

**Wells Operatic Society Limited**  
**Minutes of the meeting on**  
**Monday 13<sup>th</sup> November 2017 at 7.30pm**

**COMMITTEE**

Richard Wright (Vice Chair), Pauline Perrin, Ken Edmonds, Alisa Creaser, Graham Brown, Lyn Jones, Sharon Edmonds, Mike Scammell, Dave Collyer, Niamh McGrogan, Rob Trayhurn, Gerald Evers  
The President, the Mayor of Wells, Cllr John North.

**Apologies** – Niamh McGrogan, John North, Lyn Jones, Rob Trayhurn

1. **Minutes of the last meeting** - agreed
2. **Matters Arising**
  - a. SOUP fundraising opportunity - probably invited to the January 2018 meeting, wait to hear and then present our pitch. **NM** – ongoing
  - b. Theatre Handbook - **RT**– ongoing
3. **Correspondence**
  - a. Rotary initiative to purchase and locate a number of defibrillators. **GE** – ongoing
  - b. Updating the renewal of ‘Body of Person Licence’ now complete. Copy with RW Many thanks to Doreen for her work on this – **RW/GE**
  - c. Car park maintenance. Andy Chinnock has offered to keep the car park clear in exchange for advertising his business. PP to contact to see if he will do our annual ‘sweep up’.
  - d. Sarah Briton - Sustainable Wells are looking to hire the Car Park on a Sunday morning. **SE** to follow up.
4. **Treasurer’s Report**
  - a. Crucible income - £2167 – profit. Well done to all involved. 62% sales (422 seats sold) **PP**
  - b. Maintenance payments – discussed. Agreed to continue as previously. **PP**
5. **Membership**
  - a. New members – Panto cast – new members to **PP** all okay. KE is following up any non-payments.
  - b. Patrons leaflet. **LJ** - ongoing
  - c. Social what’s on and information pack. **NM** - ongoing
  - d. Theatre News / What’s On sheet – **SE** – ongoing, thanks for the last one. The members like it.
  - e. Fundraising ideas for new seating.
    - 14<sup>th</sup> October – **Live Band** – review – good evening, not many attended, possibly a clash with the Halloween Party. Thanks to all involved in arranging this especially RW and NM
    - 28<sup>th</sup> October - **Halloween Party** – review – really good – again low numbers possibly due to the Live Band event. Thanks to all involved in arranging this especially Nick Barlow and NM
    - 20<sup>th</sup> December - **Carol Singing Night** - members only – profit from the bar to go to the fund, Sheila Ross to play - **NM**
    - 31<sup>st</sup> December - **New Year’s Eve Party** – members only – profit from the bar to go to the fund, **RW** to find out about live bands and Karaoke. **PP** to check bar times. **NM** to organise. It was suggested a ‘ticket’ (£3?) was sold to get an idea of numbers. MS, PP & GB thought it was quite late to advertise, we need to get on with it.
    - 27<sup>th</sup> January **Quiz Evening** – **RT** to organise with Terry Ricketts.
    - 7<sup>th</sup> April – **Talent Show**, 2pm onwards, auditions are on Sun 18<sup>th</sup> March, £5 a head tickets, £10 and £5 entry fee – **RT**. Judges now include Tessa Munt.
    - 16<sup>th</sup> June - **Review and Sketches**, 2pm onwards, £5 a head tickets - **RT**
  - f. **Carnival Night** – Friday 17<sup>th</sup> November – **NM** to send out communication to ask for bar staff (30 minute slots), if we have no staff the bar will close.
  - g. **Dinner Dance** provisional date 24<sup>th</sup> February - **NM**
  - h. **AGM** – Friday 23<sup>rd</sup> March 2018
6. **Publicity**
  - a. New Logo – **NM** - **GB** possibly talk to Emma Russell to see if interested in designing something - ongoing

- b. Panto. – all arranged.
- c. The perforated banner above the high street was a great improvement.

## 7. Theatre Renovations

- a. The replacement of the auditorium seating.
  - Booked **20-25th Nov 2017** for the auditorium 'seating swap'. In addition GE has blocked out the **15th-19th Nov** - so that we can prep the room (remove the old seating etc). **MS** i/c Seats will all come out this week and be collected over the weekend.
  - Sale of old seats **MS**. Almost all the old seats are now sold. Well done Mike!
  - Sponsor a seat – **PP** doing well £50 each x 20 sponsored so far.
  - Old plaques are to be placed on a large board and displayed. **MS**
- b. Stage and Pit development. ntr - ongoing
- c. Bar lighting **MS and Angelo** – Bishops are doing this job.
- d. PAT testing **MS** - ongoing
- e. N.R.Bishop electrical inspection 3<sup>rd</sup> Nov and Fri 10<sup>th</sup> and into next week. The last part will require access to the wardrobe and props area. **RW / GB**
- f. Stage lights need a new 15A breaker to stop the system tripping out. **GB** – ongoing and relates to the electrical work
- g. Purchase of a trolley to help move the rehearsal room chairs. **PP** – done, now stored in the RR – remember not to overload it.
- h. Cleaning the bar carpet. **PP** – ongoing into the New Year.
- i. New signs and billboards at the front of the theatre and on Chamberlain Street. **RW** - ongoing
- j. Air Conditioning date, annual maintenance, **RW** to arrange in the New Year. £120 +VAT
- k. Roof gully. In bad weather there have been roof leaks over stage left and some of the stage. Croscombe Roofing have had a look and quoted for the repair. £565 + VAT. Agreed to go ahead ASAP.

