



**Shiplake & Dunsden
Dramatic Organisation**

**SHADDO Executive Committee Meeting
4th March 2004**

Held at Little Timbers, Baskerville Lane, Shiplake at 8.00pm

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

In attendance: Chris Bichard

Apologies: Neil George, Steve Watkins

1. Actions from last meeting

Grant funding: Mark is obtaining an up to date form for grant application. An application has not yet been submitted, but there was discussion about what should be applied for. Mark will continue to pursue this, and will get together with Gareth before the end of March to make an up to date list of items re the application. Liz Thomas said that Andrew was happy to help with completion of forms if wished. Mark advised that he thought it best for Shaddo to apply for funding independently of the Memorial Hall.

Liz James suggested approaching the Friends of Henley Festival, especially re funding in connection with workshops for young people. Liz J also suggested approaching the Parish Council re funding for projects re young people, as there is little local provision.

Action: Mark and Gareth

2. Pantomime

A: Financial Report

Neil McAdam went through the figures. Approximately £3360 was taken in tickets and programme sales. There has been about £260 advertising income so far, with more to come in. Bar profit is about £788.

Expenditure-approximate figures:

- Approx £500 spent on equipment
- Approx £640 on costume and props
- Approx £300 on set build
- Approx £86 on advertising (mostly Henley Standard)
- Approx £960 in rehearsal fees
- Approx £88 consumables (e.g. card)
- Approx £55 to Plowden Arms (party) (much cheaper than last year)

This gives a profit of around £1130

Some items still to be paid (e.g. script licence fee balance). Neil will be dealing with any outstanding payments.

Some advertising revenue yet to come in. Neil will chase this via Chris Bichard.

Action: Neil McAdam

Once we have made payments out, Neil reported there is a balance in the Shaddo accounts of about £3600.

We have seen an increase of about £600 over the financial year.

It was noted that we did not spend as much on sound equipment as budgeted.

Liz Thomas emphasised the usefulness for future Pantomimes of implementing a system of individual area budget control, with each individual budget holder being responsible for their defined areas, and noting/authorising expenditure within such area.

B: Any outstanding Pantomime issues

Liz T reported that costumes had been returned.

A donation of £50 has been given to the nursery (via Liz James) and they were apparently very happy with the cleanliness of the room etc.

Hilary asked whether a donation could be given for use of the Church Rooms chairs (and for general help with Church Rooms use). This had initially been raised by Steve. This was approved and a cheque for £30 will be sent by Hilary via Rosemary Appleby, with a suitable letter of thanks.

Action: Hilary

A donation of £25 was approved to the Chiltern Resource Centre (in recognition of the help given by Ernie Povey). Mark will send a cheque via Ernie.

Action: Mark

C: Comments and concerns-review

There followed a lengthy discussion about the arrangements for rehearsals, the length of time we need to rehearse and so forth. Many felt that rehearsal time should be condensed over a shorter period, and there was debate about how this could be achieved. This matter will be discussed again at future meetings when planning the events and timings.

Liz James emphasised the importance of regular rehearsal attendance and commitment-if this could not be given, she felt that a person should not take a part.

It was felt that it would be helpful to have a period prior to acting rehearsals, whereby the characters and storyline could be discussed (e.g. by adult cast and older teenagers) and fleshed out. This would aid understanding of the overall story, the character relationships etc.

Gareth summarised with the following points to take on board, and to consider for the future:

- It is helpful to gain an overall 'vision' as early as possible (directing team)
- We can use the stage model at an early point to visualise the production issues, entrances, exits etc.
- We benefited from more time in the Memorial Hall with the full stage built, and this would be useful again
- It was useful to have more intensive rehearsal in the Hall prior to the event (perhaps this could be developed further in future)
- Aim for rehearsal schedule in place a little earlier next time
- Maybe start rehearsals a little later next time (although audition and cast in September when people are keen after the Summer!)
- Think about 'selection' of script, and what we have taken on board from this year
- A successful production!

