

THE WOODHOUSE PLAYERS

At a meeting of the **WOODHOUSE PLAYERS COMMITTEE** held on **TUESDAY 16th NOVEMBER 2004** at 7.30pm

MEMBERS PRESENT

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

1. APOLOGIES

An apology for absence was received from Liz Braithwaite.

2. MINUTES

Committee Minutes: 5th October 2004: APPROVED
Woodhouse Players Blog Posts to 10th November 2004: NOTED AND RATIFIED.

Matters Arising:

Small present, cards and pantomime flyers to be given to other Welsh Church Hall users for Christmas.	KHADIJA TO DO
24 Hour Film Making Project: Noted not possible to put the films on the website	NOTED

3. HALL USAGE: REHEARSAL NIGHTS

The Committee discussed which nights were the best for rehearsals given the current increased usage by other hall users, and agreed that the status quo should remain but that other nights be used when there were problems of clashes.

Hall users to be contacted to identify and update their current hall usage details	TIM TO DO
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4. FEEDBACK FROM LAST PRODUCTION

The Committee considered the analysis of the audience from Wyrd Sisters and concluded as follows:

- Family shows benefit from flyer handouts – preferably in costume
- Contact specialist websites where possible
- Much of the audience is generated from within the Woodhouse Players themselves.

Thanks were given to those people who had worked on the front of house during the production who gathered the information.

Tim advised that he wanted the following question to be presented to the AGM: “Is the Woodhouse Players happy with the current proportion of family and friends providing the audience or should we aim to get wider audiences?”	THOS/TIM TO DO
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5. AUDIO DRAMA

Noted that various members of the group had relevant experience in acting in and producing audio drama and others had expressed interest in doing so.

Noted that the rehearsed readings of the Bear and Jules versus the Next Contestants would be recorded with the intention of being placed on the website.	TIM TO DO
Agreed that a radio workshop should be arranged in the new year	CARLA TO DO

6. PUBLICITY

The Committee noted the proposed publicity arrangements included in the agenda and made suggestions for amendments.

Thos to update the proposals in line with discussion for consideration at next meeting.	THOS TO DO
Agreed that the issue of creating a publicity team be discussed at the next AGM to allow for both standard publicity support and developmental work	THOS/TIM TO DO
In short term, Khadija to identify three or four main areas where assistance was needed and to try to identify someone who would be willing to assist.	KHADIJA TO DO

7. INFRASTRUCTURE FUNDRAISING

The Committee noted that changes to the Welsh Church Hall would need prior agreement from the Elders. Also noted that where possible changes should be such that they could be removed with little trouble if the Group ever needed to relocate premises.

Agreed that the items identified in the list in the report on the agenda submitted as part of an application from money from the Waltham Forest Arts Council with the exception of the loft access arrangements.	TIM TO DO
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8. TREASURER'S REPORT

James provided the interim figures as follows:

<i>Macbeth:</i> Total box office receipts: £1260 Costs: £900 Profit: £360	<i>Wyrd Sisters:</i> Total box office receipts: £1700 Costs: £950 Profit: £740
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Tim was still holding £180 in membership fees and sponsorship

Current financial situation: £4200

It was noted that more performances of shows usually meant greater takings

9. UPDATE ON FORTHCOMING PRODUCTIONS

Rehearsed Readings of The Bear by Checkov (translated by Basil Clarke) and Jules Versus the Next Contestants by Ita Hill: 20th November 2005: Producers/Directors: Ita Hill and Tim Saward

Noted that there had been no auditions for this production, people being invited to be involved by email, through the website and flyers given out at Wyrd Sisters, though response had been disappointing. Agreed future rehearsed readings to have open auditions in the usual manner or a readthrough to assign parts	ALL TO NOTE
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Jack and the Beanstalk by Nick Pickles (additional material by Thos Ribbits): 30th December 2004–1st January 2005, 6th–8th January 2005: Producers/Directors: Steve Balchin/Tim Saward/Pete Raggett/Thos Ribbits

