



Minutes of SHADDO Committee Meeting held on Wednesday 24 November 2021 (Via Zoom)

Present:

Cheryl Milne (Chair), Hilary Tucker, Gareth Jones, Angela Jones, Liz James, Henry Loud, Neill Wilkinson

Apologies:

Ashley Wright, Pam Hudgell, Simon Classey, Ellie Classey

<u>1. Memorial Garden</u>	<u>Action</u>
<p>Hilary reported that she had formatted and sent out the routine maintenance rota for November 2021 to November 2022. She also checked that everyone present had received this and was happy with their agreed slot (which they were).</p> <p>Ashley has had to withdraw from the rota (Ashley and Sharon were listed for November and December) but it was agreed that Cheryl would check with Ashley as to whether Sharon was able to look at the box hedge to advise us whether it was at all viable, or whether it should be removed.</p> <p>If Sharon was not able to do this, it was agreed that Cheryl would take a look. It was further agreed that a working party would be established, if necessary, to dig out the box and to plant a replacement (Gareth, Hilary and Cheryl indicated willingness to be part of a such a working party).</p> <p>Replacement options were discussed and Angela suggested a rosemary hedge, which was felt to be a good idea.</p> <p>Gareth confirmed that there was funding for a replacement hedge within the memorial garden fund.</p>	<p>Cheryl</p> <p>Cheryl/Hilary/Gareth and others</p>
<p><u>2. Winter Walk</u></p> <p>Liz reported:</p> <p>That there had been a high level of interest, both from people who participated last year and from new participants;</p> <p>That she and Pam had been to the Memorial Hall and had collected props which could be used for the walk – they had offered to give people ideas for potential exhibits and to lend certain Shaddo props where this would help;</p> <p>That co-ordinators were in place at key points (e.g. street co-ordinators plus Marina in Binfield Heath);</p> <p>Information had gone out via the SV website, Facebook and the BH newsletter.</p> <p>It was agreed by the committee that:</p> <p>This event was viable and would go ahead as planned;</p>	

<p>Liz would set up a WhatsApp Group to facilitate communication between walk participants;</p> <p>Liz would print posters and put these up in key places (she would do this soon, so that people had plenty of time to plan exhibits);</p> <p>Liz and Pam would put out messages on the SV website Forum, asking people to spread the word to neighbours and friends; They would also produce maps for the walk – these could be downloaded from the Shaddo website but they would also print some off for the shops; Liz and Pam would also design a sign (logo) for people to use on their props if wished.</p> <p>The Committee agreed a budget of £100 for the event. It was agreed that this was principally for publicity costs but that it could also be used to reimburse specific people who had purchased materials to construct a prop for Shaddo at Shaddo’s specific request (but that it would not be used for any general reimbursement for props, as the premise of the event was that participants would construct/provide their own exhibits).</p>	<p>Liz</p> <p>Liz</p> <p>Liz and Pam</p>
<p><u>3. Winter Production</u></p> <p><u>(a) Mini Panto element</u></p> <p>Cheryl reported that the mini-panto had been cast, the script had been finalised and that rehearsals were under way. All was going well so far.</p> <p><u>(b) General production aspects</u></p> <p>Cheryl reported that the production meeting had gone well the night before (23/11) and that production aspects were being followed up from the meeting as required. A schedule for future production meetings had also been agreed.</p> <p>Gareth reported that he had set up a Dropbox folder for the production team. The production meetings schedule (see above) had gone into this folder.</p> <p>Cheryl reported that it was now necessary to decide the seating plan, ready for ticket sales.</p> <p>The Committee agreed the provisional budget for the Winter Production (this had been posted by Gareth on Dropbox). Hilary would press ahead with the collection of performance fees and cast/production members’ forms. She would attend a mini-panto rehearsal in the near future to collect forms and fees in person and to explain the online options.</p> <p>Gareth would add the Shaddo bank account details to the website so that members had the option of paying for performance fees and tickets (see below) electronically.</p>	<p>Cheryl and Production Team</p> <p>Hilary</p> <p>Gareth</p>

<p>It was agreed that it would also be best to ask for payment for tickets (outside the ones sold by the shops) to be by means of electronic payment.</p> <p>It was agreed that Liz would put together a letter regarding advance ticket sales to be sent to those involved as cast or as part of the production team. This letter would be sent out as a php mailing. It was agreed that Liz would add the Shaddo bank account details (see above) to the mailing.</p> <p>Cheryl reported that she and Ashley would be contacting people from the launch meeting, who had expressed an interest in helping with front of house, the bar, stage construction and chaperoning (although there was a reduced requirement for the latter this year due to the scaled down nature of the production and consequently the reduced number of junior members taking part).</p> <p>The Committee agreed that Shaddo should recognise Covid concerns when selling tickets and with regards to those attending performances. Gareth agreed to see whether there was NODA guidance on this and Cheryl agreed to think about this and contact the committee with a suitable recommendation (for example that all those attending should either be double vaccinated or should show evidence of a negative LFT taken within the last 24 hours). Cheryl said that she would make the decision in the next 10 days and get in touch with the committee so that the committee could consider/agree this. This "requirement" would be similar to that experienced by various committee members who had attended recent theatre productions and other "public" events, even those on a local scale.</p> <p>Liz would include the Covid information for those buying tickets, so they were aware in advance.</p> <p><u>(c) Variety Show element</u></p> <p>Cheryl reported that this aspect of the show was currently less advanced due to the necessity of getting the mini-panto underway and ensuring it was viable.</p> <p>Cheryl reported that Ashley was taking the lead in co-ordinating the variety element. So far, there were seven potential acts including singing and magic. Further information would be sent out to potential participants and Shaddo members over the next week.</p> <p>It was decided, due to the reduced scale and differing nature of the show this year, the limited Green Room space, together with all the considerations around Covid, that unfortunately it would not be possible to offer a show slot this year for any dance (or similar) routines by young performers. This would of course change in future years when it was possible to put on a "normal" Pantomime or show.</p>	<p>Liz</p> <p>Cheryl and Ashley</p> <p>Gareth</p> <p>Cheryl</p> <p>Liz</p> <p>Ashley and Cheryl</p>
<p><u>4. Next meeting</u></p> <p>It was agreed that the next committee meeting would be arranged in due course but no date was set at this meeting.</p>	