

THE WOODHOUSE PLAYERS

At a meeting of the **WOODHOUSE PLAYERS COMMITTEE** held on
THURSDAY 1st JULY 2004 at 7.30pm

MEMBERS PRESENT

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

1. APOLOGIES

None.

2. MINUTES

Committee Minutes: 13th May 2004: APPROVED

Matters Arising:

The Chair reminded those present that the tasks agreed at the last meeting were planned for the whole year. Committee members then gave updates of tasks so far and these are attached to these minutes as an appendix.

Woodhouse Players Blog Posts to 23rd June 2004: NOTED AND RATIFIED.

3. BRANDING

Logos: Four proposals had been created by Nicola Holland. These will be put the wider membership and the most popular will be formally adopted.	TIM TO DO
Website: Tim to investigate electronic booking form process	TIM TO DO
Website: General look of prototype website approved, though some pages contained daunting amounts of text and so more pictures should be added	TIM TO DO

4. UPDATE ON FORTHCOMING PRODUCTIONS

- **Macbeth by William Shakespeare (15th - 17th July 2004 in the Welsh Church Hall, and charity performance on 20th July 2004 at Trinity High School, Woodford Green) (Producers/directors: Khadija Cheetham-Slade and Sarah Webber)**

Production was progressing well and it was hoped that it would eventually come out under budget.

Liz undertook to organise the front of house team for the performances and requested an email seeking volunteers be sent. Noted that James would be able to run the box office on Thursday 15th July only.

It was noted that there would be a charity performance of the production at Trinity School, Woodford Green on Tuesday 20th July 2004. Liz and Pete Raggett would visit the premises beforehand to work out the best way for the transfer to take place; the resulting performance would be “lower key” than the main run because of the impossibility of transporting lights, etc. Liz would produce the relevant poster for the extra performance and liaise with Trinity School staff. Ticket prices will be £10 for adults, and £5 for children/concessions, and programmes will be available. Due to the unavailability of some of the cast, on the night Sarah Webber will be taking the role currently played by Sacha Walker and Liz will play the second murderer.

Photographs of the Trinity School performance space to be taken and provided to producers of Macbeth	LIZ TO DO
Macbeth poster to be placed in Star of India restaurant as soon as possible	KHADIJA TO DO
Email seeking volunteers for front of house team to be sent	STEVE TO DO
Supplier of the swords to be included in the programme	KHADIJA TO DO

- **A Bird in The Hand by John Drinkwater (Rehearsed Reading in the Welsh Church Hall as part of the Leytonstone Festival) (17th July 2004) (Producer/Director: Ita Hill)**

Ita Hill had produced the text for the advertising for the rehearsed reading and Thos and Tim had commented upon it. Ita has expressed the view that future rehearsed readings should also include work by members of the Group.

Thos to feed back to Ita the need to ensure that it was clear that the production was a rehearsed reading and not a fully staged play, as it was imperative that the public did not feel misled	THOS TO DO
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Thos to feed also back to Ita the suggestion that stock Woodhouse Players props and furniture be utilised in the production so as to avoid the need for additional storage space.	THOS TO DO
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- **Wyrd Sisters by Terry Pratchett and Stephen Briggs (27th - 30th October 2004 in the Welsh Church Hall) (Producers/Directors: Carla Maclean and Sacha Walker)**

Noted auditions to be held on 22 nd and 23 rd July 2004 with a follow up workshop on 24 th July 2004 (<i>NOTE: Since the meeting, it was advised that these dates were likely to change.</i>)	ALL TO NOTE
Open auditions to be advertised in local press and the programme of Macbeth.	CARLA AND SACHA TO DO

Outstanding from last meeting:

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

- **Jack and the Beanstalk by Nick Pickles (Christmas 2004/New Year 2005 in the Welsh Church Hall) (Producers/Directors: Steve Balchin, Tim Saward, Pete Raggett and Thos Ribbits)**

An initial script had been provided by Nick Pickles for comments by Saturday 3rd July and a fuller version promised for the end of July. This production would have a production team of four directors and was planned to use the stage area in the usual way.

