



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

Minutes of Meeting of Executive Committee held on 5<sup>th</sup> December 2011  
at 5 Brocks Way, Shiplake

Present: Harriet Thomas (Acting Chair), Pip Collings (secretary), Rosemary Appleby, Pam Hudgell, Hilary Tucker

Guest: Garath Jones, Ashley Irons

Apologies: Simon Classey, Beryl Lawson, Fred Lawson, Liz James, Neill Wilkinson

**1. Action points from previous meeting and minutes**

• ***Murder Mystery***

It was agreed that SHADDO would donate £300 to Shiplake Memorial Hall for the use of the hall for the Murder Mystery.

**ACTION - Neill Wilkinson**

• ***An inspector calls***

Rosemary confirmed she has cancelled the hall booking for June and booked 28<sup>th</sup> & 29<sup>th</sup> September instead.

Pip to check with Steve that this is OK with him and the date of the play reading.

**ACTION - Pip**

• ***Bank accounts***

Pip to check with Neill about becoming a signatory

**ACTION - Pip**

Pip noted a mistake in the previous minutes.

Point 4. - correction Memberships are due to run from November to end of October.

**2. Update on Pantomime**

• ***Production meeting***

This has been arranged for Tuesday 13<sup>th</sup> December at 7.30 between Harriet, Garath and Martin Strong. Ashley will send written information, as she is unable to attend.

It is hoped that Liz James will also be there, Harriet to check her availability

**ACTION - Harriet**

Ashley has kindly agreed to design the missing set, based on what we have from previous productions. She will circulate the design to the committee soon.

**ACTION - Ashley**

• ***Costumes***

Costumes are 90% there. Ashley will send a list of what is needed to Pip, who will email the members and supporters for help.

**ACTION - Ashley/Pip**

It is felt that the Long John Silver costume would not need hiring, but Henry would be needed instead.

- **Props**

Harriet has sent the props list to Angela Cadman. The main items needed are the barrel and treasure chest. These can probably be created as part of the set.

Hilary has a crutch for use by Long John Silver.

**ACTION - Hilary**

- **Music**

The band - 321 have sent a digital recording of the 3 main songs for rehearsals. They will produce a final version at least one week before the performance. The band have been offered free tickets to the production.

- **Christmas Party**

The date and time for the Christmas party has changed from Wednesday 14<sup>th</sup> December to **Monday 12<sup>th</sup> December at 7pm**. It will be in the function room at the **Plowden Arms**. Food will be provided. It was agreed that SHADDO would pay for this – approximately £120.

Pip to email the adult cast urgently about this.

Ashley to organise with the pub. The rehearsal on 14<sup>th</sup> December has been cancelled.

**ACTION - Pip & Ashley**

- **Programme**

Nigel has requested that someone else takes on the printing of the programme for this year. It was agreed that Harriet and Ashley would print 100 colour copies each, and Pip and Hilary would collate and staple on Wednesday 18<sup>th</sup> January. Any other help would be appreciated.

**ACTION - Harriet & Ashley; Hilary & Pip**

Pip to email Harriet and Kim Irons the week before to remind them to stock up on printer ink.

**ACTION - Pip**

- **Publicity**

- ***Posters and flyers***

The poster desing was approved, but with more red and blue if possible. Garath agreed to convert the Word document into a PDF for Pip.

**ACTIONS**

- **Pip to produce colour artwork for programme and posters + black and white version for flyers**
- **Approximately 10 A4 colour posters to be printed by Harriet and Ashley**
- **200 black and white flyers for the children's school bags for the first week in January – to be printed by the committee – 10 copies each please.**
- **Angela Jones to help distribute in the school please.**

- ***Roadside boards***

Pip agreed to take this on. Harriet to send Pip the contact details of printers.

**ACTION - Harriet & Pip**

- ***Press***

Pip has sent details to Round and About and Belfry for their January editions.

Pip agreed to draft a press release for the Henly Standard

**ACTION - Pip**

- ***Costumed promotion***

The idea of promoting the production in costume was discussed. The Plowden Arms and Baskerville Arms may be targetted. Volunteers will be sought at the Christmas party.

- **January rehearsals**

Ashley and Harriet will be producing a new rehearsal schedule before Christmas. Monday 9<sup>th</sup> and 16<sup>th</sup> January are possibilities – Rosemary to check Memorial Hall availability.

**ACTION** - **Rosemary**

- **Bar**

Harriet asked Pip to email Neil and Neill about:

- Bar licencing
- Stock
- What needs to be done for the pantomime

Claire Dench has offered to help with the bar

- **Front of House**

We need someone for Front of House on Thursday 19<sup>th</sup> January plus support for Beryl and Fred on the Friday and Saturday.

**ACTION** - **Ashley & Harriet**

- **Chaperones**

Garath reminded Ashley and Harriet that chaperones would be needed for the children at the Memorial Hall.

A plan is also needed for the children between their scenes.

**ACTION** - **Ashley & Harriet**

### **3. Feedback from emails**

Pip has received an email from Charlotte Bourne who is interested in the comedy plays.

Also interested are:

Pam, Rosemary, Ashley and Hilary.

Ashley's boss – Roger Horton would like to become a member of SHADDO and likes comedies, so may also be interested. A play with a mostly female cast is needed.

**ACTION** - **Gareth??**

We have also received an email from Pam Lamb a make up and hair stylist, who is offering workshops.

Pip to ask for prices.

**ACTION** - **Pip**

### **4. Next meeting**

The next meeting will be on Tuesday 10<sup>th</sup> January 8pm, hosted by Harriet. 19A Station Road, Henley