



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

Minutes of Committee Meeting held on Monday 3 October 2011 at 19a Station Road, Henley

Present:

Simon Classey, Pip Collings, Angela Cadman, Liz James (Chair), Pam Hudgell, Harriet Thomas, Neill Wilkinson, Rosemary Appleby, Fred Lawson, Beryl Lawson, Hilary Tucker

In attendance:

Ashley Irons, Gareth Jones

Apologies:

Neil McAdam

1. Murder Mystery Evening

It was confirmed that this will go ahead on 29/10 and that the theme will be the Memorial Hall scenario.

Rosemary confirmed that the MH bookings had been confirmed with Nancy. These are for the performance on the 29/10 + Hall rehearsals on 25/10 and 27/10. Rosemary would investigate extending the Saturday booking – possibly all day, but we need the Hall from at least 2pm in any event to set up.

Action – Rosemary

Gareth confirmed that Angela (J) would be the contact for tickets. She will keep a list rather than using actual tickets. It will be run with tables of 8, and Angela will allocate the tables as the bookings come in. She will enquire when people book as to whether they are vegetarian.

Action – Angela Jones

Gareth reported about the costs of Hall hire of crockery and cutlery and the cost of Hall hire. The Hall provides a dishwashing service as part of this – the plates etc can be left stacked up on the night. The overall costs of cutlery etc and Hall hire are about £260.00. Rosemary agreed to reserve the cutlery/plates etc with Nancy (the cheaper ones) and to tell Nancy that we will need the drinks licence.

Action – Rosemary

Liz will liaise with Neil McAdam about the glasses and beer etc (Neil is running the bar).

Action – Liz

There was a long discussion about the food, which Liz is organising. It was agreed that this would be starters of dips and breadsticks (on tables) followed by burger in a bun with chips and relish etc + a bowl of salad on each table + pudding. Liz will source the food and look at puds in Costco and probably get cheesecake or tiramisu. There will be some veggie burgers (Liz will get numbers from Angela). Liz will liaise with Pam and Rosemary re tablecloths. Liz has a banqueting roll and if there are no cloths, will buy some colourful paper ones. Liz will ask Sharon if she can cook some burgers and Pam will ask Rachel Lloyd if necessary. These will be taken up to the Hall and re-heated. Ashley offered to get the chips from Smarts and bring them to the Hall. One portion of chips between two (as long as Smarts- size portions!)

Action – Liz in liaison with others mentioned above

Pip will finalise the publicity flyer. She will send this to Hilary in e-format so it can be sent to members.

Action – Pip and then Hilary

Harriet and Neill will each make 25 hard copies of the posters to put up – Pip will send them the flyer to print off in colour.

Action – Pip and then Harriet/Neill

It was decided that the flyer will say the event starts at 7.30pm (doors open at 7pm) and that entrance by ticket only (not on door). Tickets will be £12 pp.

MM cast are to sort out the stage and decoration of the Hall.

Action – MM cast

Fred and Beryl will do foh and also help serve the food. Liz will ensure there is sufficient help – may need young people to help serve food.

Action – Fred/Beryl/Liz

The cast will sort out any additional rehearsal time required. The playroom is not required for this event.

2. Pantomime – Treasure Island

Ashley and Harriet reported that the launch events went well and that there were more than enough people for a good cast, although not many new faces.

An ad is to go in the Henley Standard this week and Ashley and Harriet have a few people to contact individually by phone.

Most major backstage roles are also covered.

Ashley and Harriet will get back to everyone by the end of the week and the full cast should be known by next Monday.

Action – Ashley and Harriet

Rosemary will confirm all rehearsal dates with Nancy, and will liaise with Ashley and Harriet re Church Room bookings.

Action – Rosemary, Ashley and Harriet

Ashley reported that the children seemed keen on acting roles this year (rather than dancing!). She will cater for this when planning.

Pip will contact '321', a group which can provide live backing music and rehearsal recordings. Harriet and Ashley will get back to Pip by the end of the week with ideas of songs and keys etc and then Pip will approach the group.

Action – Ashley and Harriet and then Pip

A pianist is needed for rehearsals. Ashley and Harriet may approach Fran Bodenham or Bob Barnes re this. Otherwise it might be possible for Kim Irons to play.

It may be possible to hold the first rehearsal next week – possibly a read through. Ashley and Harriet will send a message to the cast.

Action – Ashley and Harriet

Other Panto points:

Pip will make a flyer and poster for publicity in due course.

Ashley and Harriet will liaise with Mark Manson re the boards in due course.

Ashley will think about the programme and liaise with Nigel re printing it again etc.

Ashley and Harriet will try to cultivate a Henley Standard contact.

There are some pirate costumes and props in the Tower.

Budgets and ticket prices would be an important additional issue.

3. Insurance and Banking

Neill reported that the NODA insurance has been renewed.

Hilary gave Neill the policy documents – Neill will change the contact details with the insurers so that the renewal notices come straight to him.

The bank account documents should be in the post for Wednesday so that cheques can be signed.

Neill will chase the bank if there is any more delay.

Action – Neill

4. AOB

The meeting recorded thanks to Gareth and Angela for hosting the BBQ.

Expenditure of £16.00 was approved for Gareth to pay for the website hosting renewal fee.

Hilary and Pip will organise a secretarial handover for Pip to take on secretarial role from 1 November.

Thanks to Harriet for hosting this meeting.

Next meeting

Thursday 10 November 2011 at Gateways, Station Road, Shiplake at 8pm