



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

**Minutes of Committee Meeting held on Thursday 9 November 2006 at 'Gateways'
Station Road, Shiplake**

Present

Liz James, Hilary Tucker, Mark Manson (Chair), Gareth Jones, Steve Watkins, Liz Thomas, Neil George, Chris Irons, Angela Cadman, Fred Lawson

Apologies

Angela Jones

1. Pantomime –Babes in the Wood

Neil and Liz James reported that rehearsals were going well so far.

Neil reported that Bob Barnes will be in charge of music. The sheet music has arrived but the music has not yet been recorded.

Liz and Neil said that they would be contacting remaining cast members as and when needed. The rehearsal schedule will be amended so as to add the music rehearsal requirements. Neil and Liz will let Hilary have a revised schedule to send out when finalised re the music and the Hall rehearsal times.

Liz and Neil will let Hilary have a final cast and crew list (for membership purposes) as soon as possible. Hilary will follow up the remaining membership renewals (now only about 10).

Action: Liz James and Neil, Hilary

Neil has had a meeting about the set and Mike Edwards will be designing it. Mike is expected to present the designs in about 2 weeks time. He will then be able to sketch out the designs and we can 'paint by numbers' (under Mike's direction) to finalise the sets. Neil advised that we need two new cloths and a netting.

Action: Neil

Liz James explained that the junior dancers will be directed by Angharad Jones, Emma Piercey and Beryl Lawson (one dance each). They will organise their dancers and dance rehearsals and have the contact numbers. The dancers will start to rehearse as soon as possible. Rehearsal venues have to be agreed (Church Rooms?). Liz James will contact Steve re any bookings needed or she will book direct with Rosemary.

Action: Liz James and dance directors

Nigel Piercey has agreed to be in charge of producing the programme as per last year.

Neil reported that Chris Hart and Guy Hart may be in charge of the sound (this is to be confirmed by Neil). Hugh will organise the equipment.

Action: Neil

Sue Walker is unable to act as prompt this year. Liz James will talk to Karen Peters to see whether she might be able to take it on. Linda Glithro may also be approached. It was stressed that the prompt needs to attend all rehearsals from now on

Action: Liz James

Angie Cadman is doing props and has a list of what is needed.

Pam Caudle has agreed to assist with wardrobe. Liz James and Liz Thomas are going to have a look at what we already have available.

Action: Liz James and Liz Thomas

The stage crew will be Rosemary, Jamie Manson, Matt Caudle, Dom Ash, Edward Peters, Chris Knight and Matt James.

It was agreed that Mark would ask Helen Meredith and Julie Shorter whether they could help with backstage Green Room management (maybe covering 2 performances each). They would need to come to all rehearsals after Xmas to gain familiarity with script and staging.

Action: Mark

Steve will locate people to run the bar.

Action: Steve

Liz James will ask David Dalzell if he can set up the TV monitor and 'live feed' to the Green Room. Can he supply the equipment? Liz will ask him to check what is needed with Hugh. Gareth will also talk to Hugh re this and the sound equipment.

Action: Gareth and Liz James

Mark will book the playroom.

Action: Mark

Gareth reported that he had had requests for a 'following spot' light and this would be about £120.00 to hire. A computer control panel (desirable) would cost about £150.00 and Gareth would also investigate having dry ice.

Action: Gareth

Liz James would approach the shops re the selling of tickets (to go in shops after New Year). Gareth will print the tickets. Mark will organise the road side boards. Steve will do the seat layout.

Action: Gareth, Mark, Steve, Liz J

Gareth has located suitable graphics. Mark will liaise with Gareth re the graphics for the boards. Gareth would also e-mail it to Nigel for the programme, and to Liz James for leaflets.

Action: Gareth, Mark

The ticket prices were agreed as per last year's prices (no change) thus being £6 for Thursday and Saturday afternoon and £8 otherwise.

Gareth will deal with the offers to the groups and will liaise re advance sales details with Liz. Liz James will organise the advance tickets for cast and crew.

Action: Gareth and Liz J

Gareth went through the budgets, which were agreed as follows:

Stage construction	£250.00
Scenery and set	£1000.00
Scenery hire	£0
Costumes	£450.00
Props	£100.00
Make up	£50.00
Advertising and publicity	£300.00
Sound equipment	£100.00
Lighting equipment	£300.00
Tickets and posters	£50.00
Admin/licences/script	£100.00
Rehearsal Facilities	£1000
Party	£0
<u>Total</u>	<u>£3700</u>

Hilary will sort out the music licensing with PRS.

Action: Hilary

2. Proposed 2007 Play Production

Fred reported that he had been looking at more plays and that he was hoping we might be able to tackle an Alan Ayckbourn play. It was decided that late May or early June would be the best time for the production and that we needed to think about the choice/casting etc as early as possible.

If possible it was agreed that we would have a play reading evening before the Panto (any time between now and January).

Fred agreed that he would either suggest some dates for an actual play reading evening (and send to Hilary for distribution to the committee in the first instance) or otherwise send out scripts to the committee so that a choice could be discussed before the Panto.

Action: Fred

3. Proposal from Jane Edwards

Jane had sent an invitation (via Liz James) to her 50th birthday (and an invitation for SHADDO to perform at the party) (a copy of Jane's letter is attached to the original minutes).

It was agreed that Liz James would write to Jane, thanking her for her kind invitation and saying that a group from SHADDO would like to be involved and stage some short piece of entertainment. It was also agreed that Liz would clarify with Jane as to the extent of the invitation before we contacted the SHADDO membership in general (e.g. are spouses invited? Does Jane want to invite the committee plus named others or everyone). Liz James would then report back so that we could take it further.

Action: Liz James

4. AOB

Steve reported that the Green Room is full of "rubbish" and we might have to have a working party to clear it up. He will find out how long it will be there.

Action: Steve

Fran Bodenham has kindly offered to store SHADDO "stuff" in her outbuildings.

We will need a working party to paint the backcloths. This can involve junior members if Mike has drawn out the designs. Maybe Marie and Kate might supervise? It was agreed that a meeting would be set up over the next couple of weeks with Neil/Gareth/Steve and maybe Mike. Gareth will order 2 backcloths now in readiness.

Action: Gareth, Neil, Steve

Hilary reported that we now have in excess of 75 members. Hilary and Gareth will check the NODA insurance policy and increase cover (payment authorised by the meeting) if necessary.

Action: Hilary and Gareth

It was agreed that we do not need a meeting of the entire committee before the Panto but Liz J and Neil will arrange production meetings as required.

Action: Liz J and Neil

Hilary gave out a committee contact list and agreed to e-mail a copy to Gareth and Steve.

Action: Hilary

Hilary will send out minutes and action points arising from this meeting.

Action: Hilary

Provisional date for next meeting (Hilary will confirm nearer the time) is Monday 19 February 2007