



Minutes of Committee Meeting held on Thursday 27 October 2022 (via Zoom)

Present:

Cheryl Milne (Chair), Angela Jones, Gareth Jones, Henry Loud, Neill Wilkinson, Pip Collings, Hilary Tucker

There were no apologies – all attended.

Cheryl opened the meeting by thanking everyone for attending and confirming that the focus of the meeting was on the Pantomime.

1. Pantomime January 2023 – Jack and the Beanstalk

(a) General panto update – Pip and Cheryl

The following points were confirmed:

- The cast was in place
- Rehearsals were under way
- The first production meeting had been held

Pip and Cheryl reported that they felt the October planning stage was in line with previous pantos.

(b) Specific points covered at the meeting regarding panto preparation

- Angela reported that the poster was looking good and that a slightly different version would be required for the Shiplake Villages website. Angela noted that the poster would also need to go on the SHADDO website once the ticket on-sale date was confirmed. **Action: Angela**
- Gareth confirmed that he had sent a website link to Pip and Neill giving access to the script, music and audio recording of the script.
- Hilary reported that the membership form and performance fee collection was proceeding as planned and would be continued. **Action: Hilary**
- Pip reported that she would send out a link to the cast so they could access the recording of the panto script (which had been made by Neill at the initial rehearsal). **Action – Pip**
- There was a detailed discussion about the best way of dealing with the costume for Daisy the cow and Pip reported how the beanstalk would be dealt with.
- Pip and Cheryl reported that they believe the dancers are happy to purchase their own costumes this year. They would confirm this with Mel. **Action: Pip and Cheryl**
- It was agreed by the Committee that, if the dancers were buying their own costumes, the performance fee of £5 per child could be waived for the dancers this year.
- Pip confirmed that she had sent production notes to the production team and that an additional backdrop was required, which had been included in the budget.
- Neill confirmed that he wanted to hire two smoke machines at an approximate cost of £30.00 each.

- On the basis that all arrangements were proceeding on target, Gareth agreed to take forward the bookings and Memorial Hall booking process with Lottie, including deposit payment in due course. This was agreed. **Action: Gareth**
- Pip reported that the script was now in its final format and that no major changes were expected.
- Pip reported that the choice of musical numbers was almost finalised.
- Pip and Neill reported that they were to discuss SFX. Neill was to approach Nick Horne and Gareth would send Chris Bracklick's details to Neill. **Action: Pip, Neill and Gareth**
- Pip reported that Rosemary was acting as prompt and that Kate was happy to do make-up.
- Pip reported that she was going to meet up with Mel and the dancers next week on Monday/Tuesday.
- Gareth, assisted by Pip and members of the production team, had produced an agreed draft budget.

(c) Other agenda items regarding panto preparation

Performance dates and times

- It was agreed that the performances would be Thursday evening, Friday evening, Saturday matinee and Saturday evening.
- It was agreed that the timings would be 7.30pm for evening performances and 2.00pm for the matinee.
- Pip reported that the approximate running time was 2.5 hours.

Seating plans, ticket prices and budgets

Gareth had circulated a draft production budget in advance of the meeting. At the meeting, Gareth went through the various options in detail re seating plans, seating numbers and their impact on ticket pricing, overall revenue and profitability, plus the impact on SHADDO finances more generally.

Costs had risen considerably this year due, in the main, to the large increase in Memorial Hall hire fees (more than twice the cost typically paid in the past).

The committee considered the position in detail, including considerations about affordability of tickets in the light of cost-of-living increases and considerations around greater spacing of seats, which was thought desirable in the light of continuing covid concerns.

After much discussion, the Committee agreed the following:

Ticket prices would be:

Friday and Saturday evening - £15.00
Saturday matinee - £10.00
Thursday evening - £10.00

It was agreed there would be 126 seats in the Hall for each performance.

Ticket sales

- It was agreed that Cheryl (and Liz) would liaise with the shops as to when they would be happy to start selling tickets. It was suggested that this be slightly earlier than usual, if possible, possibly mid-December. **Action: Cheryl (and Liz - Cheryl to liaise with Liz)**

- Advance tickets would first be offered to cast and crew as per previous years. Action: **Cheryl and Neill**
- Pip said that she would give the dancers until 1 December to book their advance seats. Three 'free' seats would be reserved for the dancers and this had been factored into the above discussion on ticket prices. Action: **Pip**
- Gareth advised that the Memorial Hall had requested that SHADDO considered offering free tickets to those regular hirers whose bookings had had to be cancelled to accommodate the SHADDO pantomime. Gareth proposed that 2 tickets for the Thursday night performance should be offered to each affected hirer on an 'ex gratia' basis – noting that we didn't accept we had any obligation to do this. This position was agreed. Action: **Gareth to respond to Hall Manager accordingly**

Licensing and BOPA

- Cheryl suggested that this be discussed/dealt with separately and agreed that she would get together with Pip and Hilary in order to deal with this. Cheryl had already spoken to SODC about the requirement for a BOPA and the application that had to be made. Action: **Cheryl (with Pip and Hilary)**

Mailing Lists

- Pip reported that she had been experiencing various issues with the use of the php mailing system as a means of communicating with cast and production team/crew and requested that she be given access to members' email addresses so she could mail them directly.
- It was noted that this was at variance with SHADDO's Privacy Policy which specified the use of a mailing system (so that no members held 'personal data' on personal computers). This was discussed in detail and the following agreed by Pip and the Committee in order to facilitate communication with the cast and production team/crew in a way which minimised compromise to SHADDO's Privacy Policy:
 - Pip would become a co-opted member of the Committee (this was proposed by Cheryl, seconded by Gareth and agreed unanimously by the committee members, all of whom were present)
 - Pip would use her own email address to contact cast, production team and crew (on a bcc basis) on the basis that she would process all mails from her own fully password protected computer. Pip undertook to delete all email addresses obtained specifically for the SHADDO Panto (i.e. other than those she would have in any case as a result of personal relationships) by the end of February 2023.

Cheryl thanked Pip for all her work in relation to the panto so far.

2. AOB – general business

(a) Liz Thomas Memorial Garden

Hilary reported that the rota had now expired. It was agreed that this had worked well and that another rota would be drawn up for 2022-23. Hilary agreed to deal with this and to mail the membership to ask others to help. She would then draw up a new rota and send it to all concerned.

Action: Hilary

The following committee members agreed to be on next year's rota (months tbc and depending on numbers of other members coming forward) – Cheryl, Gareth, Neill, Angela, Hilary

(b) Christmas Panto Party

- It was noted that Pip had sent out a Panto Christmas Party invite to cast and crew. Gareth observed that this would not have gone to a number of people who would be key to helping the actual production (examples were given). He also queried whether a Christmas Party event invite should go to only a subset of SHADDO adult members or should go to all adult members (as for almost all other SHADDO events). It was observed that this would not necessarily result in a significant increase in numbers attending but was important as there are some loyal and valued SHADDO members who might reasonably expect involvement in such an event. **Action: Cheryl to review with Pip**

(c) Date of next meeting

A provisional date was agreed for **Tuesday 6 December** (to be confirmed nearer the time)