

Wells Operatic Society Limited
Virtual committee meeting minutes
11th January 2021 at 7.30pm

COMMITTEE

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

Apologies –

1. Minutes of the last meeting -

Agreed

2. Matters Arising - *all matters ongoing due to CV-19 in black italics*

- a. COVID-19 - update on implications for theatre and issues relating to pandemic.
Discussed the possibility of Quartet in September 2021. Query over the confidence of audiences to attend performances by then given the proposed vaccine rollout timeline. Agreed to pencil in Quartet for 15th-19th September and have panto as normal then firm these up later in the year when we know more. Online/radio plays can continue in the meantime.
- b. **PP/NM** Niamh has expressed doubt about rebooking 9 - 5 for 2023. PP has contacted the publishers and they are now offering to refund our deposit and make no cancellation charge - this was not the situation when PP enquired last year sometime. PP would propose that we cancel. There will be plenty of time to rebook it at a later date. Agreed to cancel 9-5 for now and rebook in another year.
- c. **PP** There are still out of date drinks in the bar. A nominal amount has been written off to cover it in the accounts. To be locked up for now and anything in date given away for a donation.
- d. Radio plays at Glastonbury FM. Good Gods recorded and being edited for air play. **AL** to send **JS** publicity documents for archiving. Expected release in 2021 - **AL** to reconsider which absolutely needs refining and what can be left with a view to moving up the release date.
- e. **AL** to take new headshots after AGM - postponed until AGM can be rescheduled
- f. **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- *costume leaflet: completely out of date.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- *diagram of passageway electric box: completely out of date.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;*

g. The High Street Banner

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

- h. 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.

- i. Waste management for hirings reviewed and agreed. **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. Ongoing.
- j. 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.
 - Ongoing until event can be rescheduled.
- k. **GB** to talk to Angelo about new TV for upstairs dressing room. Ongoing.
- l. **RW** retiring next year so stepping down as chairperson. **NM** to become licensee. Ongoing.
- m. **GB** offstage lighting may need replacing and needs investigated. **GB** to explore with Chris Spray replacing all lighting with LEDs. Ongoing.
- n. 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.
- o. 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) - badges received
 - LJ** Patron's report
 - Ongoing until AGM can be rescheduled

3. Correspondence

Ongoing:

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. Ongoing.

4. Treasurer's Report and Box Office

Ongoing:

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. Ongoing.

PP £287 has been raised by panto so far but there have been over 2000 clicks on the links. AL suggested also having a donation button for Good Gods. Agreed to have a donation button on the website permanently. AL to speak to Nick about organising.

5. Membership

a. The next AGM

Agreed that an end of March AGM will be virtual. Friday 26th March confirmed. Agreed to use Google Meet and have a trial run at the committee meeting before sharing with wider membership.

NM to set up by producing invite and GMeet usage guidance. NM to also invite mayor so town hall have the date and send further guidance and details following next committee meeting.

Ongoing

a. *Patrons leaflet. LJ*

Ongoing

b. *Theatre News / What's On sheet and Wells Community Facebook page SE Ongoing*

6. Publicity

Good Gods publicity to be decided when there is a broadcast date confirmed. As each episode released there will be a new online poster for social media & website. There will be a MailChimp to the whole mailing list to notify as episodes released and other publications e.g. Wells Voice notified.

Ongoing

Ongoing

All in hand.

Marie Curie volunteers will be giving out Big Fish flyers for every daffodil pin sold in Wells in March. Didn't happen due to COVID-19. Will aim for 2021.

7. Theatre Renovations

a. *Rehearsal room lighting complete. Some ceiling areas & tiles need TLC - RW to go in and check. Floors, skirting and curtains still to be done. Curtains to be bought in January sales.*

KE will arrange for floor to be fitted asap. Agreed not to do entrance hall floor.

Auditorium electrics completed; just a short delay when using dimmer due to electrics. No problems, just a delayed reaction.

Auditorium repainting has begun and is ongoing.

Window frame in wardrobe rotting and will need to be looked at. ER to investigate further re arranging repair.

b. *Toilet floors flooding*

Possibly water from urinals rather than a leak. There are not any high water bills or any other indicators of water leak. MS to liaise with Angelo to investigate.

c. *AL updating sound and video review is ongoing. Have met with Nick and Adrian to explore options such as sound system in rehearsal room to send music to stage etc. Ongoing and AL will meet again with Nick and Adrian.*

Ongoing

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. Ongoing.

- b. New sign for billboards. Ongoing. **RW** to share details to date with **MS** for further investigation. Ongoing.
- 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.
- f. Neil Bishop has begun trench to carry electrical supply to wall for new signage. Will leave trucking for cables behind paint cupboard to be finished another time.

8. Productions/Hire

- a. The future - when we can start Quartet and Big Fish et al

Is not looking good. Chances of a full lockdown in 3-4 weeks likely and not getting back to any form of normality until March or after. Jackie keen to get Quartet on stage for March and can do this at very short notice. Setting up publicity and box office in advance would be the challenge. Quartet easiest and cheapest so this is worth considering following guidance being used by other theatres though March may be optimistic.

Ongoing:

- a. **Hires on hold until 2021.** 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**

- **March 25th-28th 2020 – Quartet by Ronald Harwood Next show once theatre open**
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 Potentially postponed until May 2022**
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 Cancelled due to CV-19**
- **Sept 15th - 19th 2020 – And Then There Were None by Agatha Christie Potentially postponed to Sept 2022**

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 Potentially postponed to Dec 2021
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? Currently postponed; date to confirm
- **May 4th-9th 2021 – 9 to 5 Music and Lyrics** by Dolly Parton Potentially postponed to May 2023
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 Potentially postponed to Sept 2023
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** -
- Director – **?**, Assistant director - **?**, 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?**
- **September 2022** - Nick Barlow would like to direct **Avenue Q**. Tentatively accepted. Potentially postponed to Sept 2023
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. 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

10. Show Reviews

11. Any Other Business

LC outside Autumn clear up needs to be organised. Agreed to wait until tree is bare and lockdown ends. Restrictions are ongoing and it's not too bad for now. Agree to review this when restrictions lift - ongoing.

RW Sally has said that she couldn't cope with taking on the Patrons Secretary job. **RW** to approach Zoe Heath - **AL** to share Zoe's contact details with **RW**.

RW Norman Cowell has now said that he cannot continue with the box office. His health has deteriorated, and he feels that he has no choice. Both Moira and Mary have also said that now is the time for them to stop.

New volunteer group to be approached to ask for a Patrons secretary and establish a new box office team. If no box office team is identified that can maintain current opening hours, tickets will have to go online only until the week of the show and ask the front of house team to help with show week box office sales. **RW** to write to Norman and team thanking them for their service.

RW and **PP** to produce job descriptions for all open roles (box office, theatre manager, patrons sec etc) to support recruitment. AGM to include call for volunteers.

KE first half of production list on wall beside door to corridor isn't there. If doesn't reappear will need replaced. **NM** to replace if original doesn't reappear.

12. Date of next meeting

Monday 08th February 2021