

Wells Operatic Society Limited
Minutes of the meeting held on
2nd September 2008

COMMITTEE

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

1. Apologies

GS, JH, LC, TD, TE,

2. Minutes of Last Meeting

Read and approved

3. Matters Arising

- **CS** has completed a number of jobs – well done and thank you! Details in 7 points, below -

Food Hygiene

1) MDC has completed a Food Hygiene inspection. This did not take long, but I have various leaflets to read and then turn into brief training notes for Bar Supervisors. Our next inspection will be in 3 years, probably just a form to complete.

2) MDC then asked for, and I agreed to, an H&S inspection. Again brief, with yet more notes to write up, training for FOH Staff, Workshop users, etc, to be written - all to be signed off and retained in a new H&S Policy Manual - next inspection in 5 years. **CS** ongoing

3) As a result of (2):

3 a) an Accident Book now lives in the Rehearsal Room Kitchen. Whenever an accident occurs, especially if any First Aid box items are used, this book **MUST** be completed.

3 b) Ear Defenders have been purchased for the workshop.

3 c) an Eye Wash Station is now in the Workshop.

3 d) 2 pairs of Safety Goggles are now in the Workshop. These fit over spectacles.

3 e) Gill Kerton is going to purchase an enhanced first aid kit for the Workshop.

3 f) After JTR, Angelo to mount all of these on the wall (next to the slim cupboard) with Perspex covers over them.

Waste Recycling

4) We now have permission from Somerset Waste Partnership to use the Household Waste Recycling Centre at Dulcote, for recyclable waste only. This needs to be annually renewed.

5) We now have an exemption from the Environment Agency permitting us to transport any form of waste material. Does not need to be renewed, but records must be kept for 2 years.

6) As a result of (4) and (5) there are:

6 a) 5 new plastic crates for the bar to both replace old damaged ones and for Paper recycling.

6 b) a new plastic crate for the Box Office for Paper recycling.

6 c) an 80L plastic dustbins for the Bar for recyclable cardboard waste.

6 d) a utilized existing flip-top bin in the bar store for the recycling of Plastic Bottles (n.b. not other forms of plastic)

6 d) 3 off 80L plastic dustbins for the Workshop for recyclable and non-recyclable waste.

6 e) these are labelled / relabelled.

6 f) forms for the transport of both recyclable and mixed waste and informed the usual people of their existence and how to use them.

Safety

7) With the, originally, restricted access to the Pit for JTR, CS became conscious of the lack of emergency lighting in the Pit, the Lighting Box and the wings. There are now 6 wind-up torches marked them with luminescent paint and attached with Velcro in appropriate locations (3 pit, 2 wings, 1 lighting).

Total re-cycling expenditure, £53.47, total H&S expenditure, £71.34.

- Funding Grants – **RW** – The City of Wells Council has sent a very positive letter offering support. We need to detail a specific project, with costs and details of the financial support we might need. The redevelopment of the

foyer is a possibility, details to be submitted by February next year so that an award can be allocated in the financial year 2009/10. **RW** to follow up.

- Foyer Development – **RW** ongoing, **MW, JH, Annette Papworth and TD** as sub committee to look at it in the near future.
- Front Tabs Maintenance – **DP** ongoing
- Stage Microphones – **AH** and **CS** ongoing. Graham Brown and DP have made progress in detailing the various audio leads in the auditorium.
- Foyer Lamp – **CS** to speak to Peter Beechey and Angelo. ongoing
- NODA Regulations and Insurance for Youth Group – **RW** – RW has gathered information from NODA and will distribute this to all the committee. Most of the details appear to be common sense however there is a question over the length and frequency of time that children can take part in a production, the need for a special licence and CRB checks. **RW** to contact Mendip and report back. **DG** volunteered to be the Theatre's 'Child Protection Officer', and keep an overview of the needs of children when they are involved with productions / rehearsals. Copies of documents and the resulting Theatre policy/ guidelines to be forwarded to Sarah Neale. There was a short discussion over the use of informal photographs taken backstage during productions. The situation will be monitored and guidelines included in our policy.
- Youth Group – **JH** and **CS** Sadly, Anna Friend has resigned from her expressed interest in the venture. SN will probably start a Youth Theatre after the **Seussical** production.
- Data Base – **CS** ongoing

