

## THE WOODHOUSE PLAYERS

At a meeting of the **WOODHOUSE PLAYERS COMMITTEE** held on **TUESDAY 21<sup>ST</sup> FEBRUARY 2006** at 7.30pm

### MEMBERS PRESENT

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

### MEMBERS ABSENT

Carla MacLean

#### 1. APOLOGIES

An apology for absence was received from Carla MacLean.

#### 2. MINUTES

Committee Minutes: 4<sup>th</sup> January 2006: Approved

Blog: Noted

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 (6<sup>th</sup> - 8<sup>th</sup> April 2006) (Welsh Church Hall) (Producer: Steve Balchin)**

- **The Dock Brief by John Mortimer (directed by Nick Purves) (also 30<sup>th</sup> March 2006 at the Chingford Assembly Hall as part of the Waltham Forest Drama Festival)**
- **45 Minutes To Go by Stephen Balchin (directed by Stephen Balchin)**
- **The Procedure by Kate Harper (directed by Kate Harper) (also 31<sup>st</sup> March 2006 at the Chingford Assembly Hall as part of the Waltham Forest Drama Festival)**

Noted budget for entire triple bill was £750 including drama festival costs	<b>DIRECTORS TO NOTE</b>
Tim to amend poster and flyers to reflect that there would be a matinee.	<b>TIM TO DO</b>
Cast to reminded that there would be a matinee	<b>STEVE TO DO</b>

**Our Ada's Parrot: The Woodhouse Cabaret (6<sup>th</sup> May 2006) (Produced by Tim Saward) (Sheepwalk Pub Function Room)**

Noted that Jonathan Pease was unable to provide musical support on this occasion. A discussion on whether to hire an alternative took place but it was agreed that recorded music would be used instead due to cost considerations.	<b>ALL TO NOTE</b>
Noted that attendance of at least thirty people required to ensure hiring fee of venue was waived. Therefore suggested a "voluntary donation" be asked of those attending to cover any costs.	<b>TIM TO NOTE</b>

- **Teechers by John Godber (directed by Shauntelle Benjamin and Carla MacLean) (1<sup>st</sup> - 3<sup>rd</sup> June 2006)**
- **Life of Galileo by Bertolt Brecht (directed by Tim Saward and Carla MacLean) (27<sup>th</sup> - 29<sup>th</sup> July 2006)**

Noted that the licence for this play was available so Tim to identify the cost	<b>TIM TO DO</b>
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- **The Dresser by Ronald Harwood (directed by Chris Pethers and Jan Prendergast) (29<sup>th</sup> September - 1<sup>st</sup> October 2006)**
- **Wuthering Heights by Charles Vance, after Emily Brontë (directed by Sacha Walker and Sonja Wardle) (26<sup>th</sup> - 28<sup>th</sup> October 2006)**

Noted that directors needed to be advised to apply for the cheap amateur rights in relation to plays licences as these were at a reduced cost – and this be added to directors guidance on website.	<b>TIM TO DO</b>
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**Other productions**

<b>LEYTONSTONE FESTIVAL:</b> Noted that Bob Armstrong had suggested directing radio plays as part of the Leytonstone Festival. It was agreed that the licensing cost of this should be investigated.	<b>TIM TO ADVISE</b>
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**4. WOODHOUSE PLAYERS STORAGE MATTERS AND LONGTERM IMPLICATIONS**

Noted that since last meeting, the Welsh Church Elders had agreed to space in the garden being used for the erection of sheds to store props, flats and costumes. It was expected that this would be sufficient following the extensive clear out of Woodhouse possessions.

Planning Application for storage sheds is being pursued and is ongoing. Agreed that three sheds would be sought	<b>THOS TO DO</b>
Noted report on agenda suggesting externalisation of props and costumes via O-Regen, a Community Development Trust. Suggested that they be contacted to see if they can identify alternative venues for performances rather than storage.	<b>TIM TO DO</b>

Agreed that Membership be asked to provide suggestions for other venues for performances on both one-off or permanent basis	<b>KATE TO DO</b>
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## 5. FEEDBACK REPORTS

- **Dr Jekyll and Mr Hyde - Make Mine A Double (Oct 2005) (and also audience ticket sales breakdown)**

It was noted that due to the unique nature of the production, some of the feedback was specific to it, whilst some was also relevant to general Woodhouse productions.

