



Shiplake and Dunsden  
Dramatic Organisation  
[www.shaddo.org.uk](http://www.shaddo.org.uk)

Minutes of Committee Meeting held on Thursday 3 September 2009 at Little Timbers, Baskerville Lane, Lower Shiplake

Present:

Angela Cadman, Hilary Tucker, Beryl Lawson, Fred Lawson, Dominic Mayer, Angela Jones, Mark Manson, Liz Thomas (in attendance), Penny Caudle, Steve Matthews

Apologies:

Gareth Jones, Neil George, Liz James, Mel Crowder

1. Metamorphosis

Set and scenery: Dom will contact Mel and Gareth and continue to liaise with them. Mel has the completed designs.

Dom will compile a wish list of props and any special costume requirements and send this to Ange/Gareth (in Hilary's absence) to go out to members.

Ange will send Mark Julie Huntingdon's email address so Mark can approach HAODS re possible source of 'bellhop' type outfit.

Rest of cast will deal with own costumes as requirements have been outlined by Dom at rehearsals. Liz T will look in the Tower for possible costumes (e.g. dress jackets/waistcoats for lodgers and possible costumes for Penny).

Mark will find out whether Hall is free this Sunday and if so, will liaise with Liz T and they will see what costumes are in the Tower.

Dom will liaise with Gareth re the stage management. Angela J offered to do the curtains.

Beryl and Fred can help with FOH on the Friday night. They may not be able to help Saturday night due to prior commitment but will check and advise Mark over the next week or so.

We will ask Liz James whether she would be able to be in charge of FOH organisation/bar rota etc. Hilary will email Liz and ask – Hilary to ask Liz to reply to Mark and Gareth (in her absence).

It was agreed that we will donate bar profits to charity (to be discussed).

Dom will put together a programme (one sheet folded A4) (black and white) and send to Hilary/Angela J to proof read before it is copied. To be given free of charge, not sold. To be placed on seats to save manpower at door.

Dom reported that Tom Barnes is doing the music and will come to several rehearsals. Dom to advise Gareth (for stage purposes) what equipment Tom will have and where it will need to go. This may affect seating plan and layout at front of hall.

It was agreed that tickets will be £5 on each night with no concessions.

As the play is quite short it was agreed best to start at 8pm.

Dom has a publicity graphic for the shops which he will take in.

It was agreed that Dom would put together an e-flyer which could be sent to various organisations (e.g. SVC, Tennis Club, Bowling Club). This would give Ange and Gareth as contact for tickets. Dom would send this to Ange and Gareth, copy to Mark.

Dom would also put together an email with ticket ordering information and let Angela and Gareth have this for them to send out to all the members – members have been told by Hilary in earlier email that this ordering info was to follow.

Angela J would deal with all the ticketing.

Small posters would be put at places such as bus stop, Tesco's etc.

Dom would think about adapting existing boards for publicity (e.g. beetle on lamppost).

The flyer would also be hard copied and Hilary, Angela J, Liz T and others would distribute these around the village.

Angela J would ask Gareth to put ticket info and updated info on website.

Info has gone into the Belfry which is out.

Gareth will deal with performing rights when he gets back (advised by email).

Dom will check the rehearsal schedule and advise Mark and Gareth if any additional venue booking needed.

\*See additional note below re publicity/marketing meeting for M/M (under AOB)

## 2. Panto (Sinbad)

Dom, Mel and Penny will hold a separate Panto meeting shortly and will discuss timing of the auditions together with audition arrangements.

It was agreed that the Directorial Team would discuss an overall time plan and check that they were able to proceed OK. They would confirm this before the next meeting. It was agreed that (given the dates of M/M) auditions would probably have to be held in the first part of October with a quick casting thereafter and then into rehearsals by mid-October (by half term).

We would schedule another committee meeting for straight after MM.

The importance of a stage manager (highlighted by Gareth in email) was discussed. We may need to target individuals with a 'direct' approach.

## 3. March Play Evening

Nothing to discuss now. To be brought forward to next agenda by Hilary.

## 4. Social Evening (F and B's garden)

To be postponed to Spring 2010 (Hilary has notified members).

## 5. Costume Sort Out

Liz and Mark will try to have a look in Tower on Sunday – take it from there.

## 6. Calendar (Penny)

Penny will progress this and liaise with Gareth.

### 7. Committee changes

Karen has been forced to resign (personal reasons – serious illness of parent). Hilary and Mark have both emailed and spoken to Karen.

Hilary nominated Angela J to fill the committee vacancy and this was seconded and approved.

### 8. Membership renewals

It was agreed that we would leave these until we had Panto audition dates so that new members could also be processed. Hilary will deal with this in October.

### 9. NODA Insurance

Renewal expenditure was approved. Gareth will renew the policy.

### 10. AOB

Angela C agreed to prompt for M/M

**There will be a meeting to co-ordinate M/M publicity and marketing after the rehearsal in Church Rooms on Thursday 17 September at 9.30pm.**

Liz T agreed to help Dom formulate character sketches for Panto audition info.

### 11. Next Meeting

This will be an important one re the Panto arrangements.

**This will be held on Monday 5 October 2009 at 7.45pm at Little Timbers**

The meeting closed with thanks to Ange for hosting.