4. Correspondence

- NODA review of Habeas Corpus on notice board
- Music and other resources that arrive for the Society will be stored for all to see – **GE**
- NODA magazine to circulate
- St Cuthbert's Christmas Tree Festival – anyone interested in taking part in this – see the notice board
- New NODA Regional Rep (District 8) is Trudy Dyke
- The Somerset Fellowship of Drama AGM is on Sat 20th Sept. details on the notice board
- The Committee were saddened to hear that **Gerald Burton** had passed away
- RW had been contacted asking permission for a website link with the Weston-Super-Mare Society's website this was agreed
- CS suggested that we look at a the need for a delegated 'First Aid' FoH person – **RW** to check and advise

5. Treasurer's Report

- Insurance – NODA Policy for 'Trustees and Officers' **RW** - it was agreed to renew this policy – approx £90
- **GE, GS** and **MW** to look at hire charges. Ongoing
- Review deposit accounts – October meeting **GS**
- **Box Office** – 2 people needed for the 6.45 – 7.30 on show nights. **RW** to check with Norman

6. Membership

- Membership application form amendment – **GE** and **CS** amend to use email address
- **Dinner Dance – Sat 9th May 2009** – Venue? – **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** to advertise when and what will be read. - Monday 15th September, Monday 29th September, Monday 13th October, Tuesday 4th November, Monday 24th November all at 7.30pm, meeting in the bar at the theatre.
- **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!
- **LC** suggested and it was agreed that we discuss the various levels and privileges of **Membership and Patrons** at the October committee meeting. CS has produced a reference sheet. DP asked that we also look at privileges / discounts for 'full' members. **Ongoing**
- The following new memberships were accepted –
Associate Membership – Matthew Salmon

Child – Lewis Collins

Ordinary Membership – Mary Hayter, Bob Rogers, Frank Edgeller

7. Publicity

- Publicity **database / guide** – A first draft has been submitted and will be checked **TD**
- **GE** to get the website added to the banner and the billboards. Ongoing
- **MW** suggested that as the new website was being structured the most important thing was to have a clear statement of 'What's on' on the first page. **CS ongoing**

8. Theatre Renovations

- Foyer development. **RW. as in 3 above**
- Maintenance and New Projects – the checklist to be updated **GE** and **MW** ongoing
- The Stage Managers position is being modified **DP** ongoing
- A new 'A' board for the Box Office is needed **DP** to investigate
- **AH** to look at improving the pit and orchestra area.

9. Production/Trifold/hire

- **Jack the Ripper** 10-13th Sept. 2008 Dir - **AH**. Chor - **Ella Upham**, Lighting - **Graham Brown**, SM - **DP**, MD - **Nick Barlow**. Budget discussed and agreed. Tickets £9 & £8, Producer – **Sandra Lewis**
- **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. **Rehearsal Schedule to follow** - 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 - ?, producer - ?. 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?**
- **Play** 21st -24th Oct 2009. Anyone interested should contact the committee.
- **Panto** 12th-19th Dec 2009 – Dir - **Chris Briton**, title to follow – Pos 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

Bicton – An excellent and exhausting weekend of singing, acting and dancing (Guys and Dolls) was had by all. Report to follow in the next 'In House'. The makeup course was also very good. A big thank you from all goes to the Society for their financial support.

11. Any other business

- Wardrobe improvements - Kate Hathway and Sue Scott have been looking at improvements. They suggest further rationalisation and then some additional shelves, boxes, and double rails. **TE** to help thin down what we have. **MW** to give some technical assistance to structural changes. Ongoing. They are looking at a Sunday (or two) in Oct to sort, thin down and catalogue.
- It was agreed the secretary could purchase an additional filing cabinet (to go upstairs) to hold theatre documentation etc. **GE**
- The committee decided that for the time being the 'Show Raffle' will only run where the responsibility is taken on by the show Director or Producer. It has become increasingly difficult to administer over the last year.

- Extra lamps – DP asked and it was agreed to buy 6x birdie lamps or ‘pin lights’ for general use. (In JTR they will be in the shells). The hire cost is £120, and purchase £340. General account, rather than show budget.

The Chairman postponed the following discussion points to another meeting

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

12. Date of Next Meeting

Monday Oct 6th then 10th Nov and then provisionally the 8th Dec.

The Chairman thanked the committee for their attendance. The meeting finished at 9.40