

THE WOODHOUSE PLAYERS

At a meeting of the **WOODHOUSE PLAYERS COMMITTEE** held on **THURSDAY 3RD NOVEMBER 2005** at 7.30pm

MEMBERS PRESENT

Steve Balchin
James Goodman
Thos Ribbits
Tim Seward (Chair)
Sonja Wardle

MEMBERS ABSENT

Kate Harper
Carla MacLean

1. APOLOGIES

Apologies for absence were received from Kate Harper and Carla MacLean.

2. MINUTES

Committee Minutes: 6th September 2005: Approved
Matters Arising: The matters from the last agreed for action from the last minutes were discussed and their current status is attached at appendix one.

3. UPDATE ON FORTHCOMING PRODUCTIONS

- **Dick Whittington's Cat by Victoria Bettelheim (27th December 2005 - 7th January 2006) (Director/Producer: Robert Bettelheim)**

Noted proposals by Rob Bettelheim to cancel the 31 st December 2005 matinee and to extend the stage by use of rostra with the possible reduction of audience capacity to seventy. The Committee was agreeable to both but concerned about the reduction in possible audience numbers, and agreed that the maximum possible number be retained; space for the audience should not also be taken up by lighting requirements at the back of the hall (eg followspots, etc). A tight rein on the budget was required to avoid overspends given the reduced possible maximum audience.	ROB TO DO
The Committee agreed also to Essence Distillation Engine (EDE) prop from Jekyll and Hyde being utilised for Dick Whittington's cat but required the retention of the base on wheels. Thos to advise Rob.	THOS TO DO
The Committee expressed concern about the strength of wood from the EDE to support the additional rostra. Safety was paramount and Rob was asked to reconsider his plans to	ROB TO DO

ensure that there was no possibility of collapse.	
Kate Harper to seek volunteers to the membership for stage management and costume assistance.	KATE TO DO
Noted that although a thorough loft clearing exercise was scheduled for January, Kate to seek volunteers to assist in a smaller scale tidying of the loft and the side chapel on 19 th November 2005 prior to the fete. Steve to liaise with Hywel to see if it is possible to hire a skip and to organise the event.	KATE AND STEVE TO DO

Trapped in the System - the Woodhouse Triple Bill (6th - 8th April 2006) (Welsh Church Hall)

- **The Dock Brief by John Mortimer (no director as yet)**
- **45 Minutes To Go by Stephen Balchin (directed by Stephen Balchin)**
- **The Procedure by Kate Harper (directed by Kate Harper)**

Tim had invited Nicola Holland to direct the Dock Brief and was awaiting her decision	ALL TO NOTE
Steve agreed to direct 45 Minutes To Go unless anyone else offered to do so and would also act as producer for the production in its entirety	STEVE TO DO

Our Ada's Parrot: The Woodhouse Cabaret (6th May 2006) (Produced by Tim Saward) (Venue to be confirmed)

Oliver Clement to comper the show, with the assistance of Horace McCaw and his assistant, Rob Bettelheim.	ALL TO NOTE
Agreed there should only be one cabaret workshop and that should be shortly before the cabaret itself	TIM TO DO
Noted that there might be too many acts for timescale, so Tim was delegated authority to determine the final schedule in the two weeks prior to the cabaret. It was noted that this decision be placed on the relevant page of the website.	TIM TO DO
Tim to identify what sporting events might be occurring on the date of the cabaret and if appropriate book the function room of the Sheepwalk Pub. If not appropriate, the Royal British Legion premises should be used.	TIM TO DO

4. FEEDBACK FROM PREVIOUS PRODUCTIONS

The Committee noted the report on Second From Last in the Sack Race (29th September – 1st October 2005). The following actions were identified:

Noted that Front of House had been very attractive. Steve to buy a tablecloth and identify further improvements for moderate expenditure including possible sponsorship arrangements similar to those already used.	STEVE TO DO
Noted that Robert Bettelheim was disappointed that there were no new volunteers to operate the sound desk but also noted, that volunteers had been sought but to no avail. Agreed that in such circumstances individuals could be approached to see if	ALL TO NOTE

they wanted to assist – as sometimes this was the best way of getting “new blood”. Noted also that asking the wider membership for interest in doing technical jobs was already regularly done.	
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5. TREASURER’S REPORT

It was noted that the accounts for Dr Jekyll and Mr Hyde were still being sorted out, as was also the case for Second From Last in the Sack Race.

