



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

Meeting of the SHADDO Executive Committee

Date: 4th May 2017
Place: 5, Brocks Way, Shiplake, RG9 3JG
Present: Becky Ilderton (BI), Cheryl Milne (CM), Gareth Jones (GJ), Henry Loud (HL), Liz James (LJ), Neil McAdam (NM), Neill Wilkinson (NW), Peter Crowther (PCr), Pip Collings (PC), Rosemary Appleby (RA), Simon Classey (SC)
Apologies: Phil Johnson (PJ)

Agenda Item	Action	Date
<p>1. SHADDO Entertainment Event This to be a variety show, the first half comprising a play, 'Strictly Sex Factor on Ice', the second half such as recitations and musical performances.</p> <ul style="list-style-type: none"> • Date: 16th September, single rehearsal 15th September, although if enough participants came forward, a decision would be made on whether to have two performances, 15th & 16th September. • Location: Shiplake Memorial Hall. This would be booked and the deposit paid. • Co-ordinators: Play - Neil McA; Overall: - Pip • The following had already agreed to perform: <ul style="list-style-type: none"> ○ Becky (Pam Ayres poem); Neill W (magic act); Pip (songs); Ricky (songs); Simon (songs). • Although it was considered preferable to limit the participants to the SHADDO membership, a decision to ask whether the Junior Dancers from the 'Snow White' panto would be willing to perform would be made nearer the date. • Other magicians would be consulted to ascertain whether they would assist Neill W. • Compère - Neil George and Phil Johnson would be asked to do and add small comedy routines between the acts. • Refreshments (nibbles, cheese, pate etc.) would be provided and set up on the Hall counter. • Table-cloths for the cabaret-style table arrangement would be provided. • An additional paper roll for larger tables/counters would be provided. • An email would be sent out to the SHADDO membership to inform all about the event. 	<p style="text-align: right;">PC GJ PC NW PC RA BI LJ PC</p>	
<p>2. Pantomime</p> <p>2.1. Date, Place, Directors Date: 25, 26, 27th January, 2018. Place: Shiplake Memorial Hall - the Hall to be booked for these dates and rehearsals. Director(s): Rosemary, with Pip as Deputy Director and Neill W as Technical Director</p> <ul style="list-style-type: none"> ○ Rebecca Strong to be asked whether she would like to assist the directors. ○ Rebecca's contact details would be sent to Rosemary 	<p style="text-align: right;">GJ RA PC</p>	

