

Wells Operatic Society Limited
Minutes of the meeting on
Monday 28th November 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 Eysers

Apologies Graham Brown, Mike Scammell,

1. **Minutes of the last meeting** – agreed
2. **Matters Arising** –
 - a. Front of House arrangements for Jack and the Beanstalk – all in hand – **CB**
 - b. Lighting update new lights purchased, fitted and commissioned. They appear to work very well.
 - c. Lighting board was returned to Cooper Controls, the manufacturers, by myself about two weeks ago and they replaced several items which were faulty/damaged free of charge even though the warranty was out of date by about two months. They also did a complete software upgrade and a full system check. - **GB**
 - d. CS, CB, PP and GE met on Wednesday 19th October to review Fire Evacuation Procedures. CS is producing a report with recommendations. Thanks to those involved. See also c below.
3. **Correspondence**
 - a. Insurance and tree. Investigations continue. With the cordon in place we now have 3rd part liability. The tree is subject to a TPO. Agreed to appoint a Chartered Arboriculturalists as consultant to help manage the problem. Three suggestions: Ian Chedgy – Arborista UK., Ben Rose – Bosky Trees and Brynley Andrews – BA Associates. Whomsoever is appointed we face the probability of a maintenance plan which will involve regular tree surgery to ensure the canopy is contained to a level which does not pose a threat to our neighbours, and limits the root structure required to support it, and also the damage of the surface and underground infrastructure. In short, there will be a capital cost of £300 - £400 pounds for a Consultant's report with recommendations acceptable to the Local Authority, followed by tree surgeon maintenance thereafter according to the plan. Tree surgery could be annual. It was agreed that DC should contact Consultant, Ian Chedgy. (Meeting with Ian Chedgy, now arranged at the Theatre on Monday, 5 December, at 3 p.m.) – **DC**
 - b. GE has received several comments regarding the hearing loop. Adrian and GB will endeavour to sort out the hearing loop. Initial investigations appear to show there is some problem with the microphone or its lead. We will continue with the investigation and hopefully solve it by the panto. – **GB**
 - c. Devon and Somerset Fire Service contacted CB and carried out a full Fire Safety check of the building on Thurs 17th Nov. We are waiting for the report and then we can cross-check with our own report (d above) and then proceed with any updates. CS to be included in any correspondence.
 - d. Thelma Bamford has a small electric piano keyboard she wants to get rid of as she needs the space. She is open to offers on 673585.
4. **Treasurer's Report**
 - a. Carnival 'Burger van' payment – **CB** to follow up.
 - b. Reminder that the new hire charges start from Jan 2017
5. **Membership**
 - a. New members – Panto Children and some backstage – all agreed. PP to add them to the website.
 - b. AGM – **Friday 24th March 2017.**
 - c. Dinner Dance – **25th February 2017**, at the **White Hart Inn** 7pm for 7.30pm, tickets £25 a head –**AC**
 - d. Review of membership classification. It was agreed that - child membership should combine to be one class, an individual person can only hold one class of membership, membership should start on the day it is passed at committee and last for 12 months, PP to amend wording.

ORDINARY membership, only available to adults, entitles you to vote at any General Meeting, take part in shows, purchase alcoholic drinks at the bar and sign in up to two guests.

SOCIAL membership, again only available to adults, entitles you to be involved in shows behind the scenes, to purchase alcoholic drinks at the bar and to sign in up to two guests. I.e. Social members are NOT entitled to vote at General Meetings or act in shows.

ASSOCIATE membership, for persons aged 14 to 18, entitles you to take part in a shows. Associate members may purchase alcoholic drinks at the bar from the age of. They may NOT vote at General Meetings.

CHILD membership is for children up to the age of 13. Parent/guardian and director permissions are required for each show. The parent/guardian should sign as proposer and the show director should sign as seconder. Child members may NOT vote at General Meetings, purchase alcoholic drinks at the bar or sign in guests.

You may also use this form to apply to be a **Patron**. You may become a Patron in addition to membership.