Tim to liaise with Sara Mulligan, the Baptists and the Labour Party about back room usage for the Rosina	TIM TO DO
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Pulley School of Dance for all the pantomime performances, particularly 6-8 th January 2005.	
Publicity to be given to Rosina Pulley in form of posters and flyers once the poster has been updated	TIM TO DO
Khadija to print off some posters and flyers now to ensure early publicity and then more once poster updated	KHADIJA TO DO

**Woodhouse Cabaret: 19th February 2005 (provisional):
Producer/Director: Chris Pethers**

Chris Pethers to identify a date and a location for the Cabaret, given that the Grove Tavern is now unsuitable as it will not accept musical bookings. Noted that the Sheepwalk Pub might be an alternative	CHRIS PETHERS TO DO
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Triple Bill: 28-30th March 2005 in the Welsh Church Hall, 11th-16th April 2005 as part of the Waltham Forest Drama Festival and yet to be identified dates for the Havering Drama Festival: Producer: Catharine Alexander

Suggested that Jenson and Hyde be placed in the middle and the other two plays rotate.	CATHERINE TO NOTE
Noted that the Waltham Forest Festival was now arranged for the second week in April 2005, whilst the Havering Festival was scheduled for mid March. Easter Sunday was 27 th March 2005. Agreed that there should be a fourth performance in the Welsh Church Hall as a Saturday Matinee, with focussed advertising to see if this could be made to work	CATHERINE/ KHADIJA TO DO
Noted need to submit plays to festivals before deadlines (24 th January 2005 for WFDF)	CATHERINE/ STEVE TO DO

Noted some possible directors had expressed interest in the plays but this was not yet finalised.

10. IMPORTANT DATES

- Next Committee Meeting: 4th January 2005 at 7.30 at Tim's House
- Auditions for Spring Triple Bill: 12th January 2005
- Summer Plays Readthrough for Selection Purposes: 14th January 2005

Steve to email group with date of playreading (14 th January 2005), asking members to think of plays	STEVE TO DO
Welsh Church Hall to be booked for play read through on 14 th January 2005.	LIZ

- Cabaret Act Polishing Workshop: 8th February 2005

11. ANY OTHER BUSINESS

Noted that the Group would be asked at AGM how they would like to develop the “experimental” extra events.	TIM/THOS TO DO
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There was no other business.

The meeting ended at 10.35 pm

Thos Ribbits
Secretary, Woodhouse Players

APPENDIX ONE

TASK	PROGRESS	OWNER
PRODUCTION CO-ORDINATION		
Liaison with Church Representatives/other users about bookings to be explicit.		LIZ
Wall Planner	Tim to contact other users about completing this. Carla to complete for Woodhouse Players	TIM/ CARLA
Production Countdown Guidelines	To be updated and circulated by email.	LIZ
Post Production Feedback.	Steve to send email inviting feedback; Thos to collate	STEVE/ THOS
Workshops Already completed: <ul style="list-style-type: none"> • Verse-speaking • Stage-fighting • Singing Noted how good the recent singing workshop by Chris Pethers was.	Fundamentals of Acting Workshop by Carla: 29 th January 2005 To be arranged: <ul style="list-style-type: none"> • Make up workshop: • Physical Theatre: • Radio workshop: 	CARLA AND TIM
Website: Clive Goodwin yet to reply on electronic booking form process		TIM
Upgrade of Website Host: Khadija to investigate possible alternative hosting arrangements with Clive Goodwin and current arrangements including costs of cancelling.		KHADIJA
Credit Card Ticket Sales: To be investigated further to resolve identified problems.		TIM
PUBLICITY		
Branding	Mugs: due to price decided not to proceed. Teeshirts: Available in any colour with logo on. Agreed to email group seeking orders – logo to be included on the email so group can see what it looks like.	STEVE (EMAIL): TIM (ORDERS)
Publicity to some shows to be partially focussed eg scout groups for pantomime.	Khadija to investigate Scouts, Boys Brigades, etc central offices to investigate the best way of	KHADIJA

