

THE WOODHOUSE PLAYERS

At a meeting of the **WOODHOUSE PLAYERS COMMITTEE** held at **46 CHURCH HILL, WALTHAMSTOW, E17 9RY** on **THURSDAY 13TH MAY 2004** at 7.30pm

MEMBERS PRESENT

Steve Balchin
Liz Braithwaite
Khadija Cheetham-Slade
James Goodman
Carla MacLean
Thos Ribbits
Tim Seward (Chair)

OTHER MEMBERS PRESENT

Sarah Webber

1. APOLOGIES

None.

2. MINUTES

The Committee requested that minutes take the form of an action sheet rather than a full record of the proceedings.

Committee Minutes: 5th April 2004: APPROVED

Annual General Meeting Minutes: 5th May 2004: APPROVED

Matters Arising:

One ladder and forty foam chair cushions have been purchased.	-
Welsh Church Hall has been booked for run of Macbeth.	-
Approach to Bob Grey of Waltham Forest Arts Council after Committee agrees what needs financial support should be for.	TIM TO DO
Confirmation of the booking of the Welsh Church Hall for run of Wyrdd Sisters.	LIZ TO DO
AGM minutes to be circulated to all members.	THOS TO DO

3. SIGNPOSTS FROM THE GROUP DISCUSSION AT THE AGM

Following the debate held at the AGM on the future of the Woodhouse Players based on the discussion paper entitled *Woodhouse Players: Where Do We Go From Here?*, the Committee discussed the development of an action plan on various issues as follows:

PRODUCTION CO-ORDINATION	LIZ TO DO
Creation of "Countdown to Show" guidelines to be arranged and placed on website and kept in hardcopy. Document to include section on "Communications with Play Group"	LIZ TO DO

PUBLICITY CO-ORDINATION	KHADIJA TO DO
To include work on branding with Nicola Holland.	TIM TO CONTACT NICOLA
Casts to help with publicity for shows (placing posters in libraries, etc.)	ALL TO NOTE
Support with envelope writing (with aim of producing printed labels in longer term)	CARLA TO DO
Develop a working party to develop a new website Development in two stages: <ul style="list-style-type: none"> • Identify what information is needed • Identify best form of website 	TIM TO ORGANISE
Rationalisation programme on how publicity is currently handled to be developed for Committee to agree (and it was agreed that the poster mailshot should be stopped immediately).	KHADIJA AND THOS TO DO

PRODUCTION/ARTISTIC PLANNING	
Artistic programme has been agreed by Members to Christmas. Play reading session(s) to take place in November to help plan productions for future.	COMMITTEE TO ORGANISE
Triple Bill possibly to include work of local writers, possibly by competition. Liaison with local creative writing groups to be investigated	STEVE TO DO
Triple Bill to be better paced by having shorter play in the middle.	COMMITTEE TO ORGANISE
Increase in one off productions including rehearsed readings, workshops, cabarets, etc. Suggestions for filling these slots to come from membership	LIZ TO LOCATE SLOTS IN SCHEDULE
Workshops to be tied in with schedule for major productions eg singing workshops before pantomimes	CARLA TO ORGANISE WORKSHOPS

RECRUITMENT	
Specific publicity to be organised for actors, technical people, musical people, etc. to include websites (eg B3TA), performing arts colleges, outreach through one off events (eg rehearsed readings). Sarah Webber to assist.	TIM TO DO
Directors must be prepared to use new people.	ALL TO NOTE
The Group was pleased with its continued working arrangement with the Rosina Pulley School of Dance but noted that if she decided to retire from productions, there would be a need to find other partners. Agreed that as contingency plan, there be a feasibility study on what musical and dancing school support there is in locality.	TIM TO DO
Group to capitalise on its friendly nature by having social events which could also be used for recruitment/retention. Picnic and quiz evenings to be organised as first events.	JAMES AND KHADIJA TO ORGANISE