## 8. Productions/Hire.

**Hires in Nov and Dec 2017.** See Bar Calendar for details. The person responsible is in bold.

Regular dance hires SWSD x2, Small Steps x 2 - **GE**

Liberty Choir - **GE**

Floral Art – **GB**

U3A – **Roger Reeson**

Wassail - **NM**

Seating swap – **MS**

Panto Rehearsals and performance – **KE/Vicky Orman**

Carol Singing - **NM**

New Year party – **NM**

- **December 9<sup>th</sup>-16<sup>th</sup> 2017 - *The Three Musketeers*.** Director - **Ken Edmonds**, Writer and Producer – **Vicky Orman**, SM – **Sarah Galton**, Choreography – **Julie Webster**, MD - **Nick Barlow**, Sound - **Adrian Mitchell**, Lighting – **Graham Brown**, Properties – **Sue King**, Prompt – **Freda Brown**, Costume – **Vicky, Tina et al**, Make up – **Julie and Helen Makin**, Photographs – **Adam Lanfranchi**, Tickets – **£11 & £8**, Budget – **agreed**, Rehearsal Schedule – **done**, Publicity and Programme – **Vicky & Ken**, FoH manager – **Sally Trayhurn**
- **7-10<sup>th</sup> March 2018 – Mark Wall and Doreen Grant** will put on - ***London Suite* by Neil Simon**
- **May 15<sup>th</sup> (Tuesday) -19<sup>th</sup> 2018** (with a 3pm Matinee on Sat 19<sup>th</sup> i.e. 6 performances) – ***Little Shop of Horrors***. Rights received. Director and Producer – **Nick Barlow**, Choreography - **Eden Simpson**, MD – **Kelly Simpson**, Rehearsal pianist – **Stephen Shears**, SM – **Mark Wall**, Head of Greek Chorus – **Kate Lynch**, Lighting – **GB**, Sound – **Adrian Mitchell**, Costumes – **Louise Sansam**, Prompt – **?** Props - **Vicky Orman**, Jo Scammell, Mike Scammell, Sandra Marshall, Make up – **Helen and Julie Makin**, Artwork – **Katy Biggs**, Plant – **NB**, **Adrian Mitchell and GE**, Budget – **agreed**, Publicity - **KE**, Ticket Price – **£12 & £10**, Rehearsal schedule – **done**. **FoH manager - tba**
- **September 19<sup>th</sup> -22<sup>nd</sup> 2018** William Shakespeare's ***The Merry Wives of Windsor*** Director – **RW**, Lighting - **GB**, Mediaeval Musician - **Jonathan Weeks**, Costumes – **Louise Baker**, Stage manager –

**Charlie Watkins**, Properties – **Pat Watkins**, Choreography – **Tina Eyers**, Prompt – **Freda Brown**, FoH manager – **tba**, Budget – **tba**, Publicity - **KE**, Ticket Price – **tba**, Rehearsal schedule – **agreed**

- **December 8<sup>th</sup>-15<sup>th</sup> 2018 – Panto. Volunteers?**
- **March 2019** – RT to have a look at some titles.
- **May 13<sup>th</sup>-18<sup>th</sup> 2019 – Fiddler on the Roof.** Rights received. Director – **Lois Harbinson**, Assistant Director – **Adam Lanfranchi**, Producer - **Graham Brown**, MD – **Sheila Ross**, Choreography - **Eden Simpson**, SM – **Charlie Watkins**, Set Designer – **Emma Russell**, Lighting – **GB**, Sound – **Adrian Mitchell**, Costumes - **Louise Sansam**, Prompt – **Freda Brown**, **Props - ?**, Make up – **Helen and Julie Makin**, Budget – **tba**, Publicity - **KE**, Ticket Price – **tba**, Rehearsal schedule – **tba**, **FoH manager – tba**
- **September 2019** – Any ideas?
- **Spring Show 2020** – NM is looking at directing **9 to 5: the Musical**, Music and Lyrics by Dolly Parton. Nick Creaser has offered to produce. Rights to be investigated. **NM** to present the show to the committee for discussion.

## 9. **Training**

**DG** – chaperone training to be arranged in November for Pantomime. - done

**SE** – First Aid – review? – A great course, 6 attended. Really useful. Names sent to Sally Trayhurn.

**GE** – Theatre Heating - Mark Wall and Nick Barlow can set the Theatre heating. Others are – RW, GB & KE

## 10. **Show Reviews**

**RW** – saw a touring production at Bristol Gramma School. Theatre puppet show. Arts council sponsor, amazing show, snow storm very memorable!

**AC** - Crazy For You – Bristol Hippodrome, musicians on stage, great a fun production.

## 11. **Any Other Business**

**GE** – Vaping – a reminder this is not allowed on the premises.

**GE** – Please be vigilant with security, we have had a number of problems. **GB** to talk to Angelo about the Chamberlain Street door.

**GB** – Lighting update – we need to Replace 2 halogen profile spots £2116 Inc. VAT - agreed

**DC** – Tree – white line edge to new surface to discourage cars from driving over the surface edge.

**DC** to talk to Mark Wall.

**AC** – Will check with Sally Trayhurn that bar staff are all set for Panto.

**SE** – Checking that the lighting on the back steps of the stage were working – **GB** to check and make sure all is safe for Panto.

## 12. **Date of next meeting Monday 18<sup>th</sup> December then 15<sup>th</sup> January 2018**