



Shiplake and Dunsden  
Dramatic Organisation  
[www.shaddo.org.uk](http://www.shaddo.org.uk)

Minutes of Committee Meeting held on Thursday 23 February 2006 at the Plowden Arms,  
Shiplake

**Present:**

Liz Thomas, Angela Cadman, Angela Jones, Gareth Jones, Steve Watkins, Mark Manson (Chair), Hilary Tucker

**Apologies Received:**

Liz James, Neil George, Hilda Dobson

**Pantomime**

(a) General Review and Feedback

The following is a summary of the points made during the discussion:

- Feedback has been very positive all round.
- The organisation of the production was well organised, and the rehearsals well scheduled.
- A night off during production week would have been ideal, but was not possible.
- It was all the better for being a little shorter, and the timings of each Act worked well (shorter second half).
- Discipline with script changes and length of songs had been key.
- Next time it would be desirable to have stage design/entrances etc. sorted out earlier, with possible use of model stage to assist.
- Steve was praised for his work on the set, and Pam Hudgell re props.
- Next time, try and maximise rehearsal time in hall as this is where it tends to come together.
- Check next year who is using hall in lead-up to Panto so can have as much of stage set built as early as possible (again to practise exits etc).
- Consider more intensive rehearsal schedule in hall (especially for adult cast) after Christmas, with possible shorter rehearsal time before Christmas. Could use earlier rehearsals more for children, songs etc etc.
- Rehearsal schedule was well planned this year and cast discipline good. Prompt starts and earlier finishes felt to be beneficial especially re the children.
- Rats praised for their conduct in rehearsals.

**Financial Report (Panto)**

Gareth (as Treasurer) presented this report and this is annexed to the original minutes on file. We made a healthy profit overall, as shown on the report. Gareth will include the Panto figures and report in the end of year position.

**Action: Gareth Jones**

**Donation Cheques**

Various donations were approved by the committee:

Church Rooms	£50.00
Nursery	£70.00
Cast and Crew Night	£25.00

Mark was thanked for organising the cast and crew meal.

The committee also agreed a donation to the church appeal of £500.00 from the Panto profits.

Mark will organise the handover and a photograph (s) (maybe for Henley Standard, maybe one for church porch and also for Shaddo records). Gareth will ask RBS re a big cheque to use for presentation. Steve will advise Gareth who cheque is payable to. Angela Cadman will supply Mark with relevant phone numbers of who to contact.

**Action: Mark, Gareth, Angela C, Steve**

## **General financial Report**

Gareth presented this and again this is attached to the minutes on file.

## **Events for 2006**

All committee to think about this for the next year. Events calendar will be planned after AGM, when new committee is in place. Steve will book the hall for next year's Panto in any case (dates discussed and noted by Steve).

**Action: Everyone plus Steve re booking hall**

## **Time and The Thames**

Mark reported that this has been cancelled due to a major sponsor pulling out.

## **AGM Arrangements**

Following discussion of dates, we agreed Monday 27 March 2006 @ 8.00pm in the Plowden. Mark checked and booked back room at the meeting (cost of £25.00).

Hilary will organise all the re-election notices, formal notices, agenda and so on, in line with the constitutional requirements. Hilary will advise Gareth so the details can be put onto the web site. Gareth will prepare accounts. Mark will prepare Chair's report.

**Action: Hilary and Gareth/Mark**

## **Shaddo Equipment**

(a) Budgets for lighting cupboard / storage cupboards and sound equipment

Store cupboards-budgets and requests to MHC/WI approved as per attached sheet prepared by Gareth (additional amount for handles approved @ £35.00)

Lighting cupboard-agreed budget of £100.00 for Gareth

Sound equipment-nominal budget of £200.00 agreed

PA testing-budgets agreed as per attached sheet prepared by Gareth

Gareth will now carry on with the 'DIY' work he has been progressing.

**Action: Gareth**

(b) Charging basis for use of Shaddo equipment

Gareth is working on this, and will report at a future time.

**Action: Gareth**

## **AOB**

Hilda has resigned from the committee for personal reasons. Her resignation was accepted, and Mark will write her a letter from the Society, thanking her for her contribution etc.

Hilary will contact Hilda and advise her that she is still a member and ascertain whether she wants to receive AGM info, news of events etc.

**Action: Hilary and Mark**

There was a long discussion re the tower and the extent to which it is becoming very full of boxes etc. We discussed off-site solutions and Mark will investigate prices etc and report back. We can then discuss whether to arrange a clear up day, and whether to write to members asking if they have a storage option we could use.

**Action: Mark**

The meeting ended at 9.35pm and the next meeting will be the AGM (see above for date and time). Hilary will write up minutes and e-mail out as soon as possible.

**Action: Hilary**

