

**Wells Operatic Society Limited**  
**Minutes of the meeting on**  
**Monday 17<sup>th</sup> October 2016 at 7.30pm**

**COMMITTEE**

Chris Briton (chair), Richard Wright, Pauline Perrin, Ken Edmonds, Alisa Creaser, Graham Brown, Lyn Jones, Sharon Edmonds, Mike Scammell, Dave Collyer, Gerald Evers

**Apologies** Gerald Evers, Cllr and Mayor Alison Gibson (President)

1. **Minutes of the last meeting** – agreed by all.
2. **Matters Arising** –  
Phoebe Rees - sadly no awards from the 4 nominations for Inspector Drake, attended by KE.
3. **Correspondence**  
Marcel and Jackie are not able to provide FoH (sweets, programme sellers, coffee makers etc) for panto. Jackie has a list and has possibly started to arrange cover. GE has sorted the bar and FoH (auditorium), **CB** to liaise with Jackie and organise programme sellers and sweets for panto. In the long term we need to decide what to do, further discussion on this next meeting. **GE**
4. **Treasurer's Report**  
**Twelfth Night** - made a surplus of approx. £400
5. **Membership**
  - a. New members –**PP** to process these for pantomime.
  - b. AGM – **Friday 24<sup>th</sup> March 2017**.
  - c. Dinner Dance – booked for 25<sup>th</sup> February, at the White Hart Inn 7pm for 7.30pm, tickets £25 / head  
-**AC**
6. **Publicity**  
Panto publicity in hand. **KE**
  7. **Theatre Renovations**
    - a. Maintenance walk. **GE** – committee decided to prioritise work on the flat roof above the dock doors and ask **GE** and Mark to get quotes for the 3 varying options on the flat roof. Then ask **GE** and Mark Wall to review the list and prioritise the maintenance issues perhaps on a scale: 1)priority 2) important 3) less important - for future use of the maintenance walk spreadsheet as an ongoing, workable project. – **CB** to inform GE and Mark of committee discussion.
    - b. **GB** presented his research and proposal on new lighting over a three year rolling programme. The kit we have at the moment is all quite old and not easily repaired or replaced. Electrically some items might fail PAT tests. Proposal - New lighting equipment at approx. £5,000 a year (first year nearly £6000 – financially in budget for 2017) **GB** to go ahead with the first years programme ASAP so lights can be in place for this year's pantomime. Thank you to **GB** for his hard work on this.
    - c. **KE** reminded us of the seating options we looked at last year. £30,000 – £58,000 for 200 seats. It would be useful to also look at the layout of the auditorium. Additional research **KE** has sourced a new company who quoted £20,000 - £27,000 for 200 seats or refurbishing current seats at approx. £11,000 – £14,000– **KE** to investigate further
    - d. Stage and Pit – Committee reviewed the minutes of last meeting on this point and all agreed they were accurate and representative. There has been no sub-committee meeting since the last committee meeting – awaiting work from Nick Furze. **DC** reported that having spoken to musicians / MD's; the work done by Mark Wall in removing the beam and replacing it with a thinner grill has already made a significant improvement to the head space of the performers at the rear of the pit, however this has not made a difference to the footprint of the pit.– **RW/DC**
    - e. Bar lighting – **MS** – ongoing
    - f. PAT testing – **MS** - ongoing
8. **Productions/Trifold/Hire**
  - a. Details and dates for the Mayor's Fundraising events-

