



**Minutes of Meeting of Executive Committee held on 06/12/12**  
**at Rosemary's**

**In Attendance**

Harriet Thomas – H  
Pam Hudgell – PH  
Ashley Wright – AW  
Kimberley Irons – KI  
Pip Collings – PC  
Rosemary Appleby – RA  
Frederick Lawson – FL  
Beryl Lawson - BL

**Apologies**

Hilary Tucker – HT sent notes  
Neil Wilkinson – NW sent notes  
Liz James – LJ sent notes  
Angela Cadman  
Gareth Jones – GJ sent notes

**Absent**

Simon Classey - SC

**1) Minutes of Last Meeting**

- All actions completed

**2) Pantomime**

Rehearsal Schedule

- AW to update post-christmas schedule (currently TBC) and send to cast, crew and committee

Stage Management

- Phil Johnson (PJ) to be responsible for this but as he is on stage in a minor role he will ask Henry Loud (HL) to run the performances, Phil will do all the planning. This will give Henry an opportunity with support.
  - i. KI to liase with PJ and HL

Props

- LJ kindly agreed to take this on
  - H to update the list with KI and sent to LJ
- We need a broken spinning wheel (we do not want to break someones best spinning wheel)

Costumes

- Charlotte Bourne (CB) has expressed an interest in running this
  - Livvy George (LG) has expressed an interest in helping make costumes
  - KI to update the list and to liase with CB and LG

## Music

- Struggling to get the Agadoo song without the lyrics – we need it three times through
  - PC to liase with Rik to see if they can find a musician to do us a cover / edit the track somehow.
- H and KI to liase over timings and track length for Worried About Ghosts
  - H to liase with Rik re: removing the word 'Ray' from the track.

## Makeup

- KI to ask Emma Piercey to ask Kate and Rachel Piercey

## Set Design

- Done, H to formalise and send out to all concerned
- We ideally need one backdrop painting
  - PC to ask Angela Jones (AJ) to ask Mel Petch (MP)
  - If we can find a backdrop painter GJ to order a backdrop if we do not have a spare.
  - H to check paint list to see if we need anything else

## Lighting & Sound

- GJ is organising, H to send him the lists

## Performance License

- HT has received the bill and sent to NW for payment

## Memorial Hall

- All booked
- RA to liase with GJ and Nancy re: informing classes of any potential problems.

## Prompt

- We need a prompt
  - H to ask Sue Walker
  - PC to send an appeal to members for a volunteer prompt

## Christmas Party

- Will be held at the Flowing Spring, with a hot buffet similar to our most recent event at the Plowden £5 a head
  - It will take place on 18<sup>th</sup> December after the music rehearsal
  - AW and KI to book, write invites and PC to send to members and collate RSVP's so we know numbers
- It was agreed that Shaddo would subsidise it to the same sum as last year – NW to let Ash know the final figure.

## Ticketing

- BL raised concern that the ticket price increase had happened outside of a committee meeting. It was decided it was too late to amend this now but that as part of the evaluation of panto at the February/March committee meeting this would be discussed.
- GJ has kindly agreed to print as usual
  - KI to confirm with GJ the seating layout with reference to apron exit into audience positioning – this might affect the Fab Four?
- AJ has kindly offered/been volunteered by GJ to arrange the Shaddo member advanced bookings
- Binfield Heath Stores and Shiplake Corner Shop have agreed to sell tickets as usual – TJ the liason

## Promotion

- Fliers to arrive on the 17<sup>th</sup>, PC to bring to Christmas party to distribute.

- PC to send to the Beavers, Brownies, Scouts and Schools
- AD to send to village society
- PH to send to WI
- PC to talk to MM re: getting a team to do letterbox drop
- If anyone is going to events over Christmas, could they take some fliers?
- Terry James (TJ) to liased with the Corner Shop about getting fliers in the newspaper.
- The boards will go up the Saturday before Christmas
- A4 posters will be printed to go in the pubs etc, PC to email Janet Matthews about putting on in the library.
- We have missed the Newsletter and there is no Belfry until March but PC has arranged a press release for Round and About
- PC to put press release into Henley Standard closer to the time.

#### Front of House (FoH)

- We have no one to do FoH
  - PC to send out an appeal to members for FoH Manager and FoH staff
- PC to ask GJ if he will produce the labels again
- PC to ask NW re: float

#### Bar

- PC to ask Mark Manson (MM) if he can liase with the usual suspects and find someone to manage the bar (set up, licensing? beer order, beer collection, pricelist, glasses, float, staff and rota etc).
- PC to ask NW re: float

#### Nursery

- LJ to liase

#### Church Room Chairs

- PC to ask GJ if we can use his car to collect

#### Chaperones

- PC to ask Liz if she will arrange a rota like last year

#### After show Get Out

- AW and KI to arrange presents for the team
- HT to arrange presents for the Directors
- The work on the hall will start on the Monday after panto, we have to have cleared the base of the tower (mostly the large flats I think) by then.
- The entire under stage area needs to be emptied by the time the plumbing works start – Bob Partridge to inform Shaddo when he has dates for and the timespan.
  - AW to arrange a discussion with GW and relevant parties about what we can do where to store things – maybe the garages?
  - H will be absent so AW and PJ to arrange the get out and liase with GJ for his experience
- KI and AI to arrange post Get Out drinks and nibbles (also ponder last night fish and chips?) and to invite the kids and families etc

#### Post Panto Party

- PC to arrange for February, possibly Italian, somewhere like Zizi's
- Adults only

#### Review

- KI to tell Chris Irons (CI) that he has been volunteered

### 3) **Play Reading**

- Widely viewed as a success – had 8 attendees despite clashing with a rehearsal.
- The next two will be 4<sup>th</sup> Feb and 4<sup>th</sup> March
  - PC to send an email to add the date to people's diaries.
- It was discussed that it should be more widely publicised PC to arrange posters
- It was discussed that being in a side room at the Baskerville removed the point of being in the pub – to be visible – so PC to discuss with the Baskerville about doing it in the area the other side of the bar.

#### 4) **Finances**

- In NW's absence there was little to add
- A cheque has been sent to pay for the roadside boards
- Pip needs a cheque for the fliers
- Budget for panto – NW to resent to AW (based on last year) with breakdown
- The NODA renewal is due – NW to pay
- The script license bill arrived – NW to pay
- Pip to check the membership is up to date and chase any late payers at the Christmas party.

#### 5) **AOB**

- BL has been approached by John Bodman at Dunsden regarding Shaddo being involved in the celebrations of Wilfred Owen's 100<sup>th</sup> (anniversary of his death?) in November 2014. It was decided in principle this was a good idea but too far ahead to confirm.
  - BL to pass him on to LJ as chair
  - To be on the agenda for a future committee meeting.