The main issues identified related to:

- Funding
- Publicity
- The quality of the dance group
- Costumes

Noted the budget position of the play and also the marketing report provided by the Broadway, Barking which demonstrated a different profile to usual – flyering provided a relatively high return. Noted also that publicity would need to be focussed much more closely to the locality as people are reluctant to travel.

Noted that Jekyll posters gave the [www.hydeshow.co.uk](http://www.hydeshow.co.uk) website address rather than Woodhouse which might result in few of the audience coming to other Woodhouse shows. The matter of such links to be considered again in similar future circumstances

- **Dick Whittington's Cat (Dec 2005) (attached)**

There had been some comments that eight weeks was insufficient time to produce a Christmas Pantomime. However, the committee was of the view that this would usually be enough with sufficient planning but that it might be necessary for productions to overlap in future.

The following matters were then agreed.

The need on some technically ambitious productions to have a second technical rehearsal (without actors). Directors/Producers to be informed and production guidelines to be updated.	<b>STEVE TO DO</b>
There was an increasingly urgent need to implement technical expertise outreach as Woodhouse was increasing its number of productions but still relying principally on Rob and Pete for technical support. <ul style="list-style-type: none"> <li>• Simon Lyall to be contacted to see if he wished to do more</li> <li>• drama schools and colleges to be contacted and posters placed with them</li> <li>• Woodhouse Players to be asked if they know of anyone wishing to support this area</li> <li>• Woodhouse Players to be asked to shadow on</li> </ul>	<b>COMMITTEE TO DO</b>

<ul style="list-style-type: none"> <li>particular productions next year.</li> <li>• Directors to be told to ask cast to help out in this area more.</li> </ul>	
Also need to identify extra musical support	<b>TIM TO DO</b>
Noted the extra elements of pantomime – eg technical issues, liaison with dancers, music involvement required extra planning by its directors/producers. Production guidelines to highlight this.	<b>STEVE TO DO</b>
Document on the models for productions to be updated by Steve	<b>STEVE TO DO</b>

## 6. LOCAL THEATRE CRITICISM AFTER PHYL ROMERIL

The Committee noted with sadness the recent death of local play reviewer Phyl Romeril. There were concerns that local newspapers now might dispense with reviews of local productions. It was suggested that if no-one was formally found to replace Ms Romeril, consideration should be given to trying to find a volunteer who might be willing to take on this role on a freelance basis.

## 7. TREASURER'S REPORT

It was noted that although the accounts for Dr Jekyll and Mr Hyde were not yet finalised, it was likely that there would be a small loss to the group. It also appeared that Dick Whittington's cat would yield a small profit.

Noted that £500 had been given to the group as part of the "Night at the Oscars" event at the Savoy Theatre in which members were involved.

## 8. IMPORTANT DATES

- Singing and Vocal Workshop (diction, warming up, breathing and projection): Saturday 4 March 2006

Kate to send a reminder to the Group on this workshop	<b>KATE TO DO</b>
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- Auditions for Teechers: 15<sup>th</sup> March 2006
- Next Committee Meeting: 11<sup>th</sup> April 2006
- Singing and Vocal Workshop (Cabaret Singing): Saturday 22nd April 2006

Tim to organise a cabaret workshop on 22 <sup>nd</sup> April to tie in with a singing workshop provided by Chris Pethers	<b>TIM TO DO</b>
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- Annual General Meeting: Wednesday 10<sup>th</sup> May 2006
- Selection meeting for pantomime: Tuesday 16<sup>th</sup> May 2006
- Auditions for Life of Gallileo: Wednesday 17<sup>th</sup> May 2006
- Singing and Vocal Workshop (emphasis yet to be determined): Sat 24th June 2006.
- Leytonstone Festival: 8-16<sup>th</sup> July 2006