The Group had been offered some moneys in relation to its support of the Leytonstone Festival.

6. STAGE DIRECTING WORKSHOP

Noted need for more directors in the group as it moved to six productions a year. Agreed that Tim, Carla and Steve should collaborate on a stage directing workshop identifying both different approaches to the task but also highlighting the standard things that needed to be done (eg where to start, approaches, communications, etc). Date agreed as Friday 20 th January 2006 with a social event (eg a meal) afterwards.	TIM, CARLA and STEVE TO DO
Tim to contact Steph Nattu to see if she would be able to help.	TIM TO DO
Noted that Chris Pethers had offered to give singing and voice workshops every two months. The Committee welcomed this and thanked him for the offer. It was noted that different people would want different help so it was open to the membership to suggest what it wanted to help this be programmed in. Steve to liaise with Christ to find dates.	STEVE TO DO

7. PRIDE IN WALTHAM FOREST INITIATIVE: REQUEST FOR ACTORS

The Committee agreed involvement in the initiative which formed a Doctor Who spoof anti crime sketch. Sonja agreed to direct this and as time was pressing, agreed that she should approach people to perform in it rather than have auditions.	SONJA TO DO
Sonja to liaise with Rob over rehearsals to avoid clashes	SONJA TO DO

8. PLAYGROUP CHRISTMAS FETE: 3RD DECEMBER 2005

Agreed to request of Andy White of the Playgroup to allow Woodhouse belongings in the side chapel to be temporarily moved on 3 rd December by the Playgroups to allow room for its fete. Tim to advise.	TIM TO DO
Noted offer of Playgroup to allow some people in costume to flyer at the event for the pantomime. Thos to advise Rob	THOS TO DO

9. IMPORTANT DATES

- Small Scale Tidy of Side Chapel and Loft: Saturday 19th November 2005
- Pride in Waltham Forest Initiative: Sketch to be performed: Thursday 24th November 2005 at 7,30 at Aveling School, Walthamstow.
- Flyering of Playgroup Bazaar: Saturday 3rd December 2005
- Date of Next Committee Meeting: Tuesday 13th December 2005 at 7.30pm at James Goodman's house
- Auditions for Trapped in the System: Triple Bill: 11th January 2006
- Stage Directing Workshop: Friday 20th January 2006
- Loft clearing day on Saturday 28th January 2006 from 11.00 to 6.00 with social event afterwards.
- Selection meeting for productions for Whitsun Studio Production, Leytonstone Festival One-Off and July production 13th February 2006
- Annual General Meeting: Wednesday 10th May 2006
- Selection meeting for Sept production, main October production and pantomime: Tuesday 16th May 2006

8. ANY OTHER BUSINESS

External Funding: The Committee noted Rob's request for technical equipment upgrading in 2006 and his estimate of £5000. It was agreed that Rob should be asked to research external funding (eg grants) to cover this amount for consideration by the Annual General Meeting in May	ROB TO DO
Explosives Store: The Committee agreed in principle with the proposal to buy a secure explosives store and agreed that Rob should be asked to get a quotation for a small one which would be kept in the gallery.	ROB TO DO
Auditorium Seating: Tim formally thanked Pete Raggett and Thos Ribbits for arranging the purchase of forty new plastic auditorium seats. Thos was asked to organise the delivery of these to the Welsh Church Hall in December.	THOS TO DO

There was no other business.

