

THE WOODHOUSE PLAYERS

At a meeting of the **WOODHOUSE PLAYERS COMMITTEE** held on **TUESDAY 19th APRIL 2005** at 7.30pm

MEMBERS PRESENT

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

MEMBERS ABSENT

James Goodman

OTHER MEMBERS PRESENT

Sonja Wardle

1. APOLOGIES

An apology for absence was received from James Goodman.

2. MINUTES

Committee Minutes: 1st March 2005: Approved
Blog Posts to 14th April 2005: Noted and Ratified

Matters Arising:

Induction: New entrants information pack written but needs final edit. **THOS TO**

DOWebsite: Directors guidelines to be updated thus:

New people may be invited to rehearsals and it is for Directors to allot someone to them for welcoming purposes

There should always be auditions for productions and it is for directors to decide what form these take. **TIM TO DO**

Publicity: Agreed that the schedule be looked at by the Publicity Officer to highlight major areas for directors' attention **KHADIJA TO DO**

Audit: Steve to provide James and Tim with details of a possible person for the auditing of accounts. **STEVE TO**

DOCommunications: Steve to email members to see if they have unwanted gifts or items that can be sold or used as raffle prizes **STEVE TO**

DOPerformance Clashes: Due to possibility of clashes with Sara Mulligan on Thursdays, Liz to co-ordinate with her over Thursdays to be used for performances to see if clashes can be avoided **LIZ TO DO**

3. MATTERS FOR THE AGM

Members noted the portfolios which were required by the Constitution as Chair, Treasurer, Secretary, Publicity and Production Co-ordinator, and agreed that the

other portfolios for committee members should ideally be Members Liaison/ Communications, New Writing and Workshops/One Offs. Noted the theme of AGM would be sustainability.

The role of the publicity officer to be supported by a publicity group to be created at the AGM **TIM/THOS TO DO** Agreed a hard-copy letter invitation letter to be published in accordance with the Constitution's requirements and Steve also to send details by email as not all home addresses of Members were known. **THOS/STEVE TO DO** Agreed that no changes to the Constitution would be recommended **ALL TO NOTE** Draft Agenda for AGM agreed with following additions:

Recruitment/Retention (how do we encourage people to join and stay with the group in the longer term, should we consider a change in our rehearsal arrangements, should there be more social events)

Chance for Members Feedback

Methodology for selection of plays to ensure that people will audition for them, and ability to say no to suggestions when necessary.

The approach to the Triple Bill and ambition for the drama festivals. **TIM/THOS TO NOTE**

4. AUDITORIUM SEATS

Discussed acquisition of additional plastic seats with the intention of being self sufficient for full houses without having to use old wooden seats from the loft or the black plastic ones from the Back Hall. Noted two options – folding seats (rejected as too expensive and uncomfortable) and normal “school style” black stackable chairs to be purchased in a job lot from Ebay.

Thos to identify sales of plastic seating on Ebay and arrange purchase if a suitable auction appeared **THOS TO DO** Noted that such auctions required purchasers to arrange their own collection, which would hire of a van and require a volunteer to drive and transport the chairs. Khadija and Carla agreed to assist any volunteer to do this. **KHADIJA AND CARLA TO DO** Thos to approach Pete Raggett to see if he would be agreeable to hiring and driving a van if the circumstances arose. **THOS TO DO**

5. UPDATE ON FORTHCOMING PRODUCTIONS

Great Happiness - The Woodhouse Cabaret: 7th May 2005 in the East London Drama Centre, Gordon Road, Leyton at 7.30pm (Producer – Tim Saward)

Still outstanding:

Running order of acts

Confirmation of what people are doing

Other logistical matters to be identified

TIM TO DO

KHADIJA TO DO

KHADIJA TO DO Agreed location as East London Drama Centre (aka Drapers Field), Gordon Road, Leyton as venue. Khadija agreed to book from 6.00 to 11.00 pm. **KHADIJA TO DO** Tim to inspect the premises and report back on lighting and sound requirements **TIM TO DO** Khadija to provide some light refreshments and sundries **KHADIJA TO DO** Tim to create flier inviting members to the event for Thos to include in formal AGM invitation letter. **TIM AND THOS TO DO** Steve to email group in invite them to attend and remind them to bring a bottle **STEVE TO DO**

Jules Versus the Next Contestants (new production) by Ita Hill (Saturday 21st May 2005) (Producer/Director: Ita Hill)

Noted play now fully cast **ALL TO NOTE**

Metamorphosis by Stephen Berkoff (after Franz Kafka) (12th, 14-16th July 2005) (Producer/Director: Carla MacLean)

Noted useful pre-production meeting had taken place and that the play was fully cast and had an enthusiastic production team.