	contacting local groups.	
Publicity Rationalisation Programme.	Ongoing. (Discussed elsewhere on agenda).	KHADIJA AND THOS
RECRUITMENT		
Specific publicity to be organised for actors, technical people, musical people, etc. also to include updating recruitment posters in libraries	Volunteers to be sought by email to assist	STEVE (EMAIL): TIM (CO-ORDINATE)
Feasibility study of what music/dance schools are in locality in case Rosina Pulley School of Dance decided to retire from productions.	Not yet done	TIM
INFRASTRUCTURE		
Infrastructural Group to produce wish list of purchases as part of a long term infrastructural renewal to allow for capital grant applications.	Discussed elsewhere on agenda	TIM/ ROB BETTELH EIM
Rob Bettelheim to organise i) test of black hanging wire; ii) application of plastic hanging hooks	Khadija to liaise with Rob on this matter	KHADIJA/ ROB
Pete Raggett to buy more plastic seals also for blacks use	Khadija to liaise with Pete on this matter	KHADIJA/ PETE RAGGETT
Technical Review And Electrical Evaluation Of Welsh Church Hall: Awaiting Tony Platt's approval of quotation to allow John Harris to undertake work on the electrical arrangements.		ROB
The removal of the four channel, five amp power system needed to be checked first with the Welsh Church Elders/Caretaker before work commences. Tim to contact Tony Platt to negotiate access to the Welsh Church Hall switch room.		TIM AND ROB
Permanent access to the loft from the Gallery: Rob yet to provide plans before Committee can consider it		ROB
Forty more cushions to be purchased once covers produced for current stock	Steve to buy; Carla to make cushion covers	STEVE AND CARLA
Plan for managing the Welsh Church Hall space to be organised; Creation of inventory (to be visual and updatable): "Herring Bone" flooring to be placed	Plan agreed with other hall users. Inventory still to be done as tidying of hall continues; flooring to be considered later. Noted	THOS, CARLA AND STEVE

in loft for access	that first loft clearing session had occurred but a new session to be organised and more crates and hangers required. The Committee thanked all members who attended.	
Disposal of materials to be offered to interested parties (eg Leytonstone Reading Group, recycling, etc)	Ongoing	THOS, CARLA AND STEVE
FINANCIAL		
Approach to Bob Grey of Waltham Forest Arts Council after Committee agrees what needs financial support should be for.	Tim developing list	TIM AND CHRIS
Fundraising strategy to be developed in conjunction with Chris Pethers	Tim to meet Chris in next week	TIM AND CHRIS
Membership fees yet to be collected from all members	James to collate a list of those who have paid in liaison with Thos	JAMES AND THOS
ADMINISTRATIVE		
Membership list to be updated with first aider information	To be done	THOS
New membership details form to be created for admin purposes and also to confirm to members the requirement of paying membership fees	To be done	THOS
List of external venues to be created	Ongoing	THOS AND TIM
A copy of the key to the Paladin Bin to be acquired.	Liz to ask Tony Platt for this as Wayne continues to be uncontactable	LIZ
Carla has purchased a first aid kit suitable for 20 people. She will label it as belonging to the Woodhouse Players and will deliver it to the Hall.		CARLA
Noted lack of useful guidance in theatre handbook on corporate responsibility if someone is hurt in the course of being given first aid. Thos to investigate further.	Noted contact on this matter is currently unavailable.	THOS
Recycling boxes	Two boxes delivered although one has gone missing. Carla to identify remaining box as belonging to group	CARLA

Rubbish disposal	Carla to check with Council to see if it will remove large items of rubbish	CARLA
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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	