

THE WOODHOUSE PLAYERS

At a meeting of the **WOODHOUSE PLAYERS COMMITTEE** held on **TUESDAY 4TH JANUARY 2006** at 7.30pm

MEMBERS PRESENT

Steve Balchin
James Goodman
Kate Harper
Carla MacLean
Thos Ribbits
Tim Seward (Chair)
Sonja Wardle

1. APOLOGIES

None.

2. MINUTES

Committee Minutes: 3rd November 2005: Approved

Matters Arising: The matters agreed for action from the last minutes were discussed and their current status is attached at appendix one.

3. UPDATE ON FORTHCOMING PRODUCTIONS

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

- **The Dock Brief by John Mortimer (directed by Nick Purves)**
- **45 Minutes To Go by Stephen Balchin (directed by Stephen Balchin)**
- **The Procedure by Kate Harper (directed by Kate Harper)**

Noted festival arrangements as follows: <ul style="list-style-type: none">• Havering Drama festival is 13th to 17th March• Waltham Forest festival is 27th March to 1st April Agreed Dock Brief and The Procedure go to Waltham Forest 45 Minutes to Go goes to Havering.	STEVE, KATE AND NICK PURVES TO DO
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Our Ada's Parrot: The Woodhouse Cabaret (6th May 2006) (Produced by Tim Seward) (Sheepwalk Pub Function Room)

Tim to book function room on Saturday 7 th January 2006.	TIM TO DO
Agreed that voluntary donations (suggested £2.00 minimum) be sought from attendees via a "bucket on the door" system.	TIM TO DO
Tim to organise a cabaret workshop on 22 nd April to tie in with a singing workshop provided by Chris Pethers	TIM TO DO

Other Productions:

Noted that the current “slush pile” of possible scripts was sufficient to cover all the production slots for the year if no other suggestions were made. In addition to those on the website, the following have been actively advocated:

- The Dresser – advocated by Chris Pethers
- Teachers – advocated by Carla MacLean
- Dr Faustus – advocated by Carla MacLean
- The Tempest – advocated by Carla MacLean
- Life of Gallileo – advocated by Tim Saward
- Wuthering Heights – advocated by Sacha Walker

The decision on which productions to pursue to July would be made at the play selection meeting on 13th February 2006

4. WOODHOUSE PLAYERS STORAGE MATTERS AND LONGTERM IMPLICATIONS

Noting the recent decision by the Welsh Church Elders to forbid the use of the loft for storage and require the group not to store things in the gentlemen’s lavatory or the side chapel. They are agreeable to shed(s) being placed in the garden area presumed to be behind the back stagewall.

There were concerns over possible damp in sheds which might preclude their use for costume storage. Noted that some costumes could be stored on stage between productions with shortterm relocation to side chapel during runs of shows.

Agreed that planning permission be sought for two large sheds (8x12 feet) at £550 each. Likely administration cost is £135.	THOS TO DO
Kate to photograph the likely location of the sheds to identify land clearance requirements and to check there is enough space	KATE TO DO
Sonja and Carla to arrange for clearance and levelling of shed locations	SONJA AND CARLA TO DO
Sheds to be purchased and erected by James and Kate	JAMES AND KATE TO DO
Tim to organise the relocation of Woodhouse items to new locations	TIM TO DO
Noted offer of Mrs Hills’ house in Michael Road to continue to be used for chair storage in medium term – and for other things as required. Mrs Hills (Thos’ aunt) to be provided with free tickets as thank you.	ALL TO NOTE
Agreed that after the clearance, the Welsh Church Elders should be asked if they would be prepared to allow the chairs to be stored in the side chapel if the Group allowed them to be a resource for all users	STEVE TO DO

Noted that major clearance of the Welsh Church Hall would be taking place on Saturday 28th January 2006. In relation to this, the following was noted or agreed.

Steve, Tim and Thos to have a “pre-clearance” recce on Saturday 7 th January 2006	STEVE, TIM AND THOS TO DO
Steve to book a skip for the clearance in conjunction with Hywel	STEVE TO DO
Other groups to be invited to come during Hall clearance day and take any discarded items if they wished. Vi Gostling also to be advised so that she can advise other groups as well.	STEVE TO DO
Priority areas for complete clearance were the gentlemen’s lavatory and the side chapel. The understage area and loft also to be tackled but may not be completed, although only basic items should remain there (ie waste disposal is the main aim, relocation of items is currently secondary).	ALL TO NOTE
Thos to develop clearance priorities and plan – and take overall control for organising the day	THOS TO DO
Tim to contact Tony Platt after clearance to keep him informed of progress.	TIM TO DO
Noted a second clearance date may be required.	ALL TO NOTE
Thos to draft an email to the membership requesting large turn out for clearance	THOS TO DO/KATE TO NOTE

The Committee then discussed the long term future of the Welsh Church Hall as the group’s main venue.