3. Shaddo Business

AGM Arrangements

It was agreed that the AGM would be held on Monday 5th April 2004 at the Plowden (subject to the room being available at the right cost). Mark to find out about this and report back to Hilary.

Action: Mark and Hilary [DONE]

It was agreed that subs should remain the same, and that there were no changes to the constitution to be made at AGM.

Hilary will make the secretarial arrangements and liaise with Gareth re the information to be put on the web site. Agenda and accounts, together with nominations for the new committee will need to go on before the AGM. Hilary will send out the correct notices and collect the committee nominations as per the formal requirements of the constitution.

Action: Hilary [IN PROGRESS: Re-election notice has been sent to all existing committee members]

4. Events

Fredric reported that he was still happy to host a Summer event in his garden. This would be in May/June 2004.

Liz James mentioned the Gillotts Music Evening on June 12th and asked whether Shaddo could provide a sketch or musical item. Mark and Neil will give this some thought and report back.

Action: Neil McAdam and Mark

Liz T and Hilary mentioned that Janet Matthews has approached them, asking whether Shaddo could provide an item for Henley Library/River and Rowing Museum re Three Men in a Boat/Wind in the Willows. The date to be agreed, but not too far away from the Regatta. Liz will obtain further information from Janet and report back so that this can be considered. There was general enthusiasm for this.

Action: Liz Thomas

Chris Irons had mentioned to Hilary that he was thinking about re-starting Trial By Jury again (we had started to practise for this several years ago!). Chris has also mentioned hosting the Safari Supper. It was agreed that Hilary would ask Chris to come to the committee meeting following the AGM when events would be discussed (see below).

Action: Hilary [DONE]

Summer Production? It does not seem that there will be time to plan an additional Summer production, but this will be discussed at the next meeting.

Another MM? This will be discussed at the next meeting. We may be asked to re-run 'Pasta....' For HAODS but this has not yet been arranged.

Mark mentioned that we might be able to arrange an evening with Geoffrey Dench (meal and anecdotes) (or a masterclass). Mark would think about this and report at the next meeting.

Action: Mark

Liz James said she would be happy to host a summer barbeque for members, partners and families. She would confirm this at next meeting (see below)

Gareth said he would e-mail out a blank calendar so we can all think about planning events. Each event needs to be 'owned' by specific people who will 'make it happen'.

Action: Gareth

Liz T said that she would organise another play reading. This again will be discussed at the next meeting (see below).

We need to decide whether we are going to do another Panto. Everyone to have a think. Gareth and Neil George to check what is booked for next year with Memorial Hall, and report back to next meeting

Action: Gareth and Neil George

It was agreed that we would have a committee meeting after the AGM to discuss the social events. Everyone to think and report back to the meeting, so that the calendar can be put together (with new committee members as applicable).

Action: Everyone

5. Other issues

Hilary had received a request from Leonie re tickets as prizes for the Shiplake Carnival raffle. It was agreed that 2 tickets would be donated (for an as yet unspecified production, but hopefully a Panto!) and Hilary would write to Leonie to advise.

Action: Hilary [DONE]

Mark reported that Amanda Andrews had volunteered to collate photos and frame them for possible display in the Memorial Hall (or kitchen maybe?), as previously discussed. Gareth will find a selection of photos so a sample can be put together via e-mail, and will liaise with Neil George re talking to the Memorial Hall committee about this idea.

Action: Gareth and Neil George

Mark has investigated the cost of Shaddo advertising boards that could bear our own logo (rather than Davis Tate boards). We can aim to get boards up earlier if we have overall control. It was agreed that we should budget for these in a future production. Mark also said that he would e-mail round leaflets about children's workshops so that everyone can see these before the next meeting.

Action: Mark

Meeting closed at 10.15pm. The next meeting will be the AGM, with committee meeting afterwards re social events (see above).