Woodhouse involvement to be on the Community Day scheduled for 15 <sup>th</sup> July 2006 with a proposed cabaret based series of acts in the afternoon and a radio play in the evening.	<b>ALL TO NOTE</b>
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## 8. ANY OTHER BUSINESS

<b>Drama Festivals:</b> It was noted that there was no Havering Drama Festival this year and that its future was uncertain. The Committee discussed whether to approach the Thurrock Drama Festival in future years but noted that it was a considerable distance to get to. It was suggested that instead, from 2007 the Group could stage a double bill instead of a triple one and that an additional February production be included to the annual schedule.	
<b>Drama Festivals:</b> Matter of whether to try other drama festivals or move to a double bill and additional February production be discussed at the AGM	<b>TIM AND THOS TO DO</b>
<b>Woodhouse Mailing List:</b> Kate to liaise with Phil to identify any email addresses for inclusion on the Woodhouse Mailing list from credit card sales. Also to place a form on each audience seat prior to performances asking if people wished to provide their email addresses for inclusion on the list.	<b>KATE TO DO</b>
<b>Publicity:</b> Noted Nicola Holland's particular talents in relation to art and design and agreed that she be asked if she would like to design future posters and flyers	<b>TIM TO DO</b>

There was no other business.

The meeting ended at 9.10 pm

Thos Ribbits  
Secretary, Woodhouse Players

## APPENDIX ONE: OUTSTANDING MATTERS

<b>FRONT OF HOUSE:</b> Steve to identify further improvements for moderate expenditure including possible sponsorship arrangements similar to that used for Second to Last	<b>STEVE TO DO</b>
<b>WORKSHOP PROGRAMME:</b> The following workshops were identified as being those which should be planned for the year: <ul style="list-style-type: none"> <li>• Movement/Dance</li> <li>• Possible repeat of Lighting Workshop</li> <li>• Publicity</li> </ul>	<b>CARLA TO DO</b>
<b>PUBLIC EVENT LICENCE:</b> Thos to write to the London Borough of Waltham Forest for initial assistance	<b>THOS TO DO</b>
<b>OTHER VENUES:</b> 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.	<b>KATE TO DO</b>
<b>LIAISON WITH OTHER HALL USERS:</b> 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.	<b>TIM TO DO</b>
<b>CHEQUEBOOK SIGNATORIES:</b> It was agreed that the chequebook signatories should be James, Steve, Tim and Thos.	<b>JAMES 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> Steve to get details of work done and formally advise Welsh Church Elders.	<b>STEVE TO DO</b>
<b>FUNDRAISING:</b> James to organise a quiz evening.	<b>JAMES TO DO</b>
<b>PRODUCER OPTIONS:</b> 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	<b>STEVE TO DO</b>
<b>STORAGE:</b> Sheds to be purchased and erected by James and Kate	<b>JAMES AND KATE TO DO</b>
<b>STORAGE:</b> 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	<b>STEVE TO DO</b>
<b>ALTERNATIVE VENUES:</b> Membership to be asked about longer term plans at the Annual Meeting	<b>TIM AND THOS TO DO</b>
<b>ALTERNATIVE VENUES:</b> Carla to investigate St John's Church, Church Lane as possible performance venue	<b>CARLA TO DO</b>
<b>ALTERNATIVE VENUES:</b> 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.	<b>TIM TO DO/KATE TO NOTE</b>

## 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"> <li>DOUBLE/TRIPLE BILL - Weekend after Easter, middle of School Easter Holiday</li> </ul>	Triple Bill: Thursday to Saturday 6-8 April 2005 at 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>	Cabaret: Saturday 6 <sup>th</sup> 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"> <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>	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"> <li>STUDIO PRODUCTION 2 - mid to late</li> </ul>	September Studio Production: Thursday to Saturday 29 September - 1 October at 8pm with 3pm matinee on

	September – perhaps aimed at a school based audience	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>	