Usage of the Welsh Church Hall on 6 th January 2005 by Jennifer Haley School of Dance to be confirmed	LIZ TO DO
Performance dates agreed as: Thursday 30 th , Friday 31 st December 2004, Saturday 1 st January 2005 (matinee only), Thursday 6 th (to be cancelled if the Hall is unavailable), Friday 7 th , Saturday 8 th January (matinee and evening performances).	ALL TO NOTE/ LIZ TO BOOK

6. IMPORTANT DATES

- Social Event: Picnic: 21st August 2004
- Next Committee Meeting: Tuesday 24th August 2005 at 7.30pm
- Basics of Acting Workshop: 11th September 2004
- Friendly read through of new one act plays for developmental purposes: 17th September 2004.
- Read through of one act plays to determine which to produce: 8th October 2004.
- Singing Workshop (with emphasis on cast of pantomime being in attendance): 10th November 2004
- Read through to select summer play: 14th January 2005

7. ANY OTHER BUSINESS

Liaison with Other Users of the Welsh Church Hall

The unexpected and unadvised booking of the Rear Chapel of the Welsh Church Hall on 17th July 2004 by another group was causing some logistical problems for Macbeth and A Bird in the Hand on that date. However, the problems were not insurmountable and it was not expected that this would be a regular issue.

Noted need to ensure that liaison with Church Representatives needs to be explicit about room requirements and times.

LIZ TO DO

Sarah Stimpson of the Playgroup based in the Welsh Church Hall is concerned about the storage of her belongings. She was disinclined to allow Woodhouse Productions to move her possessions out of the hall which was causing some problems. Noted the need for Woodhouse to ensure also that its own belongings were efficiently stored.

Tim to contact Playgroup to discuss the issue and resolve a way of operating satisfactory to both parties

TIM TO DO

Sundries

First aid kit to be purchased

CARLA TO DO

The meeting ended at 10.05 pm

Thos Ribbits
Secretary
Woodhouse Players

APPENDIX ONE

TASK	PROGRESS	OWNER
PRODUCTION CO-ORDINATION		
Confirmation of the booking of the Welsh Church Hall for run of Wyrđ Sisters.	DONE	
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" and need for publicity photographs to be taken early to aid publicity	Not yet done.	LIZ
There should be a read through of plays to select the production for Summer 2005 on 14 th January 2005. Liz to book Welsh Church Hall.	New task	LIZ
Triple Bill possibly to include work of local writers, possibly by competition. Liaison with local creative writing groups to be investigated	Steve has emailed all members but is yet to approach local groups. Agreed the following dates: 17 th September 2004: Friendly read through of new one act plays for developmental purposes. 8 th October 2004: read through of plays to determine which to produce. Agreed that there should be no overarching theme in plays (unless one presents itself after choice has been made) Steve to contact local groups with details and circulate dates to Woodhouse Membership. Liz to book Welsh Church Hall.	STEVE AND LIZ
Triple Bill to be better paced by having shorter play in the middle.	ALL TO NOTE	
Increase in one off productions including rehearsed readings,	DONE	

workshops, cabarets, etc. Suggestions for filling these slots to come from membership		
Workshops to be tied in with schedule for major productions eg singing workshops before pantomimes	A verse-speaking and a stage-fighting workshops have already been held for the Macbeth cast, but agreed these could be repeated for the wider membership in due course. A Basics of Acting Workshop to be held on Saturday 11 th September 2004 in the afternoon in the Welsh Church Hall, and a workshop on singing to be held on 10 th November 2004, to be organised by Tim. It was noted that the cast of the pantomime should be encouraged to attend this latter event.	CARLA AND TIM
PUBLICITY		
Branding work with Nicola Holland.	Four possible logos produced; Tim to email Committee to identify best two and then put those to wider membership for final decision. Other branding issues: still to do.	TIM
Casts to help with publicity for shows (placing posters in libraries, etc.)	Macbeth Publicity: Sarah Webber has encouraged Macbeth cast to assist. Noted that the website address on poster is incorrect.	ALL TO NOTE
Support with envelope writing (with aim of producing printed labels in longer term)	Not yet done.	CARLA
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 	Not yet done. See elsewhere on minutes.	TIM
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	Not yet done: Arranging a date to meet to discuss	KHADIJA AND THOS

