

## THE WOODHOUSE PLAYERS

At a meeting of the **WOODHOUSE PLAYERS COMMITTEE** held on **TUESDAY 19<sup>th</sup> JULY 2005** at 7.30pm

### MEMBERS PRESENT

Steve Balchin  
James Goodman  
Kate Harper  
Carla Maclean  
Tim Seward (Chair)  
Sonja Wardle

### ALSO ATTENDING

Rob Bettelheim

### MEMBERS ABSENT

Thos Ribbits

#### 1. APOLOGIES

An apology for absence was received from Thos Ribbits

#### 2. MINUTES

Committee Minutes: 24<sup>th</sup> May 2005: Approved

#### 3. CONFIRMATION OF PRODUCTION DATES

The Committee agreed the new model programme for the year as detailed below and inserted production dates for the coming year:

Month	Event	Dates for 2005/6
DECEMBER/ JANUARY	PANTOMIME	Tue 27/12 tech Wed 28/12 dress Thu 29/12 @ 7.30 Fri 30/12 @ 7.30 Sat 31/12 @ 2pm and 6pm Fri 6/1 @ 7.30pm Sat 7/1 @ 2pm and 7.30pm
FEBRUARY		
MARCH		
APRIL	<ul style="list-style-type: none"><li>DOUBLE/TRIPLE</li></ul>	Triple Bill: Thursday to Saturday 6-8 April 2005 at

	BILL - Weekend after Easter, middle of School Easter Holiday	8pm
MAY	<ul style="list-style-type: none"> <li>CABARET or MINOR ONE-OFF - Early May, probably not in Welsh Church Hall</li> <li>AGM - early May</li> <li>STUDIO PRODUCTION 1 - May/June Whitsun Half Term</li> </ul>	<p>Cabaret: Saturday 6<sup>th</sup> May 2005 (to be confirmed)</p> <p>AGM – to be confirmed</p> <p>Whitsun Studio Production: Thursday to Saturday 1-3 June 2005 at 8pm</p>
JUNE		
JULY	<ul style="list-style-type: none"> <li>MINOR ONE-OFF (e.g. reading, radio play) - - mid-July, to coincide with Leytonstone Festival</li> <li>FULL PRODUCTION 2 - First week of Summer Holidays, late July</li> </ul>	<p>Leytonstone Festival One-Off: Saturday Event to be confirmed once dates of Leytonstone Festival identified.</p> <p>July Production: Thursday to Saturday 27-29 July 2005</p>
AUGUST		
SEPTEMBER	<ul style="list-style-type: none"> <li>STUDIO PRODUCTION 2 - mid to late September – perhaps aimed at a school based audience</li> </ul>	September Studio Production: Thursday to Saturday 29 September - 1 October at 8pm with 3pm matinee on 1st October. Tech/Dress on 25, 26 Sep (Sara Mulligan to be notified).
OCTOBER	<ul style="list-style-type: none"> <li>LARGE SCALE PRODUCTION - Autumn half term, Oct/Nov</li> </ul>	October "Big" Production: Wednesday to Saturday 25 - 28 October 2005 (to be confirmed)
NOVEMBER	<ul style="list-style-type: none"> <li>MINOR ONE-OFF (e.g. reading/radio play) (Mid November)</li> </ul>	To be confirmed
DECEMBER	<ul style="list-style-type: none"> <li>PANTO</li> </ul>	

#### 4. WORKSHOP PROGRAMME

The following workshops were identified as being	<b>CARLA TO DO</b>
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<p>those which should be planned for the year:</p> <ul style="list-style-type: none"> <li>• Movement/Dance</li> <li>• Make up (tied in with Jekyll)</li> <li>• Singing again</li> <li>• Possible repeat of Lighting Workshop</li> <li>• Publicity</li> </ul>	
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## 5. FEEDBACK FROM PREVIOUS PRODUCTIONS

The Committee noted the reports and analysis of Looking Forward, Looking Back - the Triple Bill ( Waiting, Mother's Runaway Daughter, Jenson or Hyde), Great Happiness: The Woodhouse Cabaret and Jules Versus the Next Contestants (fully staged version). The following actions were identified:

<p>Future play selection meetings to be chaired more pro-actively, and a view offered by experienced members of the group on projects where there are unclear or potential un-thought through aspects. It was noted that the Chair supported by the full committee had the responsibility to take responsibility for being rigorous and blunt if necessary.</p>	<b>COMMITTEE TO DO</b>
<p>Chair of selection meeting also to ensure that something from the slush-pile is available to read so there is a choice for members.</p>	<b>TIM TO DO</b>
<p>Strong suggestion to new writers ahead of One Act play selections that the group would wish to judge as much of a complete script as possible.</p>	<b>STEVE TO DO</b>
<p>Agreed that Committee should ask to see suggested scripts before selection read through meetings to allow people to read them prior to the meeting and point out problems that may otherwise be missed.</p>	<b>COMMITTEE TO DO</b>
<p>In future, apply a much stronger criterion on directing/producing: whether someone at the meeting itself (or by email) is enthused and willing to direct. It was noted that people voting because they want to act in it was not in itself sufficient to ensure selection.</p>	<b>COMMITTEE TO NOTE</b>
<p>Reference to be made to the track records of advocates if necessary when deciding which projects to go with.</p>	<b>COMMITTEE TO NOTE</b>
<p>It should always be an option not to do a project rather than go with the only suggestion if people are not enthused by it. This should be made explicit in meetings (and could be applied to Spring production by saying the group need not do three plays but could agree only to do two).</p>	<b>COMMITTEE TO NOTE</b>
<p>Future cabarets should be held in a different venue if possible.</p>	<b>COMMITTEE TO DO</b>
<p>There should only be one workshop to support the cabaret, ideally two to one weeks prior to the performance.</p>	<b>COMMITTEE TO DO</b>

Subsequently to the meeting, it was suggested that there should be a small entrance fee for future cabarets to help cover the hire costs.	<b>COMMITTEE TO DO</b>
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## 6. PUBLICITY MATTERS

The report of the publicity team following its recent meeting were noted and the following items agreed:

Sonja to work up a case for the publicity evening event if there is to be expenditure (£200 was floated as a figure) and in particular to provide a convincing reason why useful external people would come and how we would follow up to ensure that resulting ticket sales covered the cost of the event (rather than us, for instance, exploiting more our relationship with the Arts Council, which we don't currently make much use of except mailings). It might be possible to tie this into an actual show (taking the Metamorphosis post-show discussion as an example of something similar).	<b>SONJA TO DO</b>
Kate to solicit by email for volunteers for the following: <ul style="list-style-type: none"> <li>• Researching and starting to do the legwork on getting the Welsh Church Hall registered to issue temporary event notices under the new Licensing Act</li> <li>• Revolutionising our front of house arrangements for moderate expenditure</li> <li>• Researching details of external venues that are demonstrably better than the Welsh Church Hall and do a cost/benefit analysis on hiring them</li> <li>• Leading activities to schools/old folks' homes/other community venues</li> <li>• One off events such as appearing at the Leytonstone Festival, hosting a Murder Mystery Evening, Street Theatre/Site Specific Work.</li> </ul>	<b>KATE TO DO</b>
Sonja to organise another publicity meeting with all interested parties including Thos, as the person leading on Jekyll publicity	<b>SONJA TO DO</b>
Sonja and Kate to liaise over the building of a publicity database.	<b>SONJA AND KATE TO DO</b>
September production slot identified as most appropriate for pitching a production at schools. This is to be considered in relation to the mainstream curriculum - a specific text in the English/Drama (or possibly French/German) curricula from Key Stage 2, 3 or 4. However, this would only be done if there was enthusiasm in the membership for this. .	<b>ALL TO NOTE</b>

## 7. UPDATE ON FORTHCOMING PRODUCTIONS

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

Steve reported that progress on this production was good and there was nothing that required reporting to the Committee.