<p>2.2. Rehearsals and Auditions</p> <ul style="list-style-type: none"> ○ The Church Rooms to be booked on Tuesdays from the beginning of October. ○ Neill W had obtained large informative posters clarifying stage terminology. These would be put on display to assist during rehearsals. ○ Lighting and technical workshops would be organised in the lead-up to rehearsals to encourage participation of newcomers in back-stage activities. <p>2.3. Script</p> <ul style="list-style-type: none"> ○ Neil McA had circulated the script of ‘Alice in Wonderland’ for review. A copy would be sent to Rosemary. ○ Other scripts, ‘King Arthur and Camelot’ and ‘Caesar, the Panto’, had been identified, and copies would be obtained and circulated for perusal, although it was thought by some that the latter might not be of particular interest to a younger audience. <p>2.4. Casting / Auditions</p> <ul style="list-style-type: none"> ○ The publicity/launch meeting would be on Wednesday, 19th July with a view to encouraging non-SHADDO members to participate. The Memorial Hall would be booked from 6:30pm. ○ Scripts would be circulated by email to those who showed an interest in the panto. ○ The production of leaflets and posters would be organised, maximum budget £100. ○ SHADDO members would be encouraged to ask friends whom they might consider suitable whether they would like to take part. ○ Auditions to be arranged for 19th and 26th September <p>2.5. Publicity</p> <ul style="list-style-type: none"> ○ A Committee to be set up, led by Liz, to coordinate activities – Ellie to be asked if she would assist ○ Shiplake Party & Picnic – this event to be used as an opportunity to publicise the panto and encourage outside participation ○ Idea proposed of doing a Mad Hatter’s Tea Party, to link in with current proposed panto script – organiser of the event to be asked if this would be possible ○ Date is 11th June, with SHADDO members to be asked to help out on the day ○ Cheryl and Becky to coordinate this activity on behalf of SHADDO ○ Gazebo to be provided by Gareth ○ Costumes to be used to be arranged by Cheryl ○ Table for the Mad Hatter’s Tea Party to be arranged by Neill W 	<p>RA NW</p> <p>NW / GJ</p> <p>PC</p> <p>NM</p> <p>GJ</p> <p>RA LJ All</p> <p>RA</p> <p>SC</p> <p>CM</p> <p>CM</p> <p>GJ CM NW</p>	
<p>3. Membership</p> <p>Gareth made a presentation, proposing updated definitions for the different genres of SHADDO membership, along with his rationale for recommending such. See Appendix 1 for further details</p> <p>His proposals were agreed by the Committee.</p>		
<p>4. Finance</p> <p>Gareth provided a summary presentation of the SHADDO finances – see Appendix II for further details</p> <ul style="list-style-type: none"> • A cheque for £60 had been received from Lashbrook House in recognition of the abbreviated panto presentation performed there earlier this year. • One individual had made a £5 donation in lieu of a membership fee. • A cheque for £37.88 had been issued but was yet to be cashed. • PAT testing (to confirm the electrical safety of the equipment) had been done on all electrical items in the Memorial Hall including SHADDO’s items. It was agreed that the Hall would be asked to send an invoice to SHADDO to cover SHADDO’s share of the PAT testing fees. It was thought that it would amount to between £50 and £60. 	<p>NW</p> <p>GJ</p>	

<p>Proposed Key Expenditure Items:</p> <ul style="list-style-type: none"> ○ Stage Extension Supports - Phil to provide estimates. ○ Half Stage Backdrop - Phil to be asked to seek advice on whether there would be any structural issues arising from fitting this. ○ AV Equipment for Green Room - estimates for fitting fixed camera and, if considered appropriate, a larger screen in the Green Room to be obtained. ○ Costume Storage - a new clothes-rail and plastic covers for existing clothes rails to be purchased. Budget of £100 agreed. ○ Lighting - £240 had been allocated for new lights, but it was thought that additional lighting equipment might be needed. This would be investigated. ○ Stage Flooring - it was agreed at the AGM that the carpeted stage floor was not ideal. Mark Manson would be asked to ascertain the work required to restore the wooden floor. The Committee also agreed in principle to fund for any resurfacing of the wooden floor that might be found necessary once the carpet had been removed. 	<p>PJ PCr NM / NW CM NW / GJ GJ</p>	
<p>5. Proposed Trips</p> <p>5.1. Magic Circle Date: 5th September 2017 Place: The Centre for the Magic Arts, 12 Stephenson Way, Euston, London, NW1 2HD Details: At least 20 people would be needed to attract a discount for this trip and to enable the hiring of a coach. The cost per head would be £30, plus the share of fees for the coach. Next Steps: A summary of the trip to be sent to Peter for circulation to the SHADDO membership.</p> <p>5.2. Local Theatres Neil McA presented details of plays currently being performed at a range of local theatres. It was decided that the Mill at Sonning would be the destination of SHADDO's first such trip.</p> <p>Date: Week of 26th June 2017 Place: The Mill at Sonning Theatre, Sonning Eye, Reading RG4 6TY Details: Play is 'Don't Dress For Dinner' – a comedy. At least 10 people would be needed to attract a discount for this trip i.e. 10% off the £54 ticket (which includes a two course meal). Next Steps: A summary of the trip to be sent to Peter for circulation to the SHADDO membership.</p>	<p>NW NM</p>	
<p>6. BBQ The Committee chose Saturday, 8th July (from a range of dates supplied by Phil Johnson) as the most suitable for this. Phil would be contacted to confirm that this was still a viable date.</p>	<p>PCr</p>	
<p>7. AOB</p> <p>7.1. Play-Reading The next play-reading would be held on Monday, 8th May. The play had been chosen: 'After the Ball is over', by Lynn Brittney.</p> <p>7.2. Memorial Hall Gareth's role within the Hall had changed and it had become necessary to amend the communication structure between the Hall and SHADDO. The Secretary of the Hall would be informed in writing that Neil McA had volunteered to represent SHADDO for the purpose of communicating with the Hall.</p> <p>7.3. Metropolitan Police Training Videos Volunteers to appear in training videos were being sought by the Met. Details would be sent to Peter for</p>	<p>RA NW</p>	

