



Shiplake and Dunsden

Dramatic Organisation

www.shaddo.org.uk

Minutes of Committee Meeting held on Wednesday 5 September at 19A Station Road, Henley on Thames, Oxfordshire

Present: Beryl Lawson, Fred Lawson, Rosemary Appleby, Pam Hudgell, Harriet Thomas (Chair), Hilary Tucker, Ashley Irons, Pip Collings, Simon Classey

In attendance: Kim Irons, Chris Irons

Apologies: Neill Wilkinson, Liz James, Angela Cadman

1. Trial by Jury/Variety Evening

Chris reported that the TBJ rehearsals were proceeding quite well but that we could still do with additional voices for the chorus. Everyone to think about any additional potential singers and if they are interested, get them to contact Bob or Chris straight away. Chris will contact Peter Webb. Ashley will contact Steve and Janet Matthews.

Action – Chris and Ashley/everyone

Payment for the professional pianist was approved so that she can meet with the TBJ cast prior to the performance (twice) and accompany on the night (Bob will conduct) – this will either cost £75 in total or possibly £75 per session. The exact amount of the payment needs to be clarified.

Action - Chris

The TBJ cast will organise their own costumes. Ashley will bring the wedding dress for Pip.

Action - Ashley

Pip will send out an email to members regarding the set construction on Sunday 23 September. Martin Strong is not available on the Sunday. Harriet will email Richard Bodenham to ask whether he can help. Gareth has put forward a suggested schedule for the day's events. There will be some time for rehearsal that evening.

Action – Pip and Harriet/everyone to attend on the day to help

Pip reported that Kate Piercey will do the make-up.

Pip will contact Mel Petch, Kate Piercey, Marie Davidson and Cath Wilkinson regarding help with painting the set.

Action - Pip

Harriet will be the stage manager.

Pip will contact Liz about asking the nursery for Green Room use for the Variety Evening – we would like the nursery on the night.

Action – Pip and Liz

Everyone will be needed for the Tech rehearsal (TBJ and other participants) on Monday 24/9. Everyone will be needed for the dress rehearsal on Friday 28/9. TBJ cast at least will be required also on Thursday 27/9.

Simon will contact Mark Manson re glasses for the bar. Pip will contact Neill re the bar to check all is in place.

Action – Simon and Pip

Rosemary and Pam will be doing front of house for the evening.

Leaflets have been printed (Pip distributed at meeting for everyone to display). Website has been updated and contains ticket contact (Angela Jones) with a phone number and an email contact. **Action - everyone**

Pip will email members and supporters re the evening and tickets (on Monday after boards are up). **Action - Pip**

Pip and Hilary will put up the boards on Saturday. **Action – Hilary and Pip**

Mark Manson will be asked whether he can do a letter box drop in Binfield Heath. **Action – Pip and Mark**

Pip will send an email version of the poster to committee so they can send to friends and family. Pam will send details to Village Society and WI. **Action – Pam and Pip**

Pip will write press release for Henley Standard for Richard Reed. Pip will advise that Harriet will bring this in. **Action – Harriet and Pip**

Pip will speak to Neill about the copy for the programme re the magic show. Simon will contact all participants to ask what they want to put in the programme. **Action – Simon and Pip**

We will all mention the Panto launch too when publicising the Variety Evening.

2. Pantomime

Harriet reported that this will be Rumpelstiltskin and will be directed by Kim Irons. Assistant directors will be Harriet and Ashley.

It was agreed that the launch would take place on Tuesday 2 October for adults – 7.30pm in the CR. Kim, Ashley and Harriet will organise the launch events.

The launch for the children would take place on Saturday 6 October – 12.30pm in the CR

Kim/Harriet and Ashley would then hope to cast the production soon afterwards. **Action – Kim, Harriet and Ashley**

Pip will include information in the Henley Standard press release. **Action - Pip**

Pam and Rosemary offered to help at the launch on the Saturday – anyone else would also be welcome. **Action - Rosemary and Pam**

Pip will also put this in the Variety Evening programme.

Pip will send Kim a launch template for notices for the shops etc. **Action - Pip**

Kim will contact the PRS re the music and any required licenses. Hilary gave Kim the details of the PRS and what we had done in the past re the music. Kim will also check the MH position re their licence with Gareth. **Action - Kim**

Kim is looking for someone to take on the wardrobe for the Panto. Everyone to think about who might be approached re this and re additional adults for the major roles. **Action – Kim and everyone**

Pip will send an email to members/supporters to ‘save a date’ for the Panto launch. Pip said that she would handle publicity for the Panto. Kim said that the main graphic should include the spinning wheel and gnome. **Action – Pip**

3. BBQ

Ashley can now attend and will email Angela to advise her. **Action – Ashley**

Everything has now been organised and emails sent out re puds and salads etc.

4. Play Readings

Pip and Beryl will be meeting up to discuss proposed plays. Beryl will bring a small selection of plays (x4) to the TBJ rehearsal on Monday for Pip to look at.

Pip will email Liz and ask about progress with the Baskerville room.

It may be possible to start the readings at the beginning of November – Pip and Liz will advise on progress with this but there was general interest at the meeting. Possibly aim to start Monday 5 November??

Action – Beryl and Fred, Pip and Liz

5. Finances

Neill advised the meeting by email that there were no changes to report since the last meeting apart from one bill concerning script rights for the Panto.

6. AOB

Pip read out an email which had been sent to her by Angela Jones about a local production of Alice in Wonderland (the organisers had raised a few concerns about this being around the same time as the Panto). The committee decided that they did not have any problems with this – in fact if the organisers wanted to send any young actors our way, then we would be happy to publicise their production in turn!

Action – Pip

Pip also raised the issue of an invite we had received to a HAODS lunch on 15 September – she said that she would like to go, and Simon may also attend on our behalf.

Action – Simon and Pip

Hilary reported that she had received the NODA insurance renewal papers. She would give them to Neill so that he could renew. The renewal premium expenditure was approved by the meeting.

Action – Hilary [done] and Neill

Rosemary raised the issue of CR bookings for the Panto rehearsals. Kim and Ashley said that they favoured a Tuesday or Wednesday evening for rehearsals and would assess which was best after the launch event as it was important to choose the evening when most people could attend. They would confirm the required dates with Rosemary.

Action – Ashley, Kim and Rosemary

We discussed the issue of updating email addresses as many had become out of date and some emails were consequently not reaching some members or supporters.

Pip confirmed that she would be looking at the database and it was agreed that we could catch new details on registration for the Panto or renewal of membership (asking all members to fill in a fresh form this year). Kim would then go through the database and telephone anyone where we were uncertain or where they had not renewed.

Action – Pip and Kim

Thanks to Harriet for hosting the meeting.

As there are lots of immediate action points, Hilary agreed to send out the minutes the next day

Action – Hilary [done]

The next meeting will be on Monday 15th October 2012 at 8.00pm at Harriet's house