

## THE WOODHOUSE PLAYERS

At a meeting of the **WOODHOUSE PLAYERS COMMITTEE** held on **TUESDAY 11<sup>th</sup> APRIL 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. An apology for lateness was received from James Goodman.

### 2. MINUTES

Committee Minutes: 21st February 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

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

Tim was concerned that there may not be enough acts - as some participants had pulled out, and some expected ones had not yet confirmed to him that they intended to perform. Noted also prevalence of songs over sketches.	<b>ALL TO NOTE</b>
Noted that the venue only had regular lighting. Noted that Rob had agreed to assist on the lighting - as well as act as compere aided by his fine feathered friend. Suggested that minimal portable lighting be deployed	<b>ROB AND TIM TO DO</b>
Everyone who is attending to be asked to bring some foodstuffs for a pooled buffet.	<b>SONJA TO CO-ORDINATE</b>
People to be reminded not to bring alcohol as there is a bar .	<b>TIM TO DO</b>

- **Teechers by John Godber (Director - Shauntelle Benjamin: Assistant Director - Sonja Wardle; Producer: Tim Saward ) (1<sup>st</sup> - 3<sup>rd</sup> June 2006)**

Noted that this currently lacked technical support, though no set would be needed. A complex lighting plot but with a small number of actual lamps was planned. A follow spot operator and a lighting director required. Tim to see if Kate Temple was prepared to help. Currently no solution to the sound requirements. Tim to send write an email seeking assistance by precisely specifying the jobs available and the support that could be offered to help new people to do it for Kate (Harper) to circulate to all members.	<b>TIM AND KATE TO DO</b>
Noted that despite the small cast, Shauntelle needed to draw up a rehearsal schedule - and some Tuesdays were likely to be needed for this. Tim to investigate and inform Steve so he could book the hall.	<b>TIM AND STEVE TO DO</b>

- **Life of Galileo by Bertolt Brecht (directed by Tim Saward and Carla MacLean) (27<sup>th</sup> - 29<sup>th</sup> July 2006)**

Noted the licence was £75 per performance for both Teechers and the Life Galileo. However, Tim to investigate cheaper rates sometimes offered to small audience productions. <i>(Subsequently, the cost was reduced to £55 per performance for audiences of fewer than 100 )</i>	<b>TIM TO DO</b>
Tim seeking four standard office type projectors. Secure mounts for these will also be needed.	<b>ALL TO NOTE</b>

- **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) (26<sup>th</sup> - 28<sup>th</sup> October 2006)**

#### **4. WOODHOUSE PLAYERS STORAGE MATTERS AND LONGTERM IMPLICATIONS**

Planning Application for storage sheds is being pursued and is ongoing. Agreed that three sheds would be sought	<b>THOS TO DO</b>
Agreed that as issue of long term usage of the Welsh Church Hall and sufficient storage space appears resolved, the assets of the group (eg costumes) to be retained rather than shared storage solutions sought.	<b>ALL TO NOTE</b>

#### **5. TREASURER'S REPORT**

Noted that Dick Whittington's cat had proved very profitable with an expected final profit of approximately £1000. Noted that this was the second year in succession that the Christmas pantomime had made significant profits. This was partly attributed to a good reputation for such productions developing and also low production costs in both cases.

Noted lengthy delay in the Little Box Office company providing moneys to the Group (in some cases up to three months). Agreed that the treasurer should alert the company when a production has concluded in order to trigger payment.	<b>JAMES TO DO</b>
James to provide Tim with details of any outstanding moneys that he (Tim) owes Group	<b>JAMES TO DO</b>

## 6. WALTHAM FOREST MENCAP AND OTHER EXTRA PERFORMANCES

Noted that Waltham Forest Mencap had enquired if Woodhouse would be prepared to put on extra performances of various productions for a small fee. Agreed that Teechers be suggested . Tim to organise initial feedback but alternative organiser is required.	<b>TIM TO DO</b>
Agreed as a principle that such requests be greeted favourably if actors and technical staff on productions are happy to do it.	<b>ALL TO NOTE</b>

## 7. MATTERS FOR DISCUSSION AT THE AGM

The Committee Members discussed who was planning to stand again. Noted also that unlike in the last two years, there was no need for a large policy document to be presented for consideration as following the major structural changes of the last two years, it was expected that 2006/7 would be a year of consolidation.

<b>AGM BUSINESS:</b> The following to be considered by all Members: <ul style="list-style-type: none"> <li>• <b>Infrastructure:</b> List of purchases forming part of a long term infrastructural renewal programme to allow for capital grant applications now prepared for presentation to the AGM. Noted need for 2005/6 accounts to be externally audited to allow for grant applications.</li> <li>• <b>Drama Festivals:</b> Matter of whether to try other drama festivals or not bother at all</li> <li>• <b>Additional Production:</b> Consider whether to move to a double bill and have instead an additional February production</li> </ul>	<b>TIM AND THOS TO DO</b>
Vi Gostling to be invited to the AGM	<b>THOS TO DO</b>
Thos to write an email inviting all members to the AGM and send it to Kate to circulate to all members within the Constitution's deadlines.	<b>THOS AND KATE TO DO</b>

## 8. IMPORTANT DATES

- Leytonstone Festival Meeting: 20<sup>th</sup> April 2006
- Singing and Vocal Workshop (Cabaret Singing): Saturday 22nd April 2006

