

Wells Operatic Society Limited
Committee meeting minutes
17th February 2020 at 7.30pm

COMMITTEE

Richard Wright (chair), Pauline Perrin, Ken Edmonds, Mike Scammell, Niamh McGrogan, Adam Lanfranchi, Lyn Jones, Jo Scammell, Liz Carey, Sharon Edmonds, Emma Russell, Graham Brown

Apologies –

1. Minutes of the last meeting -

Agreed

- Quartet - what action to take in light of recent cast illness **RW, KE, Jacki Watts**

Jacki updated on Simon's condition. He has been given a diagnosis and is due an operation; he is still waiting for this and could be called any time in the next 2-3 weeks. He doesn't sound well and it has been decided that he isn't well enough to perform. Rescheduling to the end of March was an option had he had the operation over the weekend. Fortunately we have not begun to sell tickets. A May postponement doesn't work for the cast/crew, and Simon has been cast in a show in June/July and overlaps with Glastonbury. The only other option is to have someone else play the part and postpone to the end of March which would give a further 14 rehearsals which is the number of rehearsals to date. There has been one offer but has yet to be confirmed and Jacki doesn't know enough people to find a replacement. The alternative would be to postpone until next spring which would be such a shame for the other three cast members.

John Howden suggested for alternative casting; Lois suggested as potential contact for other actors.

NM concerns re timings between end March and Big Fish as gives reduced time for rehearsals on stage, on stage with set and ticket sales.

Decision made to go ahead w/b 23 March with **KE** stepping in to play the part. **PP** to check licencing permissions for date change. **NM** & Jacki to liaise re rehearsal schedules. Agreed that expense of publicising change would come from theatre rather than show budget. **KE** to liaise with Norman and tickets to go on sale Wednesday 26th February.

2. Matters Arising -

a. **AL** to take new headshots after AGM

b. Theatre Handbook – **RW**

Ongoing. **RW** has updated handbook; Recognised that handbook needs updated annually - **ER** to assume responsibility for this. There are a number of items where the input of others is needed:

- application for membership proforma: **PP** to give **RW** new version;
- membership procedure: **RW** to share with **PP** to update;
- costume leaflet: completely out of date. **RW** to send to **LC** to update;
- diagram of passageway electric box: completely out of date. **RW** to send to **GB** to update;
- theatre plans: mostly accurate other than green door having been moved. **RW** to speak to Nick Barlow to determine if there are more up to date plans;
- updated list of committee members to go on the noticeboard in bar;

c. The High Street Banner

Ongoing until there is any news from Wells City Council about the new wires. Review in 2020.

d. **KE** to contact Mark and arrange a maintenance walk round, including workshop insulation and check of support for pit beam.

To follow up:

- Rehearsal room floor needs replacing relatively urgently. **KE** to ask Mark for quote;

- Rehearsal room kitchen to be ripped out. **KE** to ask Mark for quote;
- Rehearsal room kitchen needs clearout in advance of above work. **LC** to complete at suitable time;
- There are covers where the old roof lights were down through the building. The covers are no longer fit for purpose and need replaced. **KE** asked for a quote from Mark Wall;
- The asphalt needs resilvering but not urgent yet;
- Corridor is looking worn and tired;
- Main roof will need retiling at some point, but running repairs will still do for now;
- Flat roof section over louvre doors needs investigating to check if any repairs imminent. Mark will investigate at some point.
- Mark to send quote for insulation over workshop.
- Should take pictures of wall between theatre and St Cuthbert's as evidence of any future issues. **AL** to take pictures and share copy with **NM**;

Ongoing.

