

## **THE WOODHOUSE PLAYERS**

At a meeting of the **WOODHOUSE PLAYERS COMMITTEE** held on **TUESDAY 24<sup>th</sup> MAY 2005** at 7.30pm

### **MEMBERS PRESENT**

Steve Balchin  
James Goodman  
Kate Harper  
Thos Ribbits  
Tim Saward (Chair)  
Sonja Wardle

### **MEMBERS ABSENT**

Carla Maclean

#### **1. APOLOGIES**

An apology for absence was received from Carla Maclean.

#### **2. MINUTES**

Committee Minutes: 19th April 2005: Approved  
AGM Minutes: 11<sup>th</sup> May 2005: Approved  
Blog Posts to 21<sup>st</sup> May 2005: Noted and Ratified

#### **3. MATTERS FROM THE AGM**

The Committee then discussed the issues considered at the AGM and identified the main tasks to be undertaken over the next year, as well as who should lead on these as follows:

- Drawing in experienced people to help support the skills base of the group, co-ordinating engagements to help develop group members – TIM/CARLA
- Expanding the documents/advice available for directors and other production team members on the website/documentary form; Recording workshops to provide long-term teaching aids for members - STEVE
- Pro-active co-ordination of teams on productions; skills audit to help identify who can assist in productions and in what capacity; consultation with directors to spec the production team (also to consider assistant posts in production team to ensure development of group members) – KATE (and a development team to be created)

- Co-ordination of more workshops, particularly about technical things – CARLA
- Publicity Officer to recruit a team and develop outreach to bring in a wider group of people than just those who are friends and family of those involved in productions. This should be large enough to allow members of it to drop out for productions if they are involved in those in a different capacity - SONJA
- Taking a slightly more pro-active role in getting plays proposed earlier and feeding back on logistical/artistic questions to the advocate – EVERYONE AS DECIDED WHEN A NEW SUGGESTION IS UP; TIM TO CO-ORDINATE
- Sponsorship – SACHA has agreed to investigate this
- Getting feedback from Group leavers by email or exit interview - KATE
- Centralising Contacts, Membership Data, Payment Status, Publicity Photos - KATE
- Communications to Members - KATE
- New member liaison and planned introduction/induction - KATE
- Production Co-ordination – STEVE
- Front of House Recruitment – STEVE
- New Writing - STEVE
- Treasury – JAMES
- Base of publicity contacts – SONJA
- Asset Management – THOS
- Input to Publicity – THOS
- Infrastructure – JAMES

In many of these areas, volunteers may also wish to assist (singly or in teams) and it was for the named officer to co-ordinate this as appropriate.	<b>COMMITTEE TO NOTE</b>
Publicity Officer to be solicited for an opinion at playreadings	<b>SONJA TO NOTE</b>

### **Model Programme For The Year**

The Committee considered the discussion at the AGM and agreed a new model programme for the year.

JANUARY	• PANTO
FEBRUARY	
MARCH	
APRIL	• DOUBLE/TRIPLE BILL - Weekend after Easter, middle of School Easter Holiday
MAY	• CABARET or MINOR ONE-OFF - Early May, probably not in Welsh Church Hall  • AGM - early May  • STUDIO PRODUCTION 1 - May/June Whitsun Half Term
JUNE	
JULY	• MINOR ONE-OFF (e.g. reading, radio play) - - mid-July, to coincide with Leytonstone Festival

	<ul style="list-style-type: none"> <li>• STUDIO PRODUCTION 2 - First week of Summer Hols, late July</li> </ul>
AUGUST	
SEPTEMBER	<ul style="list-style-type: none"> <li>• STUDIO PRODUCTION 3 - mid to late September</li> </ul>
OCTOBER	<ul style="list-style-type: none"> <li>• LARGE SCALE PRODUCTION - Autumn half term, Oct/Nov</li> </ul>
NOVEMBER	<ul style="list-style-type: none"> <li>• MINOR ONE-OFF (e.g. reading/radio play) (Mid November)</li> </ul>
DECEMBER	<ul style="list-style-type: none"> <li>• PANTO</li> </ul>

#### **4. COMMITTEE PORTFOLIO DISTRIBUTION**

##### **Steve Balchin**

- Deputy Chairman, stepping in when Tim gets heavily involved in Jekyll & Hyde
- New Writing: organising workshops and helping this feed usefully into programming
- A programme of documentation of basics for people taking on roles e.g. 10-minute Guides to Stage Management/Working with Rosina Pulley School of Dance, People/Costume etc. - to be published on website and also given as induction material to less experienced members taking on a role for the first time.
- Liaison with other hall users including Sarah Stimson, Sara Mulligan, Hywel the Caretaker of the Welsh Church Hall and Tony Platt for booking purposes.
- Recruitment of members to do front of house tasks for productions (whilst noting that Liz Braithwaite had offered to continue to assist in this area)

##### **James Goodman**

- Keeping accounts
- Managing bank account/liaison
- Managing infrastructure planning and spending

##### **Kate Harper**

- Building a central database of all members, potential members and as far as possible audiences, to contain information like contact details, who's paid, who's got experience/skills in particular areas, who has expressed an interest in doing a particular type of backstage work, etc.
- Co-ordinating (and delegating) the collection of data for the database with a team of volunteers
- Welcoming new members and dealing with new member enquiries
- Group communications including emails to members and audience advertising forthcoming events/auditions/shows etc.

##### **Carla Maclean (to be agreed)**

- Co-ordinating workshops, including an increased number of workshops about backstage things; feeding through outcomes/records of workshops to Steve so they can be documented
- Helping to recruit new skilled outsiders to cascade skills into the group (with assistance from Tim)

### **Thos Ribbits**

- Minutes and agenda for all meetings
- Some input to publicity group and taking the overall publicity co-ordination role for Jekyll and Hyde
- Managing the groups assets, co-ordinating with Welsh Church Hall representatives and other users to clear things etc.