immediately).		
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.	Not yet done.	TIM
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.	Not yet done	TIM
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.	A picnic is to be organised for all Woodhouse Players members, and is scheduled for 21 st August 2004. James and Khadija will advise the membership and make the necessary arrangements.	JAMES AND KHADIJA
INFRASTRUCTURE		
Infrastructural team to be developed to include Sarah Webber and taking advice from Rob Bettelheim, Clive Goodwin and John Bradley.	Blog updated with matters agreed and purchases so far: Blacks and four freznel lights, which	JAMES
Group to produce wish list of purchases as part of a long term intrastructural renewal programme to allow for capital grant applications.	Phase Two to include consideration of improving sound issues in the Welsh Church Hall, with costings to be placed on Blog. Phase Three to consider lighting matters including profile (spot) lights.	JAMES
Agreed purchase of new blacks and four freznel lamps for in time for production of Macbeth, completing phase one of	DONE	

infrastructure improvements.		
Khadija to ask Oliver Clements if he would be prepared to collect the lamps and blacks on 7 th July.	New task	KHADIJA/ OLIVER
Khadija to ask Rob Bettelheim to fit blacks with hooks for easy hanging in time for Macbeth.	New task	KHADIJA/ ROB
Agreed purchase of sewing machine.	New task	JAMES
Agreed purchase of forty more cushions, all uncovered.	To be done once it is determined that covers can be made by membership	STEVE
Investigate creation of suitable cushion covers	New task	CARLA
Plan for managing the Welsh Church Hall space to be organised to include long term safeguarded storage arrangements to be developed (eg shelves, wardrobes, chests, etc.)	Agreed needed to be part of work of "inventory group"	THOS, CARLA, JAMES AND STEVE
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	Agreed that not all members of inventory group need to be in attendance. Thos to canvas best availability on 7 th or 14 th August.	THOS, CARLA, JAMES AND STEVE
Disposal of materials to be offered to interested parties (eg Leytonstone Reading Group, recycling, etc)	Not yet done	THOS, CARLA, JAMES AND STEVE
FINANCIAL		
Approach to Bob Grey of Waltham Forest Arts Council after Committee agrees what needs financial support should be for.	Not yet done - awaiting "wishlist" of infrastructure group.	TIM
Fundraising strategy to be developed in conjunction with Chris Pethers	To be done in light of Phase Two of infrastructure plan, following costings being placed on blog.	TIM AND CHRIS
COMMUNICATIONS		
Member details to be collated in one place	Thos to collate lists held by James and Steve - Steve yet to provide the details held to Thos.	STEVE AND THOS

AGM minutes to be circulated to all members.	Minutes with Steve for circulation	STEVE
Email communications to Members to come from one person (agreed that this be Steve Balchin) and consideration to be given on how to avoid email overload for members	ONGOING	
ADMINISTRATIVE		
Waltham Forest Arts Council Membership Form to be passed to James Goodman	New task	TIM
List of external venues to be created	Some preparatory work done on a directory of venues.	THOS AND TIM
A copy of the key to the Paladin Bin to be asked for from Wayne, the Hall Caretaker.	Not yet done	CARLA
Recycling box to be acquired from Council	Not yet done	CARLA AND KHADIJA
Members Database to be created.	Steve and James to provide Thos with details they require on database	STEVE, JAMES AND THOS

MODEL PROGRAMME FOR THE YEAR

JANUARY	Pantomime Read through to select summer play 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	