Agreed no cabaret workshop this year but the Church Hall to be booked for two evenings as a rehearsal space and those attending to offer feedback to each other. Steve to organise dates, book the Hall and arrange for participants to be advised.	<b>STEVE TO DO</b>
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- Dr Jekyll and Mr Hyde - Make Mine A Double: The Making of Documentary and Film Premiere at the Sheepwalk Pub: Sunday 30<sup>th</sup> April 2006.
- 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 24<sup>th</sup> June 2006.
- Leytonstone Festival: 15<sup>th</sup> July 2006 (cabaret in the afternoon, radio play in the evening)

Noted that Bob Armstrong had fallen ill and so had had to pull out of organising performance of radio plays as part of the Leytonstone Festival. Noted also that Liz Braithwaite had suggested performing Under Milk Wood instead. Tim to ask if she would produce and direct this. If no takers, then the Festival organisers to be advised that the Group would not be able to assist in the evening. Noted deadline for submissions to the Festival was 29 <sup>th</sup> April 2006.	<b>TIM TO DO</b>
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- The Dresser/Wuthering Heights Auditions: July 2006

## 9. ANY OTHER BUSINESS

<p><b>Technical Expertise Outreach:</b> Noted the ongoing 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.</p> <ul style="list-style-type: none"> <li>• Noted that Simon Lyall was unable to assist with forthcoming productions but that a colleague from Bancrofts was interested in assisting on lighting on Teechers. Sacha Walker had also offered to assist on this and Life of Galileo. Tim to consider</li> <li>• Tim had produced some posters to advertise technical opportunities for distribution to drama schools and colleges.</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 particular productions next year. Noted that Salley Rear and Jim Killeen had expressed an interest in helping on sound and lighting. Kate Temple has also offered assistance for one production.</li> <li>• Directors to be told to ask cast to help out in this area more.</li> </ul>	<p><b>TIM TO DO</b></p> <p><b>ALL TO DO</b></p> <p><b>KATE TO DO</b></p> <p><b>COMMITTEE TO DO</b></p> <p><b>DIRECTORS TO NOTE</b></p>
<b>Music Support:</b> Tim is continuing to search for extra musical	<b>TIM TO DO</b>

support - which may be the focus of the next outreach programme	
<b>Production Personnel Guidance:</b> Now completed and to be published online by Tim	<b>TIM TO DO</b>
<b>Waltham Forest Arts Council:</b> Noted that the Waltham Forest Arts Council had elected a new Chair. Jackie Withnall had emailed to congratulate and been advised that the Council was seeking to see “increased professionalism” in its approach.	<b>ALL TO NOTE</b>
<b>Welsh Church Hall Keys:</b> Noted that one set of keys did not work due to poor cutting. Tim to check which sets work easily and then liaise with Steve and Hywel to see if it is possible to get replacement keys from his original set.	<b>TIM AND STEVE TO DO</b>
<b>Welsh Church Hall Wall Planner:</b> Noted that this had not been completed by any of the Hall users recently. Steve to contact with them to try to rectify this.	<b>STEVE TO DO</b>
<b>New Woodhouse Volunteers:</b> Kate advised that in order to ensure that people interested in joining Woodhouse, she brings them to rehearsals but due to the small nature of the next production, it was agreed instead that the Singing Workshop on 22 <sup>nd</sup> April to be used instead. Thos to provide her with new copies of the “Welcome to Woodhouse” document.	<b>KATE AND THOS TO DO</b>
<b>Play Group:</b> Steve to make contact with the new Play Group Manager via Andy White.	<b>STEVE TO DO</b>

There was no other business.

The meeting ended at 9.22 pm

Thos Ribbits  
Secretary, Woodhouse Players

## APPENDIX ONE: OUTSTANDING MATTERS

<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 (whilst noting they need to be of the right size and near public transport links. )	<b>KATE TO DO</b>
<b>CHEQUEBOOK SIGNATORIES:</b> To be reviewed after the AGM.	<b>COMMITTEE 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>STORAGE:</b> Sheds to be purchased and erected by James and Kate	<b>JAMES AND KATE TO DO</b>
<b>STORAGE:</b> Once the sheds have been built, the Welsh Church Elders to 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>DIRECTORS GUIDANCE:</b> To be updated on the following matters: <ul style="list-style-type: none"> <li>• Cheaper amateur rights/small audience productions in relation to plays licences should be asked for when getting such a licence.</li> <li>• Extra elements of pantomime – eg technical issues, liaison with dancers, music involvement required extra planning by its directors/producers.</li> <li>• Technically ambitious productions to have a second technical rehearsal (without actors).</li> </ul>	<b>STEVE TO DO</b>
<b>WOODHOUSE MAILING LIST:</b> <ul style="list-style-type: none"> <li>• Kate to liaise with Phil to identify any email addresses for inclusion on the Woodhouse Mailing list from credit card sales.</li> <li>• Kate to arrange for forms to be placed on each audience seat prior to performances asking if people wished to provide their email addresses for inclusion on the list.</li> </ul>	<b>KATE TO DO</b>
<b>ALTERNATIVE VENUES:</b> O-Regen, a Community Development Trust, to be contacted to see if they can identify alternative venues for performances.	<b>TIM TO DO</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 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>	