

## THE WOODHOUSE PLAYERS

At a meeting of the **WOODHOUSE PLAYERS COMMITTEE** held on **TUESDAY 4<sup>th</sup> JANUARY 2005** at 7.30pm

### MEMBERS PRESENT

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

### OTHER MEMBERS PRESENT

Catherine Alexander  
Ita Hill

#### 1. APOLOGIES

None

#### 2. MINUTES

Committee Minutes: 16<sup>th</sup> December 2004: APPROVED  
Woodhouse Players Blog Posts to 20<sup>th</sup> December 2004: NOTED AND RATIFIED.

#### Matters Arising:

Recorded Plays: Noted that the recordings of the rehearsed readings of the Bear and Jules versus the Next Contestants were advertised as being available on the website.

Hall Usage: Noted that most hall users had been contacted to identify and update their current hall usage details although the Labour Party and the Baptists were still to be contacted about their regular engagements.	<b>LIZ TO DO</b>
The contact details for the Leytonstone Labour Party to be identified and passed to Liz	<b>THOS TO DO</b>

### 3. PROPOSAL ON FUTURE PRODUCTION OF JULES VERSUS THE NEXT CONTESTANTS

The Committee noted the proposal from Ita Hill included in the agenda. Ita was in attendance at the meeting and during discussion the following points were agreed:

The decision to stage a full production of the play was one for the membership of the group and therefore the proposal should be made at the play reading meeting scheduled for 14 <sup>th</sup> January 2005.	<b>ITA TO NOTE</b>
If agreed for production, the budget should be £100.	<b>ITA TO NOTE</b>
That the issue of the cost of rehearsal space at the Leytonstone Library be reinvestigated as there was some question as to whether a fee was payable or not.	<b>ITA TO DO</b>
That any production would be an extra one according to the precedent established by <i>Dracula – The Vampire Strikes Back</i> and would need to work around any current production being staged by Woodhouse.	<b>ITA TO NOTE</b>
If agreed for production, the dress and technical rehearsals must take place in the Welsh Church Hall as the performance venue.	<b>ITA TO DO</b>
The Committee made the following suggestions in relation to Ita's proposal for her to consider prior to the play reading meeting. <ul style="list-style-type: none"> <li>• That there not also be a reading of the Time Machine by HG Wells appended to the production.</li> <li>• That the proposal to stage the production in March as part of the putative Leytonstone Drama Festival be changed to a date in May.</li> </ul>	<b>ITA TO DO</b>

### 4. FEEDBACK FROM LAST PRODUCTIONS

Audience analysis for rehearsed readings of The Bear and Jules Versus the Next Contestants: NOTED

The following comments were made on the internal feedback report on Wyrld Sisters:

Points 1-3 on Rehearsal Planning: Agreed for inclusion as part of website based resources for directors/producers	<b>TIM TO DO</b>
Point 4 on Technical Fit Ups: Agreed for those productions with high technical requirements. Explicit agreement on technical vision, planning with deadlines to be made by Director/Producers and Technical Director, with the Director/Producer having final say. Noted need to ensure that the technical fit up was	<b>TIM TO DO</b>

completed before the technical rehearsal. Agreed for inclusion as part of website based resources for directors/producers	
Point 5 on New Entrants: New people to be given dates of next auditions and given an information pack, directors to be told of new people in case of vacancies, and someone to “own” the new entrant if invited to attend a rehearsal or similar.	<b>TR TO CREATE INDUCTION PACK. ALL TO NOTE</b>
Point 6 on Audition Process: Agreed that there should always be auditions and it is for directors to decide what form these take. . Agreed for inclusion as part of website based resources for directors/producers	<b>TIM TO DO</b>
Point 7 on Publicity and Audience Size: Agreed to decide balance of publicity once Jack and the Beanstalk analysis had been done.	<b>KHADIJA TO DO</b>
Point 8 on Publicity: Agreed that the membership at the AGM should be asked about continuing with one-offs and whether a differing style of advertising was needed for rehearsed readings making the nature of the production clear.	<b>THOS TO DO</b>

## **5. CREDIT CARD BOOKINGS**

The group discussed the report on credit card bookings.

Agreed Littleboxoffice.com to be piloted for the Triple Bill at current ticket prices (£6 and £3) and that tickets should not be sent out to purchasers.	<b>TIM TO DO</b>
Pilot to be reviewed later in the year alongside suggestion by Sacha Walker of giving actors tickets to sell	<b>THOS TO DO</b>

## **6. COSTUME CONTROL**

The Committee welcomed Sonja Wardle’s offer of taking responsibility for costume maintenance, and her plan to help create an inventory of the Group’s clothing stock.

Agreed purchase of ironing board cover and iron.	<b>SONJA WARDLE TO DO</b>
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## 7. INFRASTRUCTURE FUNDRAISING

It was noted that there were still invoices for speakers and amplifiers purchased during the production of Wyrd Sisters to be paid which would total approximately £600.

James Goodman noted that the expenditure on infrastructural improvements over the year so far had been very large and although this had been offset but sizable profits on the productions so far, he counselled the reduction of spending in this area for a while.

