



Shiplake and Dunsden
Dramatic Organisation
www.shaddo.org.uk

**Minutes of Committee Meeting held on Thursday 12 March 2009 at Little Timbers,
Baskerville Lane, Lower Shiplake**

Present: Mark Manson (Chair), Angela Cadman, Angela Jones, Steve Matthews, Neil George, Gareth Jones, Hilary Tucker, Liz Thomas

Apologies: Liz James, Fred Lawson

1. AGM – Thursday 9 April 2009

Mark reported that the Church Room is booked for this.

It was agreed that we would all take some nibbles (crisps etc). **Action – everybody.**

Gareth and Mark would sort out the wine/other drinks. **Action – Gareth and Mark.**

We would publicise this as widely as possible – e.g. phone calls to possible attendees.

Hilary would send out the formal notices and collate committee nominations etc and then give these to Gareth to put on the website with the accounts etc. **Action – Hilary and Gareth.**

Hilary would also email some of our past members and supporters with news of the AGM. **Action – Hilary.**

It was agreed that subscriptions would remain at the same level as this year.

There would be a committee meeting following the AGM to discuss future productions etc. One key factor is to broaden membership.

It was agreed that Neil George would make a small 'speech' about the AGM at the Play Evening to encourage and inform. **Action – Neil George.**

2. One-Act Play Evening – Friday 3 April

Rehearsals are underway for both plays.

Mark has dealt with the bar licence and will liaise with Steve Watkins to avoid duplication. **Action – Mark.**

Liz T is going to meet with Steve W re the set and Steve W is going to come to rehearsals of 'The Friday Night Radio Play' from now on. **Action – Liz T.**

Liz has bought the licence for 'The Friday Night Radio Play'. We need a licence for the Last Tango play. Gareth agreed to sort this out. **Action – Gareth.**

Angela J reported that Kate Piercey would do the make-up.

There would be a few nibbles (crisps etc only) on the bar – no proper food – these nibbles would not be charged for and would be limited to a few bowls. Hilary agreed to sort this out. **Action – Hilary.**

Mark will organise the drinks for the bar and get bar staff sorted out. **Action- Mark.**

It was agreed that we would have straight rows of seating, not tables.

Beryl and Fred had agreed to sort out front of house and Liz J had also offered to help with this. **Action – Fred, Beryl and Liz J.**

There was a long discussion re tickets and the best method of selling these. It was agreed that we needed some control on numbers and that there would therefore be numbered seats. Angela J agreed to handle the ticket orders from her house. **Action – Angela J.**

Neil agreed to produce a flyer to go through doors in the area and also to be sent out by email. Neil would let Hilary have this to send out and this would have the booking form on the back. Mark would liaise with Neil re the info for the flyer. **Action: Neil/Mark and then Hilary.**

Neil would also print off flyers. **Action – Neil.**

It was agreed that each 'team' would sort out own props as required.

Each 'team' would sort out own wardrobe as required.

Ed Peters would do sound and lights (Gareth advised). Liz T would let Gareth know what SFX would be needed for 'Friday Night' play. **Action – Gareth and Liz T**

Angela J would sort out some 'bland' music for the hall. **Action – Angela J.**

It was thought that we would need mikes. **Action – Gareth.**

Angela C agreed to think about producing the programme. If Angela was unable to do it, she would let us know and we would ask Nigel. This would be a fold-out programme and would contain a large advert for the AGM. **Action – Angela C.**

3. Other Business

Hilda has moved to the Cotswolds. It was agreed that Hilary would buy a card to send to wish her well and thank her for props she had kindly donated to Shaddo (hats, shawls and bags etc). **Action – Hilary**

Thanks to Gareth and Angela for hosting the meeting.