- i. **Mayor's Charity Quiz Night and Supper** at the Town Hall on **Saturday 22<sup>nd</sup> October 2016, 7pm for 7.30pm start**. We will provide and run a bar (**RW, MS, NB,JS**), **KE** will arrange a quiz master, **SE / KE** to man the front door, tickets now only available from the Town Hall and available on the night – max teams of 6, £5 per person, book place, pay on the night. **SE** to check with Terry about the score board, **GB** to provide one if necessary. **MS** has organised the pricelist for the bar. **RW, MS** to set up on the Friday – because the Market makes it difficult to access on the Saturday. Arthritis Care will support arrangements. The **Mayor** will arrange a 'sandwich' supper. The **Mayor** will arrange advertising, which we can also promote though our website etc. Raffle prizes and the Quiz Prize – **CB** to check that Alison is organising this. PA in town Hall. Terry Ricketts Quiz Master with Lesley as scorer.
  - ii. We will support (on the door etc) a **Wells City Band concert** at the Town Hall. Depending on the date it might be possible to also provide the bar, we could arrange publicity, and ticket sales if needed; Date now agreed as **Sat 8<sup>th</sup> April 2017, 7.30pm**. Further arrangements to follow in the New Year.
  - iii. Arthritis Care are also looking into a **Film Night** with supper at Wells Cinema in **Feb 2017**. Details to follow.
- **September 21<sup>st</sup> - 24<sup>th</sup> 2016 - Twelfth Night** – theatrically a huge success. Financially some underestimates on some props / costumes affected the profit. A feeling that the leaflet drop / flyer advertising worked well although we are unable to demonstrate this – general feeling that we should repeat this process. Lots of new people attracted to the show as cast and audience members. A great show all round – fantastic feedback inside and outside the theatre. Well done to all involved.
  - **December 10<sup>th</sup> - 17<sup>th</sup> 2016 – Jack and the Beanstalk** – Director - **Sharon Edmonds**, Writer and Producer – **Vicky Orman**. MD - **Sheila Ross**, Adult and Children's Choreographer – **Julie Webster**, Stage Manager – **Charlie Watkins**, Lighting - **GB**, Sound – **Adrian Mitchell**, Props **Lesley Ricketts**, Budget – **done**, Ticket Price – **£11 and £8**, Rehearsal schedule – **done**  
**March 2017 – Two one act plays:** Easy Stages by Nick Warburton and The Fat Lady Sings in Little Grimley by David Tristram – Doreen Grant and Mark Wall to direct.
  - **May 15<sup>th</sup>-20<sup>th</sup> 2017 – Our House**. Director - **GE**. Choreography - **Tina Eyers**, Rights received. MD – **Teresa Barlow**, Assistant MD – **Sheila Ross**, Producer – **AC**, SM – **Chris Spray**, Props – **Val Burbidge**, Lighting – **Graham Brown**, Sound – **Adrian Mitchell**, Costumes - **?**, Prompt – **Freda Brown**, Make up – **Helen and Julie Makin**, Video recording – **Adam Lanfranchi**, Budget – **tbc**, Publicity - **?**, Ticket Price – **£13 & £10**, Rehearsal schedule – **agreed**
  - **September 20-23<sup>rd</sup> 2017** Lois Harbinson has offered to direct. She is looking at titles.
  - **Pantomime 2017** - Director - **Ken Edmonds**, Vicky to write it!

## 9. Training

**DC** - to look into Charity Commission training.

**PP** - financial information training – Mon 6<sup>th</sup> March 2017, 7.30-8.00

**DG** – chaperone training - date to be confirmed

**CS, GE** – Fire Evacuation Procedures. **Wednesday 19<sup>th</sup> October 7pm** anyone who is interested can come along. **PP** – to e-mail membership.

## 10. Show Reviews

### 11. Any Other Business

**GE** – We need to talk about membership classification next meeting

**PP** – Nick Barlow wants committee approval to go ahead and make the new website "live" to allow the selling of tickets in time for panto. Discussion surrounding the finer details of the website listed below; **PP** to report back to and liaise with Nick Barlow.

**Membership renewal** – committee agreed to support the subscription method on the website whereby membership subs are renewed automatically and members would have to actively cancel their membership. **PP** to ask Nick to go ahead and work on the membership side of the website prior to launching this part of the website in January.

**Security certificate** – Nick to change the security certificate from what our current plan is to a cheaper more flexible one. Committee approved.

**More training for box office staff** – Nick will organise as and when it's necessary.

**A big huge thank you to Nick and PP for their huge amounts of work on the new website.**

**KE** – should we hand out flyers for forthcoming productions at the end of a show? Committee supported this, **KE** to communicate with Doreen and **AC** re: Our House and the one act plays.

**GB** – The trifold would be useful for some clients.

**LP** – when does box office open for panto? **GB** to liaise with Norman Cowell to ensure box office opens as usual.

**CB** – A person from the Almshouse wants to park in the car park – committee declined on this occasion.

First Aiders - are they needed? Further discussion required.

Cast member fell over the tree roots after Twelfth Night – **PP** to check the insurance.

**12. Date of next meeting – Monday Nov 28<sup>th</sup> then Monday 9<sup>th</sup> January 2017**