- e. Agreed that Nick Barlow should be invoicing theatre for IT services. **AL** to liaise with Nick. Nick does not want to do this and would rather volunteer his services.
- f. Email from Chris Spray regarding Theatre Waste Management **RW** Agreed that waste management notices to be put up around theatre for **KE/SE** to print and laminate. Done.
Waste management for hirings reviewed and agreed that **ER** will purchase new bins and label for recycling: one each of paper and general waste bins in box office; one each of cans, plastic and paper/cardboard bins in rehearsal room. **PP** Veolia have said we can put out a mixed recycling bag out on a different day each week and then only have to set out two bins (recycling and non-recycling) around the theatre. This will cost £2.50 per week. Agreed this is reasonable. **ER** to buy two bins for box office and repurpose existing two for corridor and mark up 2 bins in workshop for recycling & non-recycling. New signage still applicable to change.
- g. Angelo Awards **NM** Ongoing
Greg (Somerset Man photographer) happy to photograph ceremony in return for ticket.
NM to inform members in January of awards evening and ask for suggested award categories and look into badge medals and certificates. Categories to be lighthearted and fun. Finish ceremony with Roy Bevan. Tickets to be £12 per head. Done.
Best backstage homemade cake
Best wardrobe malfunction
Chris Briton ad lib award for the most consistent ad libber
Royal Destroyer of props and/or costumes
All other suggestions to Niamh.
Suggestions sent through and agreed that suggestions time frame would stay open until April committee meeting. Agreed that shows to include would be those in calendar year 2019. Full list of categories and nominations to be included for next committee meeting.
- h. Radio plays at Glastonbury FM. **KE & AL** update. Read through next Monday - **KE** may not be able to attend as now stepping up for Quartet. Ongoing.
- i. **GB** to talk to Angelo about new TV for upstairs dressing room. Ongoing.
- j. **RW** retiring next year so stepping down as chairperson. Committee should be identifying replacement. Connected to this is that **RW** is the only licensee. Recommended we should have another. Agreed to identify two people to become licensees - **NM** in the first instance. **RW** to find out information and send to Niamh. Ongoing.
- k. **GB** offstage lighting may need replacing and needs investigated. **GB** to explore with Chris Spray replacing all lighting with LEDs. Ongoing.
- l. Need theatre administrator for a range of duties, some of which **RW** does and which Gerald used to do, and need someone to volunteer to oversee these e.g. dealing with electrician, fire safety, heating programming, liaising with cleaners & Angelo, reading gas & electricity meters, general care of theatre, fire safety reviews etc. Suggested seeking a Theatre Administrator, ideally someone retired so they are available throughout the day. Committee to try and think of someone who could be approached to volunteer. **RW & PP** to compile description of duties/tasks that can be shared out across committee after AGM and/or seek volunteer Theatre Manager. Ongoing.

- m. AGM organisation **NM**
 - PP** to get final list of members to NM before AGM
 - PP** to organise nibbles
 - SE** show report
 - NM** social report
 - PP** treasurer's report
 - NM** NODA awards - GB (AL) & Emma James (NM)
 - LJ** Patron's report

3. Correspondence

- SE** A Rory Meek wants to be involved in the theatre. Sarah Galton to email him.
- RW** Doreen would like to resign as child protection officer effective 20/03 (AGM). We need a replacement to organise chaperones etc. Need to put call out for CP officer. Agreed to ask Doreen for suggestions as to who would be a good replacement.
- RW** Ann Beechy has been doing the archives and would like to also step down. JS thinks this could be added to props responsibilities. JS will assume responsibility of this.

4. Treasurer's Report and Box Office

- PP** Everything is at the accountants. **PP** will see them soon and draw up a draft list of accounts. As far as can be seen, all is fine.
- PP** Water bill has doubled - needs investigation. Must have a leak - need to monitor the water meter. **PP** will contact water service to find out where meter is and how best to check if there is a leak.
- RW** quote for works as passed by planning officers - £606 + VAT (£726) for supply across car park from workshop and put in double socket by sign. Suggestion that it go along the wall from main intake in rehearsal discussed. Agreed to go for trench from workshop at cost quoted.

5. Membership

- a. New members
 - Four from Big Fish.
 - Patrons renewed
- b. Patrons leaflet. **LJ**
 - Ongoing
- c. Theatre News / What's On sheet and Wells Community Facebook page **SE**

6. Publicity

All in hand.