INFRASTRUCTURE	
Infrastructural recruitment team to be developed to include Sarah Webber and taking advice from Rob Bettelheim, Clive Goodwin and John Bradley.	JAMES TO ORGANISE
Group to produce wish list of purchases as part of a long term infrastructural renewal programme to allow for capital grant applications	JAMES TO ORGANISE
Agreed purchase of new blacks and two freznel lamps for in time for production of Macbeth	JAMES TO ORGANISE
Agreed purchase of more cushions	STEVE TO ORGANISE
Plan for managing the Welsh Church Hall space to be organised	JAMES TO ORGANISE
Creation of inventory (to be visual and updatable) and rationalisation programme of assets to be developed by working group to include Vicky Harris and other interested parties	THOS, CARLA AND STEVE TO ORGANISE
Long term safeguarded storage arrangements to be developed (eg shelves, wardrobes, chests, etc.)	THOS, CARLA AND STEVE TO ORGANISE
Disposal materials to be offered to interested parties (eg Leytonstone Reading Group)	THOS, CARLA AND STEVE TO ORGANISE
Fundraising strategy to be developed in conjunction with Chris Pethers	TIM TO DO
List of external venues to be created	THOS AND TIM TO DO

COMMUNICATIONS	
Member details to be collated in one place	THOS TO DO
Email communications to Members to come from one person and consideration to be given on how to avoid email overload for members	STEVE TO DO

MODEL PROGRAMME FOR THE YEAR

JANUARY	Pantomime Social event for whole group
FEBRUARY	Experimental/one off slot
MARCH	Performances at festivals
APRIL	Triple Bill
MAY	Annual General Meeting
JUNE	Experimental/one off slot (eg Rehearsed Reading)
JULY	Summer production
AUGUST	Social event for whole group
SEPTEMBER	Experimental/one off slot
OCTOBER	Autumn Production
NOVEMBER	Social event for whole group Large playreading session to aid programming of forthcoming year
DECEMBER	
This programme is merely a model and is not cast in stone	

4. COMMITTEE PORTFOLIO DISTRIBUTION

This was covered in at item 3.

5. UPDATE ON FORTHCOMING PRODUCTIONS

- **Macbeth by William Shakespeare (15th - 17th July 2004)
(Producers/directors: Khadija Cheetham-Slade and Sarah Webber)**

The budget was expected to be up to £600 (provisional earmarking was £100 for props/weaponry; £40 for effects; £250 for costumes and lighting). The set would be minimal, however, there were some lighting effects required and it was requested that as the necessary lights would be of use to the whole group, this be a corporate expense rather than taken from the Macbeth budget. As agreed above, the blacks and two freznels would be bought centrally. The cast was nineteen in total which was hoped would

bring in a larger audience than usual. There would be no raffle for this production.

Budget breakdown and revenue projection to be provided to Tim and James	SARAH TO DO
A seating plan for weekend performances to be drawn up and provided to Tim	SARAH TO DO

- **A Bird in The Hand by John Drinkwater (17th July 2004)
(Producer/Director: Ita Hill)**

Ita had advised that she did not yet have a full cast and so suggestions of possible cast members should be made to her.	KHADIJA TO DO
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- **Wyrd Sisters by Terry Pratchett and Stephen Briggs (Autumn half term holiday) (Producers/Directors: Carla Maclean and Sacha Walker)**

Early preparations going well

Carla and Sacha to consider budget and contact James	CARLA AND SACHA TO DO
Performance licence required	CARLA AND SACHA TO DO
Signed Terry Pratchett books to be acquired for raffle prize if possible during the author's current booksigning tour	ALL TO NOTE

- **Other productions**

Pantomime decision expected on 14th May 2004

6. IMPORTANT DATES

- Pantomime Read-Through and Selection: Friday 14th May 2004, Welsh Church Hall
- Next Committee Meeting: 1st July 2004 at 7.30 pm at James' House (if Liz is available)
- Welsh Church Hall Tidying: Date to be confirmed

7. ANY OTHER BUSINESS

Constitution

Members of the Committee confirmed they had received no comments on the new Constitution following the AGM, though it was noted that the minutes had not yet been circulated to Members.

Member Involvement

Future minutes/action sheets to be circulated to all members after committee agreement:	THOS TO DO
Web based Woodhouse Players Blog for recording decisions not made formally at meetings to be created:	TIM TO DO
Decisions for recording on Woodhouse Players Blog to be presented to Secretary in first instance:	ALL TO DO
Members to be advised of committee meeting dates and asked to let Secretary know in advance if they wish to attend for space reasons.	THOS TO DO

Rubbish Disposal

A £50 fine for excess rubbish being left outside Welsh Church Hall after the Triple Bill had paid to London Borough of Waltham Forest. A copy of the key to the Paladin Bin to be asked for from Wayne, the Hall Caretaker:	CARLA TO DO
Recycling box to be acquired from Council	CARLA AND KHADIJA TO DO

Bank Account Signatories

Noted that there was no need for additional signatories

The meeting ended at 9.45pm

Thomas Ribbits
Secretary
Woodhouse Players