

Wells Operatic Society Limited
Minutes of the meeting held on
Monday 6th October 2008, 7.30pm

COMMITTEE

Richard Wright, Gerald Eyers, Mark Wall, Gordon Scott, Lisa Cope, Terry Delaney, Alan Hooley, David Papworth, Chris Spray, Jenny Hailes, Doreen Grant, Tina Eyers and The Mayor of Wells, Mrs Christine Borastero

1. **Apologies JH,**
Absent AH,
2. **Minutes of Last Meeting**
Read and approved
3. **Matters Arising**
 - **Food Hygiene** – Policy Material –**CS** ongoing
 - **Funding Grants** –**RW**, ongoing, money might be available for projects such as the foyer development. Any other suggestions? (See next point and 8 below). We need to submit details to City Council by the end of Feb for April consideration.
 - **Foyer Development** – sub Committee Meeting held on 23rd Sept. **RW, MW, JH, Annette Papworth and TD.** (minutes on notice board) It was agreed to progress gradually with a steady development of the idea. The weekend of the **17th and 18th January** will be used to strip and redecorate. **RW** to do notice and organise. **MW** has investigated the cost of glass doors - £625 inc. VAT and delivery; he will look further into this. **RW** to contact City Council re possible grant to support project.
 - **Front Tabs Maintenance** – **DP**, all done, many thanks to DP and team
 - **Stage Microphones** - **AH** and **CS**, completed -the team have made a detailed record of wiring and equipment, the next stage will be to identify further development.
 - **Foyer Lamp** – **CS** done
 - **NODA Regulations and Insurance for Youth Group** –**RW** has sent out copies to committee and other members and will put a copy in the Theatre Handbook. **RW** has informed MDC and NODA Insurance that we are starting a youth group.
 - **Child Protection Officer** - **DG**, Doreen is working to produce an 'in house' version of the relevant Child Protection Regulations, based on local authority and NODA guidelines. These eventually will be put in the Theatre Handbook and made available to producers and directors.
 - **Data Base** – **CS** ongoing
 - Website development - **CS** ongoing
 - Need for delegated **First Aid** FOH Person – **RW** ongoing
4. **Correspondence**
 - **Cheddar Male Voice Choir** has written to the Theatre asking if we would like to take part in a concert to celebrate the life of Les Skidmore. **TD** to follow up
 - The Cabinet Office have sent out a questionnaire 'National Survey of Third Sector Organisations' that the Secretary has returned
 - Request from Les Moore, on behalf of Avalon Rotary club for a 'Charity night' performance. **GE** to reply and say that it is not convenient at this time.
 - **GS** - Letter from Veolia stating that there will be a 4% price increase from 1st Oct. All members are asked to be careful when using the blue sacks; and recycle as much as possible through our new range of bins – if in doubt ask!
5. **Treasurer's Report**
 - New hire charges set as listed below, with immediate effect. Car parking charges from 1st Jan 2009
 - **Jack The Ripper** gross £3687 (against a projected income of £3427), 461 attendance (77% capacity), Programme sales £233.50, expenditure not yet complete but it is expected to come in well inside budget.
 - **GS** gave a quick review of the societies **deposit accounts/ investments**, (as agreed this time last year) in the present climate the committee agreed that they should remain as they are; no changes were proposed. To be reviewed again next October.

Little Theatre charges		from April 2006		from Oct 2008	
			Inc VAT		Inc Vat
Auditorium & Stage for Show	per day	£ 120.00	£ 141.00	£150.00	£176.25
Auditorium & Stage for Rehearsal	per day	£ 90.00	£ 105.75	£115.00	£135.13
Auditorium only	per day	£ 90.00	£ 105.75	£100.00	£117.50
Rehearsal Room	per session - am/pm/ev	£ 20.00	£ 23.50	£25.00	£29.38
Bar	per session - am/pm/ev	£ 20.00	£ 23.50	£25.00	£29.38
Annual Parking	per year	£ 160.00	£ 188.00	£300.00	£352.50
1/2 Page Advert	per production	£ 20.00	£ 23.50	£25.00	£29.38
1/4 Page Advert	per production	£ 15.00	£ 17.63	£20.00	£23.50
1/4 Page Advert (1 year)	per year	£ 55.00	£ 64.63	£70.00	£82.25
Footer Note Advert	per production	£ 15.00	£ 17.63	£20.00	£23.50

6. Membership

- Membership application form amendment – **GE and CS** amend form to use email address, continue to next meeting when levels and types of membership are due to be discussed
- **Dinner Dance – Sat 9th May 2009** – Venue tba – **AH**. ongoing
- **Phoebe Rees Presentation Evening – Friday 17th Oct 2008**
- **David Beach Presentation Evening – Friday 20th March 2009**
- **Cinderella Awards Evening – Saturday 16th May 2009**
- **Play Readings – RW** ongoing, these have been very well attended
- **AGM** has been set for the **22nd May 2009**
- **Launch night for My Fair Lady - Tues 30th Dec, 7.30–9** then plus mince pies and mulled wine!
- **Membership and Patrons** – discussion about the various levels and privileges. It was agreed to; a) keep the 'Patron's night' to the first night of the spring show; b) increase the Patron's fee to £35 (from Jan 2009); c) cap the cost of the food on Patron's night; d) reduce the number of invited guests in the Mayor's party; e) actively encourage new Patrons. **LC** to look at new 'fliers' and application forms.
- The following new memberships were accepted;
Ordinary Membership – Hilary Gibson

7. Publicity

- Publicity **database / guide** –**TD** completed and will be added to the handbook, plus the list of shops etc that are willing to take posters
- It was agreed to add the website and box office phone number to the back of the banner **TD**. **GE** to add the website to the billboards.