### **Tim Seward**

- Co-ordinating programming, in particular ensuring that advocates of plays have someone to feed back on their ideas, so that they are as robust as possible by the time they are submitted to the members
- Bringing in outside talents to cascade expertise into the group
- Fundraising via public routes

### **Sonja Wardle**

- Managing publicity for all shows, and creating a team(s) to take on some of the work creating a base of contacts for publicity and recording it centrally and updating it as necessary.
- Developing a publicity team to assist in this area
- Strategically developing our approach to publicity, e.g. finding new target groups and new routes
- Managing the taking of "where-did-you-hear-about-us" data at shows
- Organising sale for unwanted items

### **Sacha Walker**

- Has mentioned doing some work on finding new sponsorship sources

## **5. PRODUCTIONS**

**Jules Versus the Next Contestants (new production) by Ita Hill (Saturday 18<sup>th</sup> June 2005) (Producer/Director: Ita Hill)**

Noted play now fully cast again	<b>ALL TO NOTE</b>
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**Metamorphosis by Stephen Berkoff (after Franz Kafka) (12th, 14-16th July 2005) (Producer/Director: Khadija Cheetham-Slade, assisted by Jan Prendergast and Vicky Bettelheim)**

Noted revised full run as <ul style="list-style-type: none"> <li>• Tuesday 12<sup>th</sup> July 2005 at 7.00 pm</li> <li>• Thursday 14<sup>th</sup> July 2005 at 8.00 pm</li> <li>• Friday 15<sup>th</sup> July 2005 at 8.00pm</li> <li>• Saturday 16<sup>th</sup> July 2005 at 3.00 pm and 8.0 pm</li> </ul>	<b>CARLA TO DO/ALL TO NOTE</b>
Hall to be booked for Metamorphosis	<b>STEVE TO DO</b>

**Second from Last in the Sack Race by David Nobbs (29<sup>th</sup> September – 1<sup>st</sup> October 2005) (Producer/Director: Steve Balchin)**

Tim has produced a poster for the production	<b>STEVE TO NOTE</b>
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**Jekyll and Hyde: The Pantomime by Thos Ribbits and Tim Seward (26<sup>th</sup> – 29<sup>th</sup> October 2005 at the Broadway Theatre, Barking) (Producers/Directors: Tim Seward, Thos Ribbits and Carla MacLean)**

Hall Booking: Hall to be booked for the Jekyll and Hyde auditions	<b>STEVE TO DO</b>
Noted that a projector test in the Broadway Theatre had been arranged for 16 <sup>th</sup> June 2005. A cheque for £680 will be needed to cover this	<b>JAMES TO DO</b>
A cheque for the deposit on the Broadway Theatre was now payable. Thos and Tim to provide the money to James who will then arrange for a cheque to be sent.	<b>THOS, TIM AND JAMES TO DO</b>

**6. IMPORTANT DATES**

- Auditions for Jekyll and Hyde – Meet My Bitter Half on 2<sup>nd</sup>, 4<sup>th</sup> and 5<sup>th</sup> July 2005. Noted that one of the halls was in use until 8.00pm on one of these dates.
- Auditions for Second From Last in the Sack Race 4<sup>th</sup>, 5<sup>th</sup> July 2005

New Writing Workshop – Steve to identify possible dates for this in June or July. Noted the possibility of two different workshops to allow for greater time.	<b>STEVE TO DO</b>
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**7. ANY OTHER BUSINESS**

<b>Chequebook Signatories:</b> It was agreed that the signatories for the chequebook should be James, Steve, Tim and Thos.	<b>JAMES TO DO</b>
<b>Posters:</b> It was agreed that as it had been proven that posters had not produced a large number of audience members over the last year, but were expensive to produce, the number should be reduced in future.	<b>SONJA TO DO</b>

<b>Infrastructure:</b> 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.	<b>JAMES TO DO</b>
<b>Technical Review And Electrical Evaluation Of Welsh Church Hall:</b> Corrective action to be undertaken including the removal of the four channel, five amp power system needed to be checked first with the Welsh Church Elders/Caretaker before work commences	<b>ROB TO DO</b>
<b>Permanent Access To The Loft From The Gallery:</b> Tim to provide Rob's plans to Committee.	<b>TIM TO DO</b>
<b>Loft And Space Clearance Programme:</b> Next session for June. 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.	<b>THOS, CARLA AND STEVE TO DO</b>
<b>Loft And Space Clearance Programme:</b> A 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.	<b>THOS, CARLA AND STEVE TO DO</b>
<b>Cushions:</b> Steve to order additional 40 coverless cushions	<b>STEVE TO DO</b>
<b>Fundraising:</b> Strategy to be developed	<b>TIM TO DO</b>
<b>Public liability insurance:</b> Steve to investigate current policy to see if it covers buildings other than the Welsh Church Hall and provide details of the amount covered.	<b>STEVE TO DO</b>
<b>Waste Disposal:</b> The key to the Paladin Bin to be acquired.	<b>STEVE TO DO</b>
<b>Induction:</b> New entrants information pack completed and should now be passed to Kate.	<b>THOS TO DO</b>
<b>Audit:</b> Steve to provide James and Tim with details of a possible person for the auditing of accounts.	<b>STEVE TO DO</b>
<b>Auditorium Seats:</b> Pete Raggett had agreed to arrange transport for this once purchase of seats finalised. Thos continuing to identify sales of plastic seating on Ebay.	<b>THOS AND PETE TO DO</b>

There was no other business.

The meeting ended at 10.10pm

Thos Ribbits  
Secretary, Woodhouse Players