantomime, and the following is a summary of the decisions made, steps to be taken and the action points for specific individuals:

Note of decision or action to be taken	Action required by
Pip reported that the Panto has been cast apart from the young persons' roles – kids casting session will be on 20/11. The kids will mainly be cutlery, villagers, wolves and bears. Several others will be named furniture with small speaking parts. Kim and Pip will be there at the kids casting session and will liaise to organise the approach to this.	Kim and Pip
Pip will finalise most of the script tomorrow and will let cast know when there is a final version to print	Pip
Kim will undertake some re-writing for the kids' roles <u>after</u> the kids casting session – need to see how the casting session goes first	Kim
Neill Wilkinson has indicated that he will take the role of magic assistant (to the witch)	Neill W
Directorial Team – was agreed as Neil McAdam, Pip and Rosemary. Pip will inform the cast and the Team will sort out a meeting shortly.	Pip and Directorial Team
Production Team – was agreed as Gareth, Phil (subject to his agreement – Pip to check with Phil) and Harriet. Pip will inform the cast and the Team will sort out a meeting shortly. Kim will also be involved in liaising with the Team in her role in charge of costumes.	Pip and Production Team
Kim and Pip will discuss costumes and Kim will contact others to sort out who can help, including Sharon, Cheryl Milne and Pam Caudle. Liz and Hilary agreed to help with some of the hand sewing if extra help was needed.	Pip and Kim
Angela Cadman will be in charge of props	Angela Cadman
Someone is needed for make-up. Pip will check whether Kate Piercey is available. Jo Knight may possibly be able to help? Kim said she knew others to approach.	Pip
Pip will be in charge of the music.	Pip

We need a prompt. Pip has asked Pamela Walford and is waiting to hear. Sue Walker may be another person to approach as she has been a prompt for Shaddo in the past.	Pip
We need to identify people to help with set design and painting etc. Harriet will ask Marie Davidson, other people to approach include Elizabeth's mum, Matthew Strong and Kate.	Harriet
The most pressing issues to be discussed in the Team meetings were identified as (1) Production and design (2) Staging (3) Costumes and props. It is important to get an overall feel for how the production will "look" etc before proceeding with the specifics	Directorial and Production Teams plus other specific individuals they might want to include
Phil will co-ordinate Stage Management (but will need help on the day due to his acting role)	Phil
Gareth will be in charge of lighting and SFX etc	Gareth
Mark Manson will organise the bar	Mark
Kim will ask Ashley whether she can help with front of house. Beryl and Fred have already agreed that they can help with this	Kim/Ashley Fred and Beryl
Ticket prices will stay the same as last year and be sold on the same basis (there was a detailed discussion about other pricing and ticketing arrangements but it was decided to stay with the status quo). Advance ticketing and group ticketing would be dealt with as early as possible.	
Boards would be put up as early as possible – around Xmas time and certainly before New Year	Pip Hilary Angela Jones (to be asked)
Pip will get in touch with the groups now so they can put the dates in their literature	Pip
Neil McAdam will write a Press Release – we would aim to send this to HS with some photos	Neil McAdam
Pip will ask Mark to organise a leaflet drop with newspapers and in house doors	Pip Mark (to be asked)
Pip will ask Eryl whether he can take the lead on promotion and Panto publicity	Pip Eryl (to be asked)
Ticket sales – Gareth will ask Ange whether she will help again with these and Liz and Terry will also help	Gareth Angela Jones (to be asked) Liz and Terry
Gareth will put outline budgets together – will allow a little more than usual for costumes as this is a "big" production costume-wise	Gareth
There was detailed discussion re Mem Hall use and hire charges – booking schedule is attached to the original minutes. The timings were agreed. Rosemary will send a letter to the Mem Hall Committee (via Gareth) asking for an additional discount to hopefully bring the charges down to around £800-£900 (from £1095) on the basis we are making block bookings and that we are taking a lot of time slots that would otherwise not be sold. Neil McAdam will assist with drafting this and Rosemary will send	Gareth Neil McAdam Rosemary Pip

this to Gareth before next Monday. Once the schedule is firm and this is finalised, Pip will tell all the cast so they can reserve the Hall rehearsal dates in their diaries.	
---	--

2. Other 2014 Events

These were discussed fairly briefly as everyone is tied up with the Panto for the moment.

Wilfred Owen events

To be discussed at future meetings

Plays

To be discussed at future meetings

Play Readings

To be discussed at future meetings

Murder Mystery

- The "French chateau MM" went very well last Saturday evening and feedback has been very positive, regarding both acting roles, the decoration of the Hall and the food (thanks to Liz for all her help with the food and thanks to the young people who helped with the serving). There were a few problems with acoustics and some kitchen noise leaking through to the Hall which we would bear in mind for future reference.
- Gareth will be calculating the profit from the event and will let everyone know – this will go to the Mem Hall Fund.
- Gareth commented it would be good to repeat this "French" MM fairly shortly as the cast were freshly familiar with it and asked everyone to think of groups which we could partner (who would do the food etc – e.g. PTA).
- The "Yorkshire" MM has already been cast some time ago and an initial rehearsal held. This will proceed at some point in 2014.

3. Other items

Costume Amnesty

Pip will send out an email asking anyone with costume from last year to return it to a Panto rehearsal or drop it off with Kim or Liz.

Action: Pip

Seasonal Panto Trip

It was agreed that we would not proceed with this.

Globe Tour

Kim will pursue this with Ashley.

Action: Kim

4. AOB

Pip has had an email about a "character workshop" which she will send out

Action: Pip

5. Next meeting

This will take place on **Thursday 12 December 2013** at Rosemary's house at 8pm.

It will be important to focus this meeting on the major Panto points which need a committee decision or where committee needs the information – all Teams/individuals will send Hilary any specific agenda items by Sunday 8 December so Hilary can send out an agenda and any attachments in advance. Hilary to include Kim and Neil McAdam as well as committee.

Action: Hilary

The meeting closed at 9.45pm with thanks to Liz for hosting.