Marie Curie volunteers will be giving out Big Fish flyers for every daffodil pin sold in Wells in March.

7. Theatre Renovations

- a. PAT testing **GB**
 - CD hasn't arrived; **GB** to chase. Firm is no longer trading.
 - SE** UK Safety Management suggested for PAT testing. Agreed would prefer to do it in-house.
 - GB** to continue to investigate.
- b. New sign for billboards. Ongoing. **RW** to share details to date with **MS** for further investigation.
- c. Tree – yellow line edge. Sign received and has gone up. Rocks/boulders to be used instead of lines; **AL** to look into sourcing boulders/posts. **AL** quote agreed - five concrete posts and necessary equipment to install. Angelo helping. We may need to use bigger equipment which may affect cost but will know when get started as will have to wait for weather to settle. Ongoing.
- d. Heating System
 - No issues during Wind in the Willows. Ongoing until the weather gets very cold.
 - Issues with heating during Quartet. Ongoing monitoring to take place.

e. Backstage video replay & monitors etc all need updated. Charlie & Angelo sorting. Ongoing.

8. Productions/Hire

- a. **Hires in Feb & Mar 2020.** See Bar Calendar for details. The person responsible is in bold
 - i. Small Steps x 2 – **SE**
 - ii. Cosmo group – **SE**
 - iii. Sustainable Wells - **SB**
 - iv. Cosmology group - **SE**
- b. April Kaplin has requested a Thursday morning hire of rehearsal room. Theatre free and no clashes. Agreed. **SE** to organise key.

- **March 25th-28th 2020 – Quartet** by Ronald Harwood
Director - **Jackie Watts**, Producer – **Ken Edmonds**, SM – **Charlie Watkins**, Lighting – **Graham Brown**, Sound – **Rick Fitzsimmons**, Costumes - **?**, Prompt – **Freda Brown**, Props – **Pat Watkins**, Make up – **?**, Budget – **agreed**, Publicity - **KE**, Photos and programme – **KE**, Ticket Price – **£12 & £10**, Rehearsal schedule – **agreed**, FoH manager – **Sally Trayhurn (TBC)**. **Tickets go live on Wednesday February 26th.**
- **May 4th-9th 2020 – Big Fish** by John August/Andrew Lippa
Director – **Niamh McGrogan**, Producer – **Doreen Grant**, MD – **Sheila Ross**, Choreography – **Julie & Elisha Webster**, SM – **Mike Scammel & Sarah Galton**, Set Designer – **Niamh McGrogan**, Lighting – **Graham Brown**, Sound – **Rick Fitzsimmons**, Visual media (projection) - **Ben Lynch**, Costumes – **Bobby Bass & Tess Banham**, Prompt – **Freda Brown**, Props – **Jo Scammell with help sourcing from Vicky Orman**, Make up – **Helen Makin**, Budget – **agreed**, Publicity - **KE**; **NM liaising with Marie Curie**, Ticket Price – **£13 & £10**, Rehearsal schedule – **agreed**, FoH manager – **Sally Trayhurn**. **Tickets go live 16th March (online), box office open 21st March**
- **June 03rd - Far from the Maddening Crowd** - Bristol Old Vic Theatre
- **Sept 15th - 19th 2020 – And Then There Were None** by Agatha Christie
Director - **AL**, Dialect coach - **Lois Harbison**, Producer - **GB**, SM – **ER**, Set Designer – **AL, ER**, Lighting - **GB** and **?**, Sound - **Adrian Mitchell**, Costumes - **Louise Sansam**, Prompt - **Doreen Grant**, Props - **Lesley & Jo**, Make up - **Helen Makin**, Budget - **agreed**, Publicity - **KE**, Photos - **Greg Trezise**, Programme - **AL**, Ticket price - **£12 & £10**, Rehearsal schedule - **agreed**, FoH manager - **Sally Trayhurn**, **Tickets go live on?**
- **Dec 12th - 19th 2020 – Cinderella** by Vicky Orman
Director - **KE**, Producer - **Vicky Orman**, SM – **Charlie Watkins** Set Designer – **??**, Lighting - **Graham Brown**, Sound - **??**, Costumes - **??**, Prompt - **Freda Brown**, Props - **??**, Make up - **??**, Budget - **tba**, Publicity - **??**, Photos - **??**, Programme - **??**, Ticket price - **??**, Rehearsal schedule - **??**, FoH manager - **??**, **Tickets go live on?**
- **March 2021 – SE** has found ‘Blood on the Canvas’ a one act play (title to follow) with two female characters and can either look for another or find another director to share duties with?
- **May 4th-9th 2021 – 9 to 5 Music and Lyrics** by Dolly Parton
Director – **Niamh McGrogan**, Producer – **Doreen Grant**, MD – **Sheila Ross**, Choreography – **Eden Simpson**, SM – **Sarah Galton**, Set Designer – **?**, Lighting – **Graham Brown**, Sound – **?**, Costumes – **Louise Sansam**, Prompt – **Freda Brown**, Props – **?**, Make up – **?**, Budget – **tba**, Publicity - **?**, Ticket Price – **tba**, Rehearsal schedule – **tba**, FoH manager – **Sally Trayhurn**. **Tickets go live on?**
- **September 2021 - The Tempest** by William Shakespeare