- **Dr Jekyll and Mr Hyde: Make Mine a Double by Thos Ribbits and Tim Saward (26<sup>th</sup>–29<sup>th</sup> October 2005) (Producers/Directors: Tim Saward, Thos Ribbits, Carla MacLean)**

Tim to pass the Jekyll and Hyde rehearsal schedule to Steve so that he could book all the dates required. It was noted likely that most Saturdays would be needed. It was also hoped that it would be possible to arrange a block booking of five nights in a row in August as cast were agreeable to this.	<b>TIM TO DO</b>
Noted that Dr Jekyll and Mr Hyde would need to provide its own public liability insurance.	<b>TIM AND THOS TO DO</b>

- **Dick Whittington's Cat by Victoria Bettelheim (December/January) (Director/Producer: Robert Bettelheim)**

Rob to advise on exact audition dates, but will be mid-October and certainly prior to the performances of Dr Jekyll and Mr Hyde.	<b>ROB TO DO</b>
Rob to negotiate with Tim over rehearsal spaces.	<b>ROB TO DO</b>

## 8. IMPORTANT DATES

Agreed date of next meeting as Tuesday 6 <sup>th</sup> September 2005 at 7.30pm	<b>ALL TO NOTE</b>
Agreed Triple Bill Play Selection Meeting as Tuesday 4 <sup>th</sup> October 2005 at 7.30pm in the Welsh Church Hall	<b>ALL TO NOTE</b>
Selection meeting for productions for Whitsun Studio Prod, Leytonstone Festival One-Off and July production (and possibly September production to be held on 7 <sup>th</sup> February 2006(to be confirmed),	<b>ALL TO NOTE</b>
Annual General Meeting: Wednesday 10 <sup>th</sup> May 2006 (to be confirmed)	<b>ALL TO NOTE</b>
Selection meeting for Sept production (if not selected in February), main October production and pantomime to be held on Tuesday 16 <sup>th</sup> May 2006 (to be confirmed)	<b>ALL TO NOTE</b>

## 9. ANY OTHER BUSINESS

Steve to check out the following with Hywel/Tony of the Welsh Church Hall: <ul style="list-style-type: none"> <li>• Any planned dates for painting the halls that they might have forgotten to mention to us.</li> <li>• When Sara Mulligan starts classes again at the</li> </ul>	<b>STEVE TO DO</b>
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<p>end of the Summer</p> <ul style="list-style-type: none"> <li>• When Sara Mulligan's classes commence in the new year so that we could avoid clashes with the pantomime.</li> </ul>	
<p>Rob suggested the Committee approach Sara Mulligan with the idea of offering to provide light and technical support on any show she might want to produce at the Welsh Church Hall for a minimal fee, although this should be done after Woodhouse future production dates had been notified to her.</p>	<b>TIM TO DO</b>
<p><b>Chequebook Signatories:</b> It was agreed that the signatories for the chequebook should be James, Steve, Tim and Thos.</p>	<b>JAMES TO DO</b>
<p><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.</p>	<b>JAMES TO DO</b>
<p><b>Technical Review And Electrical Evaluation Of Welsh Church Hall:</b> Done but Welsh Church Elders to be formally advised of details of work undertaken.</p>	<b>ROB TO DO</b>
<p><b>Permanent Access To The Loft From The Gallery:</b> Tim to discuss with James if there is sufficient money to progress this plan.</p>	<b>TIM TO DO</b>
<p><b>Loft And Space Clearance Programme:</b> Next session to be arranged. A skip to be hired for the process. Welsh Church Elders to be contacted by Steve to see if they object to it being placed outside the hall on a temporary basis over the weekend.</p>	<b>STEVE TO DO</b>
<p><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.</p>	<b>THOS, CARLA AND STEVE TO DO</b>
<p><b>Cushions:</b> Steve to order additional 40 coverless cushions</p>	<b>STEVE TO DO</b>
<p><b>Fundraising:</b> Strategy to be developed</p>	<b>TIM TO DO</b>
<p><b>Waste Disposal:</b> The key to the Paladin Bin to be acquired.</p>	<b>STEVE TO DO</b>
<p><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 but none so far in a suitable location .</p>	<b>THOS AND PETE TO DO</b>

There was no other business.

The meeting ended at 10.20pm

Thos Ribbits  
Secretary, Woodhouse Players