The meeting ended at 9. 20 pm

Thos Ribbits
Secretary, Woodhouse Players

APPENDIX ONE: OUTSTANDING MATTERS

<p>WORKSHOP PROGRAMME: The following workshops were identified as being those which should be planned for the year:</p> <ul style="list-style-type: none"> • Movement/Dance • Singing again • Possible repeat of Lighting Workshop • Publicity • Directing 	<p>CARLA TO DO</p>
<p>PUBLICITY MATTERS: Publicity evening event to be arranged to encourage useful external people to come to be tied in with the Triple Bill 2006. Need to ensure follow up to help resulting ticket sales cover the cost of the event. Invitees to include the Welsh Church Elders, Hywel the Caretaker, other hall users and Shah from the Star of India as well as others</p>	<p>SONJA TO DO</p>
<p>PUBLIC EVENT LICENCE: Thos to write to the London Borough of Waltham Forest for initial assistance</p>	<p>THOS TO DO</p>
<p>OTHER VENUES: Kate to seek information on other local venues and people's experience of using them if relevant and then research details of external venues that are demonstrably better than the Welsh Church Hall and do a cost/benefit analysis on hiring them.</p>	<p>KATE TO DO</p>
<p>LIAISON WITH OTHER HALL USERS: Tim to 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>	<p>TIM TO DO</p>
<p>CHEQUEBOOK SIGNATORIES: It was agreed that the signatories for the chequebook should be James, Steve, Tim and Thos.</p>	<p>JAMES TO DO</p>
<p>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.</p>	<p>JAMES TO DO</p>
<p>TECHNICAL REVIEW AND ELECTRICAL EVALUATION OF WELSH CHURCH HALL: Steve to get details of work done and formally advise Welsh Church Elders.</p>	<p>STEVE TO DO</p>
<p>PERMANENT ACCESS TO THE LOFT FROM THE GALLERY: Agreed to proceed. Rob to be asked to arrange prior to 28th January 2006.</p>	<p>ROB TO DO</p>
<p>FUNDRAISING: James to organise a quiz evening.</p>	<p>JAMES TO DO</p>
<p>PRODUCER OPTIONS: The Committee noted the concerns over the lack of a producer on some plays despite it being difficult to separate the roles of producer and director. Agreed that there were several different models: single producer/director; a producer and a director; a larger production team including director. Steve and Thos to identify benefits of each</p>	<p>STEVE AND THOS TO DO</p>
<p>LOFT CLEARING: Noted that large scale tidy of loft was scheduled for 28th January 2006 and a skip would also be needed on that occasion. Steve to get permission for and organise a skip.</p>	<p>STEVE TO DO</p>

APPENDIX TWO

PRODUCTION DATES FROM 2006

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 @ 6pm Fri 6/1 @ 7.30pm Sat 7/1 @ 2pm and 7.30pm
FEBRUARY		
MARCH		
APRIL	<ul style="list-style-type: none"> DOUBLE/TRIPLE BILL - Weekend after Easter, middle of School Easter Holiday 	Triple Bill: Thursday to Saturday 6-8 April 2005 at 8pm
MAY	<ul style="list-style-type: none"> CABARET or MINOR ONE-OFF - Early May, probably not in Welsh Church Hall AGM - early May STUDIO PRODUCTION 1 - May/June Whitsun Half Term 	Cabaret: Saturday 6 th May 2005 (to be confirmed) AGM – to be confirmed Whitsun Studio Production: Thursday to Saturday 1-3 June 2005 at 8pm
JUNE		
JULY	<ul style="list-style-type: none"> MINOR ONE-OFF (e.g. reading, radio play) - - mid-July, to coincide with Leytonstone Festival FULL PRODUCTION 2 - First week of Summer Holidays, late July 	Leytonstone Festival One-Off: Saturday Event to be confirmed once dates of Leytonstone Festival identified. July Production: Thursday to Saturday 27-29 July 2005
AUGUST		
SEPTEMBER	<ul style="list-style-type: none"> STUDIO PRODUCTION 2 - mid to late September – perhaps aimed at a 	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).

	school based audience	
OCTOBER	<ul style="list-style-type: none"> LARGE SCALE PRODUCTION - Autumn half term, Oct/Nov 	October "Big" Production: Wednesday to Saturday 25 - 28 October 2005 (to be confirmed)
NOVEMBER	<ul style="list-style-type: none"> MINOR ONE-OFF (e.g. reading/radio play) (Mid November) 	To be confirmed
DECEMBER	<ul style="list-style-type: none"> PANTO 	