



MINUTES OF SHADDO AGM

Wednesday 13th April 2016 at The Baskerville, Shiplake

Present

Peter Crowther, Beryl Lawson, Frederic Lawson, Pip Collings, Terry James, Liz James, Gareth Jones, Angela Jones, Charlotte Linsell, Kirsty Milne, Cheryl Milne, Phil Johnson, Pam Hudgell, Neil George, Neill Wilkinson, Simon Classey and Rosemary Appleby.

Apologies

Mark Manson, Becky Ilderton, Henry Loud, Neil McAdam, Clare Dench, Hilary Tucker, Nick Horne and Charmaine Wood.

Adoption of Chair for the meeting

Liz was unanimously elected. She welcomed everyone to the meeting.

Election of Officers, Members of the Executive Committee and Auditor 2016-2017

She read out the list of nominations of those willing to stand for election to the committee

Liz James, Pip Collings, Gareth Jones, Phil Johnson, Neill Wilkinson, Peter Crowther, Simon Classey, Cheryl Milne, Becky Ilderton, Henry Loud and Rosemary Appleby.

There were no more nominations and those named were duly elected.

The nominations for the Executive Committee were:

Chair	Liz James
Secretary	Pip Collings
Treasurer	Gareth Jones.

The nomination for Auditor was Neil McAdam.

There were no other nominations and those named were duly elected.

Chair's Report on behalf of Executive Committee 2015-2016

This time last year we were very uncertain whether we would be able to produce another pantomime, Pip was planning to leave the area and no one seemed very interested in taking on the role of Panto Director. Miraculously Pip changed her mind, decided to stay and directed a very successful production of Cinderella.

So it was another great year for SHADDO! We sold more tickets than we have for some time. Everything came together very well for this production with some very interesting props and amazing special effect. The transformation scene was particularly spectacular with clever costume effects from Cheryl and dramatic scenery changes courtesy of Neill. It was great once again to see so many young people taking key roles: Kirsty designing the set, Henry doing a fantastic job as stage manager, Cameron and Ieuan on the technical side and the stage crew Laurie, Tom and Sam. On stage Luke goes from strength to strength and we had some good performances from our younger cast members as dancers and chorus



members. It is wonderful to take part in a production which includes such a wide age range and cross section from our community.

Our monthly play readings have become a regular feature, held at the Baskerville, they are well attended and we have had a lot of fun reading short plays in silly voices, sometimes singing, and getting odd looks from people trying to have a quiet drink in the bar. So thanks to Pip and Peter for organising these.

This year we contributed to major improvements in the tower which is now a much more hospitable storage space for our costumes and props and Cheryl has done a wonderful job coordinating and organising our costume storage.

On the social side, Phil and Libby once again hosted a very successful SHADDO summer garden party, which sadly I missed but was told was a great evening.

Finally I must mention Lizzie Thomas who sadly died this year, she worked tirelessly for SHADDO and was involved in every production until she moved to Devon 5 years ago. SHADDO has made a garden in her memory and this was opened in January.

Arising from this questions were asked about the increase in ticket sales. A sub committee for publicity had been formed, articles went into local publications, members strongly encouraged their friends to come and the choice of pantomime was a popular one. A suggestion for a small questionnaire to be handed out at front of house was thought a good idea. It was also decided to keep the cost of tickets on the Thursday to £5 with unnumbered seats.

Treasurer's Report for 2015-2016

Gareth presented his report (Attached)

Arising from this, Cheryl commented on the big increase in the cost of costumes. There had been lots of costume changes this year. She had a lot of patterns which meant we could make our own costumes and thought having a rail in the tower would be helpful.

Neill commented on the money spent on additional lighting was beneficial. Gareth thought that the extended ladder had been a great help and wondered if SHADDO could buy one jointly with the Memorial hall. Storage was mentioned at this point, both in the tower and in the garage. It was suggested getting a new trolley for the garage storage.

AOB

Gareth had 2 proposals.

One was to amend the constitution to reflect something that has been done over the last couple of years namely that cheques up to £100 need only have one signature, but those over £100 need two of the executive committee to sign.

This was carried unanimously.



The second concerned membership fees. There was very much discussion about this and one of the proposals from Gareth was initially agreed but when an additional one about a performance levy was suggested, there was dissent. Terry then proposed that all member's fees be increased. His suggestion was Adults £15, Family membership £30 and Juniors up to 18 and full time students £5. This was carried by a majority.

It was agreed to clarify who was expected to pay membership fees as follows: Membership fees are required from all adults and juniors taking an acting role and to all adults and juniors taking lead non-acting roles (e.g. front of house manager). Adults and juniors taking secondary non-acting roles (e.g. front of house team) can make a contribution on a voluntary basis

Rosemary mentioned the Shiplake Summer party in June to celebrate the Queen's 90th Birthday and wondered if SHADDO would like to have a stall there as a means of publicity. This was thought a good idea and Cheryl suggested a Costume Booth. There were quite a few willing to help and Rosemary would let the organisers know.

Phil offered his garden again for a summer BBQ but there was no date at the present.

