



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

Minutes of Committee Meeting held on 9 November 2005 at the Plowden Arms

Present:

Steve Watkins, Hilary Tucker, Angela Cadman, Chris Irons, Liz Thomas, Gareth Jones, Mark Manson (Chair)

Apologies Received:

Hilda Dobson, Angela Jones, Liz James

1. Brush With a Body

It was reported that the feedback to BWAB had been very positive and thanks were recorded to everybody involved in the rehearsals and the production. Harriet recorded her thanks via Liz and said that she had learned a lot from directing the play. Gareth reported on the financial outcome, which was positive, with a small profit being made (financial report circulated at meeting and attached to original minutes).

2. Sacred Heart Murder Mystery

Mark reported that the feedback from Sacred Heart had been very positive and that they had enjoyed it (even wanted to make a MM an annual event!). Gareth was praised for his role in involving the audience in the questioning. Gareth said that he felt the cast performances had been strong. Mark will pursue the invoice for £300 with S/H.

Action: Mark Manson

3. Memberships for 2005-2006

Hilary reported that most members had renewed for this year and that she was pursuing the remainder (most of whom were small children not yet directly rehearsing for the Pantomime).

Action: Hilary Tucker

4. Endorsement of Insurance Policy Renewal

Payment of the renewal fee was endorsed by the committee.

5. Framed SHADDO Picture

Mark has visited the MH to look at locations. We have the framed pictures from Cinderella to display. We would like a few spaces on the wall (not entrance foyer) so

as to be able to display for various productions. It is hoped that the framed picture can go onto the French door side wall. Steve will follow this up with the MHC.

Action: Steve Watkins

Mark would like to have more framed pictures for display. It was agreed that we could maybe have one or two 'prestige' ones, but also some more informal ones during productions (e.g. stills whilst the production was on).

Action: Mark, Gareth and Steve

6. Complaint re location of SHADDO advertising board

A member of the public had complained to the Parish Council re location of one of the advertising boards at the bottom of Memorial Avenue, as it was allegedly blocking sight lines. SHADDO has not been formally contacted but it was agreed that this was an issue to be borne in mind when putting up the advertising boards for the Pantomime and in the future.

7. Pantomime Matters

(a) Budgets

Gareth explained past and present budget projections for each aspect of the Pantomime (Liz Thomas had produced a draft budget for this year which had been incorporated into Gareth's summary sheet). (circulated at meeting and copy attached to original minutes). The budget items were agreed by the meeting.

(b) Prices

These were agreed as follows:

Thursday	£6.00
Friday	£8.00
Saturday PM	£6.00
Saturday Eve	£8.00

Gareth will contact various organisations re Saturday afternoon performance (e.g. Cubs, Brownies, Acorn, Scouts) before tickets go on general sale. Group price to be offered at a discounted amount of £5.00 per ticket.

Action: Gareth Jones

(c) Programme

Nigel Piercey has offered to do the programme this year and will handle the advertising for the programme as well. It was decided that programme price will be £1.00. We estimate that we will need 300 programmes. Liz Thomas has sent Nigel the information about the programme for him to work on.

Liz Thomas will speak to Cyril re the programme and the bell ringers.

Action: Liz Thomas

(d) Roadside Boards

Mark has 20 boards and will give 10 to Chris Irons to display.

Action: Mark and Chris

(e) Publicity

Liz James is going to prepare an item for December Belfry and speak to Sally Sherwin re possible (free) copy in Henley Standard (maybe wordsearch with prize of 4 matinee tickets). We need to keep an eye on the number of free tickets given. So far we have given 4 for Thursday night (2 pairs) from the Carnival. 4 Thursday tickets to be given for Auction of Promises. Hilary to ask Liz James to let us know (via Gareth/Hilary/Liz T/Mark) of number of matinee tickets given (if any) via Henley Standard.

Action: Liz James

Angela Cadman to call Liz J re 'Round and About' and any free copy in Reading papers (i.e. Liz and Angela C to focus on 'free' ads/copy).

Action: Angela Cadman and Liz James

(f) Scenery and Set costs

Chris Irons to work out a budget for these (e.g. backcloths) and advise Gareth as soon as possible.

Action: Chris Irons

(g) Licences

Liz T reported that the script licence had been purchased (£117.00)

Hilary will contact PRS and arrange the music licence

Action: Hilary Tucker

Steve to progress the temporary event licence

Action: Steve Watkins

(h) Costumes

Pam Caudle has taken responsibility for these. Budget of £300 agreed.

(i) Props

Pam Hudgell to be budget holder for props.

(j) Set construction

Steve and Gareth to be budget holders for this.

(k) Advertising budget holder

This is to be Mark.

(l) Tickets

Gareth is to handle ticketing. Steve will let Gareth have a seating plan and numbers

Action: Steve Watkins and Gareth

(m) Flyers

Chris and Mark will devise a flyer to display. Liz T and Chris to photocopy rather than incur printer's charges.

We will also put one on every other seat and Gareth will put something else on the web.

Action: Chris, Mark, Liz T, Gareth

Mark may ask Hilary to e-mail flyers to the membership and maybe wider.

Action: Mark and Hilary

(n) Graphics

Chris to contact Fraser Davidson and instruct him what we need (discussed at length in meeting). This will be for web site, posters and flyers.

Action: Chris Irons

Everyone to advise at the relevant time if they need a meeting with anyone in particular re specific Panto matters

8. Time and the Thames

Mark explained in detail all about this projected (huge, spectacular and ambitious!) production planned for next May in Henley (all documentation circulated at meeting and attached to original minutes). SHADDO has been asked if they would be able to join in. It is in aid of charity (Kids Out) to purchase a specially adapted narrowboat on the Thames, and will be a series of visual scenes on both sides of the Thames (Bucks and Berks) involving boats, people and an audience of around 2000! It was felt that this sounded really interesting and that in principle we would like to be involved. Mark is to advise the organisers that we would be interested, and to check the sort of numbers required from our group. Mark will send Hilary a prepared e-mail to circulate to the membership to see who would like to be involved.

Action: Mark and Hilary

9. AOB-MHC meeting

Steve will be attending this meeting tomorrow night.

Gareth had produced proposals and form (copy circulated at meeting and attached to original minutes) to formalise the equipment hire (e.g. lights). The proposal is that those booking the hall are given the form as well. This was agreed for submission at the meeting. Gareth would check out our NODA insurance policy to see what coverage would/would not be provided re this or whether we needed to make any arrangements re insurance aspects if this is adopted.

Action: Steve and Gareth

Gareth proposed that the electrical equipment in the MH should be tested as this was required. Gareth produced a quote from Lancelyn (circulated at meeting and attached to original minutes). It was agreed that Steve would put the issue to the MHC meeting and report back. We would be prepared to contribute to the cost although this is primarily a hall issue. The MHC may wish their own electrician to give a quote and Gareth will also pursue more quotes.

Action: Gareth and Steve

Gareth put forward proposals re further storage facilities (documentation circulated at meeting and attached to original minutes). These would be locking storage units created from IKEA type units or from scratch. Gareth is happy to build these and will also check the insurance cover for the items stored. We discussed at length the costs and the possible split of both payment (SHADDO/MHC) and split of facilities. Steve to explore what MHC prepared to put in and what space they would like. We need at least half the space, preferably two thirds. We are prepared to put in around £400 for ready made (flat pack) option. Steve to discuss with MHC and report back.

Action: Steve Watkins

NB: No further meeting fixed at this stage. Hilary will advise in due course of next meeting