Being a **PATRON** entitles you to purchase alcoholic drinks at the bar, and apply for two complimentary tickets for the civic performance of our Spring show. Unless membership of the society is also held, Patrons may NOT vote in General Meetings, take part in shows or sign in guests. Applications to become a Patron do not require either a proposer or a seconder. Further information is available from the Patrons Secretary.

e. Car Park Stickers – **GE** – agreed to produce new ones for 2017

f. Website update – Nick Barlow joined us for this item. It was agreed that –

- Subscriptions payments should be annual, with automatic reminders issued one month and one week before the due date.
- Members will be able to opt in and out of an automatic ‘subscription’ payment.
- Members will remain on mailing lists unless they choose to unsubscribe.
- When a show is cast, and committee has approved, all tickets will go on sale online immediately. The normal Box Office opening times will remain, however they might be amended according to sales. Publicity, and complimentary tickets will need to be arranged earlier than at present.
- Mail chimp is now ready to use – Nick to arrange training (GE, AC, SE, and PP).
- We need a minimum of 3 people to manage the website – SE, KE and NB
- The Box Office system will be managed by PP and KE.
- Microsoft Office 365 will be installed on the Box Office computers
- Committee should let Nick have a head and shoulders photo for use on the website.
- Refunds of tickets will not be possible. RW to check the T&C
- Group booking deals - ‘one free in ten’, will not be possible.
- Box office is working well. Panto is about 90% sold, the weaker nights are Tuesday and Wednesday. It is hoped these will pick up later.

g. Christmas Party Wed 21st Dec 6-9pm Mulled Wine Mince pie and Carol singing- **AC**

6. Publicity

Panto publicity in hand. **KE**

Hand out flyers for forthcoming productions agreed to hand out at the end of the show - **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. ongoing **GE**
- b. **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 (Northern Seating – Manchester based firm), who quoted £20,000 - £27,000 for 200 seats or refurbishing current seats at approx. £11,000 – £14,000– **KE** to investigate further. Looking at further changes possibly as low as £62-85 per seat. Or for more ‘replacement’ £120-160 each. **KE** to ask for a site visit. Looks promising.
- c. Stage and Pit update – **DC** – nothing to report.
- d. Bar lighting – **MS** - ongoing
- e. PAT testing – **MS**- ongoing
- f. Car Park clear arranged for **Sunday 4th Dec. 10am** – **DC, RW and CB. AC to send out reminder.**

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 22nd October 2016** - Really good. We raised about £300
 - 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 8th 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.
- b. **GE** will look again at producing a trifold
 - **December 10th - 17th 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 2nd-4th 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 15th-20th 2017 – *Our House***. Director - **GE**. Choreography - **Tina Eyers**, Rights received. MD – **Teresa Barlow**, Assistant MD – **Sheila Ross**, Producer – **AC**, SM – **Chris Spray**, Props – **?**, 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**
 - **June 13th 2017 BOVTS** - Dylan Thomas' *Under Milk Wood*.
 - **September 20-23rd 2017** Lois Harbinson has offered to direct. She is looking at titles.
 - **Pantomime 2017** - Director - **Ken Edmonds**, Vicky to write it! *The Three Musketeers*
9. **Training**
 - DC** - to look into Charity Commission training.
 - PP** - financial information training – Mon 6th March 2017, 7.30-8.00 (committee Meeting)
 - DG** – chaperone training - date to be confirmed
 - More training for box office staff – Nick will organise as and when it's necessary.
 - GE** - to look into First Aid Training
 - FoH training – arrange in the New Year
 10. **Show Reviews**
 - LJ** – Harry Potter and the Cursed Child, Palace Theatre, London – fantastic – amazing! – But it's a secret – so no plot spoilers!
 - AC** - Stepping Out Bath T R — very good, but no better than ours – we do a good job.
 - KE and SE**- Much Ado about nothing – Strode– really good, worked well.
 - GE** - Matthew Bourne's The Red Shoes. TR Plymouth – excellent, a powerful and enthralling production.
 11. **Any Other Business**
 - Carnival Night –a really good evening. Many thanks to all those who volunteered the bar and the door - **AC**
 - LJ** – to look at renewing the Patrons leaflet.
 - SE** – Theatre Festival enquiry. Pass details on to the secretary.
 12. **Date of next meeting – Monday 9th January 2017 then Feb 6th 2017**