circulation to the SHADDO membership.

8. **Next Meeting**

Date: Thursday, 6th July

Place: Rosemary's House: 5, Brocks Way, Shiplake, RG9 3JG

Rosemary was thanked for her generous hospitality.

Peter Crowther
Secretary of SHADDO
11 May 2017

Notes on SHADDO Membership mailings etc

We now have a mailing service to send out mailshots. It's not as easy as sending out e-mail using a distribution list but it does avoid some of the problems of using personal e-mail accounts, it's compliant with anti-spam best-practice and it allows a degree of personalisation of e-mails.

We keep e-mail addresses of current and past members, others who have helped us and anyone who's expressed interest in SHADDO and provided their contact details. Our previous e-mail list was quite out of date – it had people who were no longer likely to have any interest in SHADDO and people whose addresses were no longer valid and it didn't include some people who have shown active interest in SHADDO but who weren't members.

Last year we (mainly Pip, Hilary and I) had a big tidy up of the addresses so all are now reasonably up to date.

Mailing Lists

For mailing purposes, we can split the e-mail addresses into a number of lists and send emails only to the people on one or more lists. Deciding on how to make this split could be driven by the types of mailing we may have and the types of people we want to contact.

I think there are 3 different types of mailing:

1. Mails to as many people as possible. There should only be a few of these, to keep everyone in touch.
2. Mails to active Members and active supporters . These would be much more frequent and cover any general SHADDO activities such as play readings, trips etc.
3. Mails to a specific defined group of people e.g the cast of a production / the committee etc.

We could split the people we want to target into 3 groups:

1. Members (who have paid a membership subscription)
2. Active supporters (who actively support us during major productions)
3. Passive supporters and others (all others who have given their contact details to SHADDO and might be interested in keeping aware of what SHADDO is doing).

Current and Suggested lists:

CURRENT	SUGGESTED
Adult Members	Adult Members
Junior Members	Junior Members
Panto team	Active Supporters (all those who took an active role in the production e.g. on set build days or helping behind the scenes on the production but who have not paid membership fees)
Adult Friends of SHADDO	Friends of SHADDO (no distinction between adult and junior)
Junior Friends	
Committee	Committee, and other ad hoc lists as needed

The above categorisation of people and communication also has relevance to our membership structure – but that's a topic for future discussion!

APPENDIX II

Financial Report Committee Meeting 4th May

Current balance

SHADDO General Reserve	£ 5,941.49	
SHADDO Mem Garden	<u>£ 292.30</u>	
	£ 6,233.79	
At bank	£ 6,271.67	
Outstanding	£ 37.88	(NW)
Agreed purchases	£ 240.00	(Lighting)

PAT testing:

As part of the hall's PAT testing all SHADDO kit, including lanterns, were PAT tested at no charge to SHADDO. If we had had them tested by Henley Theatre Services the cost would have been £270. The hall incurred costs of ~ £130 in getting the testing done. Is it reasonable for SHADDO to offer the hall a payment towards this?

Stage Flooring: