



**Shiplake and Dunsden
Dramatic Organisation**

Minutes of SHADDO Executive Committee Meeting 8th September 2003

Present: Gareth Jones (Chair), Hilary Tucker (Secretary), Liz Thomas, Mark Manson, Fredric Lawson, Liz James, Neil George, Neil McAdam

Apologies: Mel Crowder, Steve Watkins

A: Pantomime

1. Report from script sub-committee

Mark reported that the script committee recommendation for the Pantomime was Ali Baba. He described the types and numbers of characters, and the additional input required regarding songs/dialogue and additional small roles. Mark also described the staging aspects, opportunities for audience participation etc, It was decided that this would be adopted as the Pantomime choice this year, and the basic script would be sorted out by the end of September, in respect of the major scenes and essential blocking. Gareth would like to add lighting cues to the script at a fairly early stage and wanted to discuss lighting design with Mel. Fredric explained the advantages of making a scale model of the stage, which could be used in other years. Mark mentioned that there was a modeller at his place of work, and he would ask him if he could produce a model for us within the next month or so. Mark also reported that the script licensing was in order and that he had discussed costings for script and music with Liz J. Script cost to be recouped from rehearsal fees.

ACTION:

- Mark to talk to the modeller with a view to producing a scale stage model
- Gareth to e-mail stage dimensions etc to Mark
- Liz James to e-mail script to Mark so he could recommend any changes and additions, with a view to the script committee finalising the script as above
- Script committee (see above)

2. Audition Arrangements

Liz J reported that these had been arranged for the Church Rooms on Tuesday 30 September 2003 (8.00pm) and Wednesday 1 October (7.30pm). These would both be open auditions and people could choose which session they wanted to come to.

Liz reported that Carol George would make handouts publicising the auditions to distribute in the village. Neil would liaise with Carol re the publicity aspects. Neil offered to co-ordinate the publicity and Liz James is also waiting to hear from Lesley Metzler as to her interest in helping with publicity issues. All committee members should e-mail Neil/Carol with any names of those who can help with publicity.

ACTION: Neil George, Carol George, Liz James, Everybody

3. Production Issues and Production Team

Liz Thomas offered to co-ordinate wardrobe and sourcing of props. It was agreed that the costumes would be hired for the major players.

ACTION: Liz T

Gareth and Mark would deal with working out a schedule for Pantomime publicity issues (see point 2 re audition publicity). Gareth would lead on this, and Mark would assist.

ACTION: Gareth and Mark

Liz J (see point 2) to confirm arrangements with Carol and Neil G re audition flyers.

ACTION: Liz J, Neil and Carol George

Direction Team: Sylvia will do the music and Liz J will liaise with Sylvia

ACTION: Liz J

Liz James will be the director

Chris Bichard has agreed to be assistant director

Fredric Lawson has agreed to act as an advisor to the direction team

Hilary Tucker has agreed to help with rehearsals (e.g. taking small groups etc. as required by Liz and Chris)

Liz J will draw up a rehearsal schedule in conjunction with the direction team- Liz J to lead on this

Liz J will book up the Church Rooms for rehearsals up to Christmas, On Wednesdays or Mondays (Liz J will advise as to which night is free)

ACTION: Liz J (to lead on this and contact direction team)

Neil George will confirm with Nancy exactly what has been booked for the Memorial Hall and report back

ACTION: Neil George

Mark to ask Ian regarding the bar licence to sort this out early

ACTION: Mark

Liz James will check whether the Corner Shop happy to handle ticket sales

ACTION: Liz James

If necessary Gareth will sell tickets by mail order. He will assess whether this is necessary nearer the time, and depending on the local shops.

5. Any other Pantomime issues

Gareth will talk to Steve about stage administration, and Gareth will organise a production team meeting (with further meetings as needed)

ACTION: Gareth

B: Other Productions

1. MM-Shiplake PTA

Mark will get the signed contract from Helen.
Seems to be going well, and this is being handled solely by the school so no need to amend the contract.

2. MM-HAODS

Hilary has sent contract to Julie at HAODS and is waiting to hear back with confirmation of date and acceptance. A fee of £250 (reduced fee) was agreed and Hilary will write to Julie to advise of new fee. Julie to be asked to get in touch with Gareth to talk about lights and production issues and to talk about rehearsing in the Green Room.

ACTION: Hilary, Gareth

3. Cinema Club

Neil G reported that we need to look at the quality, the equipment etc. He will book the hall for 17 October for a film evening, and e-mail details round. This will NOT now be 31 October.

ACTION: Neil George

4. New MM?

We may need a new MM for around March 2004 (Gillotts? Rotary?)
It was agreed that rehearsals for this would start after the Pantomime
Auditions would be in mid- February 2004
Auditions would be open to the membership

ACTION: Gareth to check with Steve whether Rotary would like a MM in
March

5. Plays

Liz T to arrange a play reading evening on Friday 10 October 2003

ACTION: Liz T

C: Other issues

1. Investments and fundraising

There was much discussion about motorised tracks, curtains, gauze curtains
and flooring/carpets.

It was agreed that Neil G would discuss flooring with the MHC.

It was agreed that Mark would put together a grant application with help from
Andrew Thomas.

Neil McAdam and Gareth would talk to Hugh about sound mixer and sound
equipment-to be purchased.

ACTION: Gareth, Neil McAdam, Hugh, Neil G, Mark

2. Membership issues

Hilary reported that the new membership forms and an accompanying letter
had been finalised by herself, Gareth and Liz T

Everyone was happy with these, and agreed they should go out as drafted.

Hilary and Liz T to e-mail or deliver paper copies to all prospective members

Hilary to make a database as new members join and pass money to Neil
McAdam

ACTION: Hilary, Liz T and Neil McAdam

Neil will renew the insurance (due September) and pay the premium of £236

ACTION: Neil McAdam

3. Issues for next MHC meeting

Neil G to advise of the need for a 'theatre' licence, and to have the electrics checked (we can go 50% with them on the latter). The installation we put in needs to be formally certified.

Shaddo and the MHC will need to work together to get the theatre licence from the LA. Gareth has the requirements.

Neil to also talk to MHC about the flooring (see above)-e.g. we could offer to lift carpet, sand and seal floor. What would be acceptable?

ACTION: Neil George, Gareth Jones

4. Social Events/Social Calendar

It was agreed we need to widen the social side to offer membership benefits.

Liz J will research a trip to Stratford to take place in March or April.

Gareth will organise the dinner theatre event with HAODS.

Fredric will organise a play reading in late May to be held by the river at his home-21 May 2004

Gareth and Neil McAdam will organise a day visit for children to be held in December 2003 (venue to be decided)

Gareth will update the social calendar and e-mail this around the committee.

ACTION: Gareth, Neil McAdam, Fredric, Liz J

AOB

None

Next Meeting

Hilary will e-mail/deliver paper copies of minutes as soon as possible with action points.

Hilary will send out reminder of next meeting, which will possibly be on Monday 20 October 2003. This may not be suitable due to the Pantomime rehearsals but this will depend on the rehearsal days. Hilary will liaise with Liz J and confirm the date of the next meeting.

ACTION: Hilary Tucker

Meeting closed at 10.20pm