Infrastructure Fundraising: Noted that the proposed grant application from the Waltham Forest Arts Council for infrastructure fundraising had not been possible as the group did not have audited accounts. James to find out who can do this.	<b>JAMES TO DO</b>
Agreed purchase of two necessary cables for sound	<b>TIM TO DO</b>

## 8. PUBLICITY

The Committee noted the publicity schedule which had been updated to include suggestions from the last meeting.

Agreed that the schedule be looked at by the Publicity Officer for comments at the next meeting.	<b>KHADIJA TO DO</b>
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## 9. PANTOMIME INFRASTRUCTURE

Agreed that as the Group produced a pantomime annually, there should be a systematic approach to pantomime resources such as costumes and props and that once this had been done, gaps in these resources be identified and filled. Noted also the need for more hanging space in the loft to allow for a specific pantomime area to be made, to be tackled as part of ongoing loft clearing process.	<b>COMMITTEE TO DO</b>
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## 10. UPDATE ON FORTHCOMING PRODUCTIONS

**Great Happiness - The Woodhouse Cabaret: 19<sup>th</sup> February 2005 (subsequently changed to 7<sup>th</sup> May 2005) in the Leytonstone Library Function Room: Producer TBC**

Noted that Oliver Clement has kindly agreed to act as compere. Some people had also agreed to perform acts, though additional ones were very welcome – people could do as many items as they wished so long	<b>ALL TO NOTE</b>
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as no single one lasted more than six minutes.	
Noted that Chris Pethers had had to withdraw from co-ordinating the Cabaret and that Ian Halverson in conjunction with Tim Saward would now be doing it, and that a location would need to be identified. <i>(Subsequently to the meeting, Ian also had to withdraw from the project)</i>	<b>TIM/ IAN HALVERSON TO DO</b>

**Triple Bill: 31<sup>st</sup> March – 2<sup>nd</sup> April 2005 in the Welsh Church Hall; 11<sup>th</sup>-16<sup>th</sup> April 2005 as part of the Waltham Forest Drama Festival and 14<sup>th</sup> – 18<sup>th</sup> March 2005 for the Havering Drama Festival: Producer: Catharine Alexander**

Noted that the directors for the Triple Bill plays were as follows: <ul style="list-style-type: none"> <li>• Waiting: Steph Nattu</li> <li>• Jenson and Hyde: Khadija Cheetham-Slade</li> <li>• Mother's Runaway Daughter: Ian Halverson <i>(Subsequently to the meeting, Ian also had to withdraw from the project and the direction was taken over by Sonja Wardle and Kate Harper)</i></li> </ul>	<b>CATHERINE ALEXANDER TO NOTE</b>
Catherine Alexander to produce and co-ordinate the three productions. Ian had informally asked Rob Bettelheim to provide lighting but it was noted that it was important that all directors be involved in such decisions and that Catherine should co-ordinate this.	<b>CATHERINE TO DO; OTHER DIRECTORS TO NOTE</b>
It was agreed that the following plays should be entered into the following drama festivals: <ul style="list-style-type: none"> <li>• Jenson and Hyde: Havering Drama Festival</li> <li>• Mother's Runaway Daughter: Waltham Forest Arts Festival</li> <li>• Waiting: To be determined on the availability of the cast following the auditions on 12<sup>th</sup> January 2005.</li> </ul>	<b>CATHERINE TO DO</b>
Mother's Runaway Daughter had been extended by the authors and would need to be cut by the director in order to be accepted in the drama festivals. The authors should be kept involved during the editing period.	<b>KATE HARPER AND SONJA WARDLE TO DO</b> <i>(following change of directors)</i>
Entry into the festivals to be done prior to deadlines which were 28 <sup>th</sup> January 2005 for the Havering Drama Festival and 24 <sup>th</sup> January 2005 for the Waltham Forest Arts Festival.	<b>CATHERINE TO DO</b>
Order of plays to be determined by Catherine and the directors	<b>CATHERINE, KATE, SONJA, KHADIJA AND STEPH TO DO</b>
Catherine to provide both email addresses to Tim Saward	<b>CATHERINE TO DO</b>

Noted that Rob has agreed to provide lighting for all three productions but that additional assistance in set and prop building and other technical areas including sound might be needed. Catherine to ask Steve and Tim to email members help and to place such requests on the website respectively.	<b>CATHERINE TO DO</b>
The budget was agreed at £800 but the Committee stressed its concerns that budgets on some previous productions had not been adhered to and that spending had been undertaken without authorisation. The Committee stressed the need for the producer and directors to keep firm financial control, to avoid overspends and to liaise with James before additional spending was undertaken.	<b>CATHERINE, KATE, SONJA, KHADIJA AND STEPH TO DO</b>
James to email Catherine with previous budgets for guidance purposes to Catherine	<b>JAMES TO DO</b>