Fred offered his garden as a venue for an event.

Neill Wilkinson spoke of a voluntary theatrical event 'You, Me Bum Bum Train' which takes place in Foyles old bookstore and recommended it.

Liz asked if anyone had any suggestions for events through the year. Charlotte suggested a Murder Mystery she had heard about set around a wedding, Neil George suggested a review and Neill Wilkinson a magic evening.

The meeting closed at 9.15



Treasurer's Report for 2015-2016

What a difference a year makes!

Last year, after a Panto that made the lowest profit ever and the need to replace expensive equipment things didn't look very bright. A year later, with Shiplake Parish Council having very generously bought a new electronic lighting desk for us and a much more profitable Panto beneath our belts our finances are in an altogether more healthy state!

At the end of the year we had £4859 on our books, as compared with £3978 and a ~£800 liability on failed equipment last year. We have no major upcoming expenditure so this represents a comfortable level above the £3000 that I take as our minimum safe level. The main features in the past year have been:

- the purchase by Shiplake Parish Council of an electronic lighting desk for £738.18. This was to replace the one that failed at last year's performance. Technically it remains the property of the Parish Council but we hold and maintain it and have first call on it.
- the creation of a fund to establish and maintain a small garden at the Memorial Hall in memory of Lizzie Thomas, one of our founder members. So far we have spent £476.62 in establishing the garden and we have £316.38 in reserve.
- the Panto, where ticket revenues were £850 better than last year and bar profit almost doubled to £749. Overall the Panto this year returned a profit of £1323 – more than £1000 more than last year and this included the purchase of a new backdrop as well.

We are still heavily dependent on making a profit in at least one production a year as our ongoing costs of ~£450 are not covered by our non-production revenue – mainly subscriptions. The biggest element of this is our insurance cost at £365 so a task for the coming year is to investigate whether this is a necessary level of expenditure or if we could get adequate protection at a lower cost.

Finally my thanks to Neil McAdam for agreeing to act as auditor again this year.

Gareth Jones

10th April 2015

Summary Pantomime and overall accounts are shown below.

Pantomime Jan 2016

Income

Ticket Sales		
Advance Sales	£ 1,194.00	
Shop Sales - Shiplake	£ 1,095.00	
Shop Sales - Binfield Heath	£ 1,086.00	
Door Sales	£ 548.35	
Programmes	£ 79.60	£ 4,002.95
Bar sales (net)		£ 748.63
		£ 4,751.58

Expenses

Licence & Fees		£ 279.10
Publicity & sales		£ 315.53
Rehearsal/Performance Facilities		£ 1,382.34
Production		
Stage & Set	£ 280.53	
Costume & Make-up	£ 521.44	
Props	£ 142.39	
Sound & Lighting hire	£ 279.68	£ 1,224.04
Admin & Miscellaneous		£ 29.18
Purchases		
Backdrop	£ 181.66	
Misc equipment	£ 16.63	£ 198.29
		£ 3,428.48

Net Proceeds **£ 1,323.10**

Pantomime Jan 2016 - Sales analysis

Show	Seat price	Seats available	Seats sold		Seat Value
Thursday evening	£5	140	112	80%	£560
Friday evening	£10	140	118	84%	£1,180
Saturday Matinee	£8	140	119	85%	£952
Saturday evening	£10	145	123	85%	£1,230
					£3,922



SHADDO		<u>2015 / 16</u>	
Income:			
Subscriptions		£	360.00
Productions			
Pantomime	£ 1,323.10		
Junior Workshop	£ 5.00	£	1,328.10
Miscellaneous			
Sound/Light services	£ -		
Bank Interest	£ -	£	-
		£	<u>1,688.10</u>
Expenses:			
Purchases:			
Tower lighting	£ 249.05		
Storage Boxes	£ 90.04		
Scripts	£ 11.75	£	350.84
Social events:			
AGM	£ 195.00		
BBQ	£ -	£	195.00
Administrative Expenses:			
Insurance	£ 364.68		
Subscriptions (to NODA)	£ 72.00		
General admin	£ 1.99	£	438.67
General Expenses:			
Lighting console Hire	£ 54.00		
Tower Clear out	£ 16.00		
Website	£ 19.20	£	89.20
Donations:			
Liz Thomas garden fund		£	50.00
		£	<u>1,123.71</u>
Net Income		£	564.39
Liz Thomas Garden Fund		£	316.38
Opening Balance 1 March 2015		£	3,978.05
Closing Balance 28 Feb 2016		£	4,858.82
Accruals:			
<i>Uncleared Payments</i>			
<i>Membership</i>		£	10.00
<i>Bar Sales</i>		£	34.59
		£	44.59
<i>Cheques issued but not yet cashed</i>			
<i>Props</i>		£	150.00
<i>Storage Boxes</i>		£	59.35
<i>Costumes</i>		£	60.00
		£	269.35
<i>Cash</i>		£	-
<i>Bank statement 29 Feb</i>		£	5,083.58
<i>Net accruals</i>		-£	224.76
		£	4,858.82