8. Theatre Renovations

- Foyer development. See notes above and the sub committee minutes **RW**
- Maintenance and New Projects – the checklist to be updated **GE** and **MW** ongoing
- **DP** raised concerns over to lighting wiring which appears to be in need of updating. It was agreed to get a professional to look at this. **DP**
- Audio systems (see 3 above). It was agreed to look further into the whole system now that it had been documented. Assess the use of the present microphones, amplifiers and speakers. This could be an area where we might get City Council support. **DP**
- The cyclorama needs minor repairs where the plaster is coming away. **MW** to investigate
- Look at the rear stage (white) door and investigate how this might be altered to become the 'back door'. (To save traffic and dust going through/ from the workshop). **DP**
- The Stage Managers position is being modified **DP** done
- **DP** repaired old 'A' board for the Box Office
- **AH** to look at improving the pit and orchestra area. ongoing

9. Production/Trifold/hire

- **Jack the Ripper** congratulations to all those involved
- **Sleeping Beauty** 13-20th Dec 08 Dir – **Gill Kerton**, Choreography – **TE**, Child Choreography –**Sarah Neale**, SM - **CS**, Lights- **Graham Brown**, MD - **Russell Collins**. Budget agreed. Ticket prices at £8, £7 and £6
Rehearsal Schedule done

- **My Fair Lady** 20-25th April 2009 – Dir - **Lois Harbinson**, Prod - **GS**, MD - **Sheila Ross**, lighting – **Simon Blaymires**, SM - **DP**. Wednesdays & Friday with some Mondays and Weekends as required. Tickets £10 & £9
Budget to be agreed
- **Seussical the Musical** 4th-6th June 2009 'Little Theatre Youth production' 7 –18yrs. Dir & Chor - **Sarah Neale** MD - **Russell Collins**, SM - **CS**, lighting - **Bob Rogers**, Producer – **Gill Kerton**. Rehearsal Schedule agreed (Sundays and Tues.) Starts in Jan 2009. There should always be enough adults present, no bar during reh. Tickets £9 & £7 **Budget to be agreed**
- **Play** 15th-18th July 2009. **Anyone interested should contact the committee.**
- **Good Gods**, musical 9th-12th Sept 2009 by Ken Edmonds –rehearsal schedule booked in. **Budget to be agreed**
Tickets £10 & £8 tba
- **Play** 21st -24th Oct 2009. **Anyone interested should contact the committee.**
- **Panto** 12th-19th Dec 2009 – Dir - **Chris Briton**, title to follow – Possibly Treasure Island (aka A Vast Behind) Vicky, Katie and Chris are writing, Choreography – **Sarah Neale**, **need SM and MD, title & rehearsal schedule to follow. Budget to set. Tickets price?**
- **Spring Show 2010** –RW offered to Direct **The King and I**. **Other suggestions to the committee** asap.
- **Sept 2010** - Little Lights up part 2? A One Act Play could be second half at another time. **tbc**

10. Training

Tap classes have resumed on Sunday mornings.

11. Any other business

- Costume Day booked **25th-26th Oct** **see notices**
- Wardrobe improvements are to be looked at on the day (**MW**)
- Diving Group - a review of their use of the premises, including costs and membership will be considered at a future meeting **RW**
- **TD** asked the committee if he could represent the Society at a future neighbourhood meeting with the Police. This was in the light of some recent local problems.
- **CS** asked that all members be encouraged to keep the bar tidy during rehearsal nights
- **CS** reminded the committee that due to fire regulations we were **not** permitted to use any 'non-fixed' seating in the auditorium. A wheelchair is permitted.
- There were general concerns that Friday nights had lost their 'social' side. It was agreed to encourage more people to come in for a drink, and generally use this as a social opportunity. **CS** to ask for bar staff volunteers. **RW** to inform membership, **LC** to inform patrons. Coffee and background music to be used. This will run through to Christmas and see what response the membership has.
- **DP** informed the committee that Richard Wright has been awarded the *Sybil Thorndike Trophy* for his considerable contribution to Drama. (See p5 October Spotlight) Well Done!
- **GS** has a (cheap) sound effects CD available to any ornithologists, sound engineers or twitchers - going for a song, catch it if you can.

The Chairman postponed the following discussion points to another meeting

- Bulletin/forum via website
- Theatre Hand Book
- Adjudicator/Awards Book
- Maximising income and profit. / yearly shows budget

12. Date of Next Meeting

**Monday 10th Nov and then Monday 1st December
then Tuesday 13th Jan. 2009**

The Chairman thanked the committee for their attendance. The meeting finished at 9.51