Noted that even if not used for performances, it was suitable and economic to use it for rehearsals.	ALL TO NOTE
Membership to be asked about longer term plans at the Annual Meeting	TIM AND THOS TO DO
Carla to investigate St John’s Church, Church Lane as possible performance venue	CARLA TO DO
Tim to draft an email for Membership asking them to think of alternative locations – whilst noting they need to be of the right size and near public transport links.	TIM TO DO/KATE TO NOTE

5. TREASURER’S REPORT

Current state of play for last two plays is:

Second from last in the Sack Race: Profit of £540.46
Metamorphosis: Profit of £315.17
(Not including Insurance or Hall Rental contributions as standard)

Noted that accounts were close to completion for Dr Jekyll and Mr Hyde – Make Mine a Double.

6. NATIONAL OPERATIC AND DRAMA ASSOCIATION

The Committee could not see sufficient benefit to the group to make membership of the Association worthwhile and so it was agreed not to proceed with applying.

7. IMPORTANT DATES

- Auditions for Trapped in the System: Triple Bill: 11th January 2006 at 7.30pm
- Directing Workshop: Tuesday 24th January 2006 at 7.30pm
- Loft clearing day on Saturday 28th January 2006 from 11.00 to 6.00 with social event afterwards.
- A Night at the Oscars: 4th February 2006 at the Savoy Hotel, the Strand.

Tim to write to organisers to get more details of what precisely is involved	TIM TO DO
Thos to draft an email for Membership asking them to attend and to bring friends as fifty people were required in order for the group to get the fee of £500. Noted that afterwards people were likely to go for a drink.	THOS TO DO/KATE TO NOTE

- Selection meeting for productions for Whitsun Studio Production, Leytonstone Festival One-Off and July production 13th February 2006
- Date of next committee meeting: 21st February 2006 at James' house.
- Annual General Meeting: Wednesday 10th May 2006
- Selection meeting for Sept production, main October production and pantomime: Tuesday 16th May 2006
- Other Dates

8. ANY OTHER BUSINESS

Group Publicity: Kate noted that the advertising emailing list was shrinking and offered to place slips seeking email addresses on seats for productions. Agreed that this should occur.	KATE TO DO
Singing Workshops: Dates agreed as: 25 th February 2005 22 nd April 2005 (also to be cabaret workshop) 24 th June 2005	STEVE TO ADVISE CHRIS PETHERS/KATE TO ADVERTISE
External Funding: Noted that Rob had declined to seek the external funding (grants) needed to fund his request for a technical equipment upgrading (estimated at £5000). It was therefore agreed not to pursue the request	ALL TO NOTE

There was no other business.

The meeting ended at 9.10 pm

Thos Ribbits
Secretary, Woodhouse Players

APPENDIX ONE: OUTSTANDING MATTERS

FRONT OF HOUSE: Steve to identify further improvements for moderate expenditure including possible sponsorship arrangements similar to that used for Second to Last	STEVE TO DO
WORKSHOP PROGRAMME: The following workshops were identified as being those which should be planned for the year: <ul style="list-style-type: none"> • Movement/Dance • Possible repeat of Lighting Workshop • Publicity 	CARLA TO DO
PUBLIC EVENT LICENCE: Thos to write to the London Borough of Waltham Forest for initial assistance	THOS TO DO
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.	KATE TO DO
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.	TIM TO DO
CHEQUEBOOK SIGNATORIES: It was agreed that the signatories for the chequebook should be James, Steve, Tim and Thos.	JAMES TO DO
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.	JAMES TO DO
TECHNICAL REVIEW AND ELECTRICAL EVALUATION OF WELSH CHURCH HALL: Steve to get details of work done and formally advise Welsh Church Elders.	STEVE TO DO
FUNDRAISING: James to organise a quiz evening.	JAMES TO DO
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	STEVE AND THOS TO DO

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 	<p>Cabaret: Saturday 6th 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"> 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 	<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"> STUDIO PRODUCTION 2 - mid to late September – perhaps aimed at a school based audience 	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"> 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 	