To tie in with the play being on the GCE A Level theatre studies curriculum for 2006, agreed two additional performances aimed at schools: Tuesday 12th July 2005 at 4.00pm and at 8.00 pm with a discussion workshop in between. **CARLA TO DO/ALL TO NOTE** Agreed full run as

Tuesday 12th July 2005 at 4.00 and 8.00 pm

Thursday 14th July 2005

Friday 15th July 2005

Saturday 16th July 2005 at 3.00 pm and 7.30 pm **CARLA TO DO/ALL TO NOTE** Carla to provide rehearsal schedule to Liz as soon as possible for hall booking purposes **CARLA AND LIZ TO DO**

Second from Last in the Sack Race by David Nobbs (29th September – 1st October 2005)

Joint auditions to be held for “Sack Race” and “Jekyll and Hyde” as follows:

2nd July 2005 from 8.00pm (Jekyll and Hyde only)

4th and 5th July 2005 at 7.30 pm (both plays) **STEVE, TIM, THOS AND CARLA TO DO/ALL TO NOTE** Noted need for close negotiation between the two productions over rehearsal space. **STEVE, TIM, THOS AND CARLA TO DO**

Jekyll and Hyde: The Pantomime by Thos Ribbits and Tim Seward (26th–29th October 2005 at the Broadway Theatre, Barking) (Producers/Directors: Tim Seward, Thos Ribbits and Carla MacLean)

There will be seven performances in all; four evenings and matinees on Thursday, Friday and Saturday **TIM, THOS AND CARLA TO DO**

6. IMPORTANT DATES

Next meeting to be held on Tuesday 19th April 2005 at 7.30 at Steve and Khadija's house.

Next Committee Meeting: Date to be confirmed

Deadline for submitting Christmas Pantomime Ideas: 5th May 2005

Pantomime Selection Meeting: 13th May 2005

7. ANY OTHER BUSINESS

Members paid tribute to Tim and the way he had chaired the Committee meetings over the year and also for his work on the development of the new website which had brought in a great many new members to the group.

Members also gave a warm vote of thanks to Liz for her many years on the Committee and her tireless efforts and Production Co-ordinator.

There was no other business.

The meeting ended at 9.45 pm

Thos Ribbits
Secretary, Woodhouse Players

APPENDIX ONE

TASK

PROGRESS OWNER PRODUCTION CO-ORDINATION Workshops

Already completed:

Verse-speaking
Stage-fighting
Singing
Cabaret

To be arranged:

Physical Theatre:
Radio workshop:
Singing (in character)
Lighting (basis for attendance at this yet to be agreed)

CARLA AND TIM

Production Co-ordinator to consider how liaison with external partners such as dance schools, etc should operate.

PRODUCTION CO-ORDINATOR PUBLICITY Publicity to some shows to be partially focussed eg scout groups for pantomime. Khadija will pass this to Thos and next publicity officer

KHADIJA RECRUITMENT Specific publicity to be organised for 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. Ongoing but no immediate need for this

information. **TIM INFRASTRUCTURE** List of purchases to be developed as part of a long term infrastructural renewal to allow for capital grant applications. For development in 2005/6 following auditing of accounts to allow for grant applications. **TIM/**

ROB BETTELHEIM Rob Bettelheim to organise annual check of black hanging wire **ROB** Technical Review And Electrical Evaluation Of Welsh Church Hall and corrective action Much progress made but ongoing. **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 AND ROB** Permanent access to the loft from the Gallery Plans provided to Tim. Committee to consider but currently on hold. **COMMITTEE** Loft and space clearance programme to continue. Next session for June.

Creation of inventory needed (to be visual and updatable). A skip to be hired for the process. Welsh Church Elders to be contacted to see if they object to it being placed outside the hall on a temporary basis over the weekend. Next session planned for June **THOS, CARLA AND STEVE: PRODUCTION CO-ORDINATOR FOR ELDERS VIEW** Items surplus to Woodhouse requirements and also unwanted gifts from members to be sold at car boot sale. **SONJA WARDLE TO DOA** systematic approach to pantomime resources such as costumes, props (with identification of gaps in these resources be identified and filled) to be developed as part of the loft tidying process. **THOS, CARLA AND STEVE** Cushions: Steve to order additional 40 coverless cushions **STEVE TO DO** Infrastructure: two sound cables to be bought **CLIVE GOODWIN FINANCIAL** Approach to Bob Grey of Waltham Forest Arts Council after Committee agrees what needs financial support

should be for, and annual audit of accounts arranged. Carried over to 2005/6 **TIM AND JAMES** Fundraising strategy to be developed Ongoing **TIM Public liability insurance**: Steve to investigate current policy to see if it covers buildings other than the Welsh Church Hall and provide details of the amount covered. **STEVE ADMINISTRATIVE** Membership list to be updated with first aider information **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 **LIZ Website**: Pete Raggett and Kate Harper volunteered to assist updating the Woodhouse Website so that all responsibility for this did not fall to Tim. Agreed three should meet to discuss this. **TIM/KATE HARPER AND PETE RAGGETT**

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