



Minutes of Committee Meeting held on Thursday 9 February 2023 at Taynish, Station Road, Shiplake

Present: Cheryl Milne (Chair), Hilary Tucker, Gareth Jones, Angela Jones, Henry Loud, Neill Wilkinson

Apologies: Pip Collings

The meeting opened with thanks to Cheryl for hosting.

1. Committee business arising from Jack and the Beanstalk (JATB)

(a) Approval of expenses

- Gareth took the Committee through the production budgets and preliminary figures for the panto. He explained that he felt that financial control hadn't been as tight this year and that there were a number of areas where there had been significant overruns on the agreed panto budgets, particularly regarding scenery/set and sound/lighting. Nevertheless, the panto did better than the initial 'breakeven' budget, with a provisional net return, excluding purchased items, of ~£650. Gareth reported that the production had made an overall profit in the order of £600.00. There had also been £390.00 worth of new equipment purchased.
- The specific budget overruns were discussed and approved by the Committee.
- Regarding expenses repayment, Gareth is currently authorised to reimburse up to £100 via BACS transfer (repayments in excess of this must be made by cheque, with two signatories). Gareth requested Committee approval to reimburse claims from Charmaine Wood (for props and paint) and from Terry James (for staging) by splitting these into two smaller payments to enable them to be paid by way of BACS transfers. This was agreed by the Committee.

In response to a question from Henry, Gareth stated that SHADDO could request a higher BACS limit if it felt this to be desirable, but he preferred to keep this at a low level.

(b) Membership issues

- Hilary raised the issue of asking the dancers' parents whether they (or their children) would like to become SHADDO members going forward. The dancers' parents had signed membership forms for the purposes of JATB but might like to become members and to receive information about future productions/take part as a member. Many of the parents had been very helpful (e.g. as chaperones) and had taken an interest in the production.
- It was agreed that Hilary would draft a message and ask Pip to send this out to the dancers' parents via a group bcc email as there was no php list to use for this purpose.
ACTION: Hilary
- Hilary also raised the issue of retention and destruction of documents obtained for the purposes of the BOPA and JATB child protection compliance. Hilary outlined the requirements about what should be retained for the purposes of the regulations and for what time period.

- It was agreed that Hilary would go through the relevant folders and sort out what must be retained. It was agreed that she would confidentially shred any other documentation as the production was now over.

ACTION: Hilary

- It was also agreed that Hilary would put a folder of the template child protection/safeguarding documents on Dropbox for future use, although she would add a note about amalgamating some of the information into a single form if required in the future (Cheryl and Hilary commented that there was scope for streamlining some of the processes in the future, now that these had been ‘worked through’ for JATB).

ACTION: Hilary

2. Memorial Hall

(a) Feedback on Memorial Hall as a venue for JATB

The Committee discussed the use of the Memorial Hall and how this had worked, as a venue, for the production of JATB, given the changes this year (to Green Rooms/stage access etc.) The following table summarises some of the key comments, but it was agreed that there would be further feedback discussion at the AGM where wider views of other members could be expressed:

Props	Had worked well in general terms as props tended to be used by only one individual and could be given to them at the outset of each act. It may have been more difficult had there been larger/more complex/shared props involved.
Sound and lighting	Again, had worked well in general terms but had been more difficult in relation to the need for two Green Room monitors and temporary cabling arrangements. It had been harder to run ‘tech’ with only two people, and ideally four were needed (minimum three).
Stage management	Henry felt that the extensive use of the mid-stage curtain had caused some issues, particularly in limitations it put on entering/exiting the stage on both sides and providing adequate screening for the wings, with stagehands often visible. It was felt that this would be less of a problem if used more sparingly/with reduced entry/exit requirements. Gareth’s ‘audience’ perspective was that the use of the mid-curtain made the production look slightly more ‘amateur’ but certainly didn’t detract from the performance. The use of the ‘cupboard’ as a stage entrance and exit, previously identified as a significant risk factor, had caused congestion. Attempts to anticipate this by restricting passage to cast/crew at different times had not proved successful and should be reviewed for future productions.
Green Rooms	The use of the two Green Rooms had worked well in general terms, but it had felt more ‘separate’ with adults and children in two different places (possible loss of atmosphere?), although it had arguably been quieter and calmer for the juniors. It had also needed Cheryl to act as a ‘runner’ for each show to make sure children were on stage when needed when previously much of this would have been done by adult cast members.
Seating layout	It had been better to have slightly fewer seats in the hall.
Temperature of hall/Green Rooms	Some people had been cold! (In previous years SHADDO has been able to manage the heating controls locally. This year all changes had to be

	made by the Caretaker remotely.) For future productions better liaison is needed over expected temperature levels and how to adjust to prevent under-/over- heating.
Availability of venue for Rehearsals	<p>Cheryl commented on this aspect:</p> <p>Rehearsals before Christmas took place at the Church Rooms (usually once a week). Generally, they were well attended, taking into account illness and previous commitments. The Church Rooms were flexible when more time was requested for rehearsals.</p> <p>After Christmas the rehearsals were all at the Memorial Hall. Cast and crew who had previously been involved in pantos felt that they had less rehearsal time than previously, and some found they were too tired to fully focus on the Friday evening rehearsals (the only week day option that was available to book).</p> <p>There were some extra rehearsals at weekends and in the run up to the show. Many wanted to have the rehearsals but found it to be tiring.</p>

(b) Meeting with Memorial Hall Trustees

- It was agreed that Gareth would pursue arrangements (already proposed) for a meeting between SHADDO Committee representatives and the Memorial Hall Trustees in early March 2023. The meeting would focus on key issues affecting use of the Hall for future SHADDO productions and the relationship between the Society and the Hall going forward.
- It was proposed and agreed that Cheryl, Gareth and Henry would represent SHADDO at the meeting.

ACTION: Gareth

3. Next steps for SHADDO and arrangements for the AGM

- The Committee discussed the options for the future of SHADDO in broad terms.
- It was agreed that the next step was to hold the AGM and to combine this with a Panto feedback session, organising the evening as a social event (for adult members and parents of juniors – not children) with refreshments. It was felt that the Memorial Hall would be the most suitable venue for this event.
- It was agreed that Gareth would book the Memorial Hall (if available) for the evening of **Monday 20 March 2023**. It was proposed that the event would start at 6.45pm.
ACTION: Gareth
- It was agreed that Hilary (as secretary) would then send out the requisite 21-day Notice of AGM and Cheryl agreed (as chair) to write a short message to members to combine with this. Hilary and Cheryl would get the date sent out to members once the hall booking had been confirmed.
ACTION: Hilary and Cheryl
- It was also agreed to hold a preparatory Committee meeting, prior to the AGM, in order to discuss the agenda more fully and to make the final arrangements for the event/advance communications to members. Gareth and Angela kindly offered to host this Committee meeting and it was agreed that it would be held on **Thursday 2 March at 7.30pm**. It was agreed that no formal agenda was required for this meeting.

The meeting closed with further thanks to Cheryl for hosting.