



**Shiplake and Dunsden  
Dramatic Organisation**

**SHADDO Executive Committee Meeting  
23<sup>rd</sup> June 2003**

Present: Liz Thomas, Steve Watkins, Gareth Jones (Chair), Liz James, Mark Manson, Neil McAdam, Hilary Tucker, Fredric Lawson

Apologies: Mel Crowder, Neil George

The minutes of the last meeting were agreed.

**A: SHADDO Issues**

**1. Finances**

Neil McAdam reported that he had received the cheque for £300 from the MHC. We now have £3445.00.

Neil will speak to Sylvia Dyer about buying the musical transposition software.

ACTION: Neil McAdam

**2. Fundraising**

Mark needs to make a list of specific items for the grant application. Motorised curtains were suggested. Liz James will send Mark the list submitted re the Henley Festival grant application. Gareth is going into the hall on Wednesday morning to discuss lighting equipment, tabs, rollers etc (with Lancelyn). Gareth will advise everyone by e-mail as to the outcome. Gareth will also discuss sound equipment with Hugh. A sound mixer was thought to be a worthwhile purchase option. Neil McAdam will discuss this with Gareth. Everyone to think about possible additional Green Room facilities and maybe an outside lighting/covered area. Think about a possible door through from cupboard area to outside to give access, and greater use of cupboard.

ACTION:

- Gareth to follow up as above and price items from Lancelyn
- Neil to follow up as above
- Liz James to follow up as above
- Mark to cost out a theatre trip
- Liz Thomas to enquire whether the Hexagon provides drama workshops etc.
- Everyone to submit ideas and costings to Mark Manson by 14<sup>TH</sup> JULY deadline

**3. Data Protection**

Liz Thomas and Hilary had been looking at this, and reported that the membership form would have to contain specific information to comply with our data protection responsibilities.

In addition the membership list would have to remain secure. It would have to be updated regularly and out of date information deleted.

It was agreed that Hilary and Liz Thomas would format the new membership form to add the data protection clauses.

ACTION: Hilary and Liz Thomas

#### **4. Membership Scheme**

Gareth has drafted a membership form based on the format used by HAODS.

Hilary would circulate this to the Committee for comments (with a response deadline)

ACTION: Hilary

The course of action on this is:

- Hilary will circulate a draft form to the Committee for comment (see above)
- Comments will be collected/considered/discussed as necessary
- Liz and Hilary will meet in August to put a form together
- The form will be sent to potential members during August to allow time to have scheme in place in September
- Subs and forms will be collected by Neil McAdam as treasurer
- Neil will pass the details and paper form to Hilary to add to the membership record (database)
- From 1<sup>st</sup> September the full rate will be payable
- From 1<sup>st</sup> March 2004 new members will pay half the membership fees

ACTION: Hilary, Liz Thomas, Neil McAdam, everyone

#### **5. Social Calendar**

Gareth had prepared a draft social calendar, which he distributed for information. Events will be added to this in due course and Gareth will distribute a completed copy to the Committee

ACTION: Gareth

Hilary will e-mail Chris Irons with the projected date for the Safari Supper (19 June 2004)

ACTION: Hilary

#### **B: Christmas Show**

Gareth confirmed that this will be 28-31 January 2004.

This will be added to the calendar.

ACTION: Gareth

The script team are meeting a week on Tuesday and will circulate a final recommendation to the Committee, including the approximate level of "adjustments/re-writing" required.

It was agreed that audition dates would be 15<sup>th</sup> and 17<sup>th</sup> September.

The Panto team will need to be put together before the next meeting, so Gareth will lead on this through e-mails to the Committee

ACTION: Gareth

A general discussion about SHADDO promotion followed. It was agreed that we will have a table at the Carnival with a clipboard for interested people to sign up for potential membership interest. Gareth will sort out photos and logos. Liz James and Gareth will "man" this on the day with any other volunteers. Mark will speak to Helen Meredith about this.

ACTION: Gareth, Liz James, All Committee members who can help on Saturday

## **C: Other Productions**

### **Murder Mysteries**

Shiplake School PTA (Pasta Passion and Pizzas) will be 27<sup>th</sup> September. Gareth reported we have copyright approval. Mark will try and book hall rehearsal for September 18<sup>th</sup>. Mark will attend the next PTA meeting and explain the arrangements and contract and stress the absolute importance of advance planning, plus the need to advise Shaddo before the Summer break if they need us to sell tickets etc etc. If necessary, Gareth will customise the standard contract. Gareth and Mark to report to everyone by e-mail as necessary.

ACTION: Mark Manson, Gareth

The MM for HAODS (Dracula) will be November 29<sup>th</sup>. Gareth will ask Angela to raise the issue of fees with Julie from HAODS. It was suggested that we all go to see "Singing in the Rain" (HADOS in November) and have a curry that evening in advance (dinner and theatre event). Gareth will add this to the calendar and ask Angela to discuss the fees with Julie.

ACTION: Gareth (Angela)

The MM team is meeting to read through the MM scripts in July and any issues can be raised at that meeting.

Liz James reported that Gillotts will probably want a new MM for May 2004, but that this could not yet be confirmed as the Committee was changing.

Steve reported that the Rotary may well want a MM for May too, and that their new Committee started 1<sup>st</sup> July. Steve would get back to us.

ACTION: Liz James, Steve

Fredric advised that Beryl had a new MM game and he has kindly passed this to Gareth for looking at when we decide on the next new MM.

### **Cinema Club**

Mark will be setting up an evening to watch some of a film, assess quality etc (the aim is early October).

The first "real" event should be before Christmas. It was agreed to pencil in 31 October. It may be possible to "theme" this and tie in to Halloween.

### **Play Readings**

The aim is to hold these about every three months, and take one through to a production in June 2004.

Liz Thomas offered to host an initial play reading evening at her house on August 30<sup>th</sup> for whoever was around during the holidays (committee or supporters).

Liz and Hilary would circulate details and ask for replies to assess numbers.

Another play reading evening would be pencilled in for February 2004.

ACTION: Liz Thomas and Hilary

#### **D: AOB and Actions**

There was discussion about donating a % of a specific ticket sale (e.g. Thursday night Panto) to a charity (e.g. Sue Ryder, Scouts) as a way of giving back to the community. This would be thought about again when setting ticket prices.

It may be necessary in due course, to ask for contributions to script copying costs for the play reading sessions. This would remain under consideration (depending on factors such as numbers).

The Committee thanked Fredric and Beryl for hosting tonight's meeting.

The meeting closed at 9.35pm.

Next meeting: Monday 8<sup>th</sup> September 2003 at Liz James' house (Gateways, Station Road). Hilary will e-mail a reminder nearer the time, and circulate minutes of this meeting.

ACTION: Hilary