Director - **Jon Sansam**, Producer - ?, SM – ?, Set Designer – ?, Lighting - ?, Sound - ?, Costumes - ?, Prompt - ?, Props - ?, Make up - ?, Budget - **tba**, Publicity - ?, Photos - ?, Programme - ?, Ticket price - ?, Rehearsal schedule - ?, FoH manager - ?, **Tickets go live on?**

- **May 2022** - AL would like to put on **Sweeney Todd**. Would like to reserve until Christmas 2020. Will need to confirm closer to the time but will give plenty of notice if not able to do it. Agreed.
Director – **Adam Lanfranchi**, Assistant director - ?, Producer – ?, MD – **Russell Collins**, Choreography – **Eden Simpson**, SM – ?, Set Designer – ?, Lighting – ?, Sound – ?, Costumes – ?, Prompt – ?, Props – ?, Make up – ?, Budget – **tba**, Publicity - ?, Ticket Price – **tba**, Rehearsal schedule – **tba**, FoH manager – ?. **Tickets go live on?**
- **September 2022** - Nick Barlow would like to direct **Avenue Q**. Tentatively accepted.
Director – **Nick Barlow**, Assistant director - **Tom Creswick**, Producer – ?, MD – ?, Choreography – ?, SM – ?, Set Designer – ?, Lighting – ?, Sound – ?, Costumes – ?, Prompt – ?, Props – ?, Make up – ?, Budget – **tba**, Publicity - ?, Ticket Price – **tba**, Rehearsal schedule – **tba**, FoH manager – ?. **Tickets go live on?**
Strode theatre may be doing Avenue Q November 2021. If this turns out to be the case, agreed it may be too close for us to do it the following September. Agreed to bear this in mind and decide once finalised.

9. Training

Ongoing

10. Show Reviews

LJ La Boheme & Traviata. Absolutely spectacular. Absolutely beautiful. Had arcades coming on sideways then turned at right angles and saw down shopping arcade. Very clever.

MS/JS Pirates of the Panto at Wookey. Very good and very funny.

NM/LC/SE Hairspray at the Blue School. Superb. Incredible talent at the school.

RW Snow White at Tobacco Factory. Supposed to be a kids show but absolutely brilliant. Five handers where everyone can sing, dance, play multiple instruments etc. Stagecraft was excellent. Had 5 dwarves but running gag of counting 2 twice.

11. Any Other Business

NM wardrobe needs sorting. Could do shout out so not just 1/2 people doing it.

12. Date of next meeting

AGM Friday March 20th

Monday 20th April