## 11. IMPORTANT DATES

- Next Committee Meeting: Tuesday 1<sup>st</sup> March 2005 at 7.30 at James' House
- Auditions for Spring Triple Bill: 12<sup>th</sup> January 2005
- Plays Readthrough for Selection Purposes for Summer and Autumn: 14<sup>th</sup> January 2005
- Fundamentals of Acting Workshop: 29<sup>th</sup> January 2005
- Cabaret Act Polishing Workshop: 8<sup>th</sup> February 2005 (*subsequently rearranged to a date yet to be confirmed*)
- Loft tidying: Saturday 12<sup>th</sup> February 2005 (agreed a smaller group needed for best efficiency so people will be invited to attend)

## 12. ANY OTHER BUSINESS

Agreed that as there was to be no nomination to the Mayor of Waltham Forest's Charity this year, a donation of £75 be added to the collection for Rosina Pulley.	<b>JAMES TO DO</b>
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There was no other business.

The meeting ended at 10.30 pm

Thos Ribbits  
Secretary, Woodhouse Players

## APPENDIX ONE

TASK	PROGRESS	OWNER
<b>PRODUCTION CO-ORDINATION</b>		
Liaison with Church Representatives/other users about bookings to be explicit.		<b>LIZ</b>
Wall Planner	Tim to contact other users about completing this. Carla to complete for Woodhouse Players	<b>TIM/ CARLA</b>
Production Countdown Guidelines	Updated circulated. To be placed on Website	<b>TIM</b>
Post Production Feedback.	Tim to send email inviting feedback; Thos to collate	<b>TIM/ THOS</b>
Workshops Already completed: <ul style="list-style-type: none"> <li>• Verse-speaking</li> <li>• Stage-fighting</li> <li>• Singing</li> <li>• Cabaret</li> </ul>	Fundamentals of Acting Workshop by Carla: 29 <sup>th</sup> January 2005 To be arranged: <ul style="list-style-type: none"> <li>• Make up workshop:</li> <li>• Physical Theatre:</li> <li>• Radio workshop:</li> </ul>	<b>CARLA AND TIM</b>
Website: Clive Goodwin yet to reply on electronic booking form process		<b>TIM</b>
Upgrade of Website Host: Alternative website identified – change over agreed.		<b>TIM TO DO</b>
Credit Card Ticket Sales: Pilot being trailed		<b>TIM</b>
<b>PUBLICITY</b>		
Branding	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.	<b>STEVE (EMAIL): TIM (ORDERS)</b>
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 contacting local groups.	<b>KHADIJA</b>
Publicity Rationalisation Programme.	Ongoing. (Discussed elsewhere on agenda).	<b>KHADIJA/ THOS</b>
<b>RECRUITMENT</b>		
Specific publicity to be organised for actors, technical people, musical	Volunteers to be sought by email to assist	<b>STEVE (EMAIL):</b>

people, etc. also to include updating recruitment posters in libraries		<b>TIM (CO-ORDINATE)</b>
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	<b>TIM</b>
<b>INFRASTRUCTURE</b>		
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	<b>TIM/ ROB BETTELH EIM</b>
Rob Bettelheim to organise i) test of black hanging wire; ii) application of plastic hanging hooks	Khadija to liaise with Rob on this matter	<b>KHADIJA/ ROB</b>
Pete Raggett to buy more plastic seals also for blacks use	Khadija to liaise with Pete on this matter	<b>KHADIJA/ PETE RAGGETT</b>
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.		<b>ROB</b>
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.		<b>TIM AND ROB</b>
Permanent access to the loft from the Gallery: Rob yet to provide plans before Committee can consider it		<b>ROB</b>
Forty more cushions to be purchased once covers produced for current stock	Steve to buy; Carla to make cushion covers	<b>STEVE AND CARLA</b>
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 in loft for access	Plan agreed with other hall users. Inventory still to be done as tidying of hall continues; flooring to be considered later. Noted 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	<b>THOS, CARLA AND STEVE</b>

	attended.	
Disposal of materials to be offered to interested parties (eg Leytonstone Reading Group, recycling, etc)	Ongoing	<b>THOS, CARLA/ STEVE</b>
<b>FINANCIAL</b>		
Approach to Bob Grey of Waltham Forest Arts Council after Committee agrees what needs financial support should be for.	Tim developing list	<b>TIM AND CHRIS</b>
Fundraising strategy to be developed in conjunction with Chris Pethers	Tim to meet Chris in next week	<b>TIM AND CHRIS</b>
Membership fees yet to be collected from all members	James to collate a list of those who have paid in liaison with Thos	<b>JAMES AND THOS</b>
<b>ADMINISTRATIVE</b>		
Membership list to be updated with first aider information	To be done	<b>THOS</b>
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	<b>THOS</b>
List of external venues to be created	Ongoing	<b>THOS AND TIM</b>
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	<b>LIZ</b>
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.		<b>CARLA</b>
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.	<b>THOS</b>
Recycling boxes	Two boxes delivered although one has gone missing. Carla to identify remaining box as belonging to group	<b>CARLA</b>
Rubbish disposal	Carla to check with Council to see if it will remove large items of rubbish	<b>CARLA</b>

## 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	