



**Minutes of the SHADDO committee meeting held on 3rd December at
Gateways, Station Road, Shiplake**

Apologies

There were no apologies.

Present

Liz James, Pip Collings, Gareth Jones, Peter Crowther, Elizabeth Tyler, Simon Classey and Rosemary Appleby.

Pantomime

The pantomime schedule will be updated. **Pip**

There then followed a prolonged discussion as Pip went through the whole of the production checklist confirming jobs etc.

Important points were:

The overseeing of the construction of the set build and Liz was asked if she would do it with Terry and Phil. **Liz, Terry, Phil**

Pip wants the apron stage used more this year and the use of backdrops and how they would be managed was discussed. **Pip, Elizabeth**

It was necessary to check exactly what was therein the way of flats etc. **Pip, Elizabeth**

The costume list will be put on dropbox **Pip**

Set production **Liz, Elizabeth**

Advance sales of tickets had to be in by 24th December. The prices of the tickets were Thursday £5, Friday and Saturday evening £10 and Saturday matinee £8. There would be a 50p reduction per person for groups of 10 or more.

It was necessary to have another production meeting. Pip to arrange. **Pip**

Gareth went through a proposed production budget. The budget was agreed. It is now the responsibility of the individuals identified in the budget to ensure their individual budgets are not exceeded without prior agreement with Gareth or Liz. **All**

Rosemary had previously been asked to ask the Memorial Hall committee for a further reduction in the cost of hiring the hall and she felt awkward about this knowing the state of the hall's finances. After some discussion it was decided not to do this for this year.

Committee Membership

Steve Matthews has not attended any committee meetings in the last 6 months so under clause 12b of the constitution the Committee decided it was no longer appropriate for him to remain a committee member.

Memorial Hall Tower Progress

The tower renovation was finished but needed some slight improvements in line with health and safety. Pip said that free standing shelving was needed so that the costume and prop boxes could be easily accessed. Phil had previously said that he would ask Martin Strong about making some shelving. **Phil**

Gareth was to give the hall the cheque for £3000 which had been promised. **Gareth**

Publicity, Promotion and Website

There was a lot of SHADDO information on the Village website and Elizabeth was asked to keep it up to date so it could be used as a member's facility. Gareth was reprogramming the SHADDO website but felt that members viewing it could be directed to the SHADDO page on the village website. It was a good way of recruiting new members. **Gareth / Elizabeth**

AOB

Rosemary asked if permission had been obtained for the alterations to the script. Pip confirmed it had.

Gareth sought agreement for the payment of two items:

- the fee payable to NODA, the professional support for amateur theatre,
- the hosting charge for the SHADDO website

This was agreed. Gareth to arrange payment.

Gareth

Liz was thanked for hosting the meeting.