

Wells Operatic Society Limited
Committee meeting minutes
05th October 2021 at 7.30pm

COMMITTEE

Ken Edmonds (chair), Sharon Edmonds, Pauline Perrin, Mike Scammell, Liz Carey, Emma Lanfranchi, Natalie Hope, Tom Creswick, Adam Lanfranchi, Jo Scammell, Graham Brown, Niamh McGrogan

Apologies – Glynn Webster, Bobby Bass

Minutes of the last meeting - agreed

Matters arising as of 05/10

Item	Raised by	Actions/outcomes	Person responsible
Foyer		Agreed to paint the bar as well. Will happen during half-term (last week in October). To ask if door to lighting box can be painted grey to match wall and wall in auditorium where stage extension was also painted. Drip on wall in corridor needs touching up.	Ongoing PP
First half of production list on wall beside door to corridor.	KE	Has been found, but frame is broken so need to get new one.	MS Done
Memoriam for Sharon Upham		Peter Upham would like to host an event in memory of Sharon, date TBC	KE Ongoing
The tree of doom		PP and KE to contact the person that trimmed it last time. Done. Waiting for approval from tree officer. We have to wait on the council - KE to share this with neighbouring residents.	KE PP
First aid training		NH looked into this. Will price bringing external first aiders in for performances. KE to talk to Richard about the handbook & risk assessment. EL to take a look at what we have. NH will look into what NODA has. SE will explore options for 'First aid at work' training as a one day group session.	NH KE EL SE Ongoing
Dressing room monitors		To be fitted. Just need brackets & fittings.	GB
Recycling		Need to find a way to manage recycling collection & disposal. PP will discuss with cleaner to come Mon & Wed instead of Mon & Tue so can work with rubbish and recycling collection. Will also inquire with Veolia about lifting it from the door or having recycling bins - hoping to meet with a rep next week. GB will join for meeting if possible.	PP Ongoing

Correspondence as of 05/10

Item	Actions/outcomes	Person responsible

Treasurer's Report & Box Office as of 05/10

Item	Actions/outcomes	Person responsible
Accountants want to change us to a new insurance company. We have NODA insurance which we are keeping, but this refers to the other which we have for building and additional needs. NODA insure movables i.e. props, costumes, computers etc up to £47K All other building, fixtures & fittings etc on other policy and is approx. £1.2M.	Need to check: Agreed to find out how much of an increase the premium would be to increase NODA to £75 coverage. Agreed for broker to try and find cheaper coverage for other insurance.	PP Ongoing
Upcoming costs	Lighting £700 Roof £2,400 Gate £1,300 Sound desk £2,800 All either paid or agreed to be paid.	PP
Bar prices	Now all one price	PP Done

Membership as of 05/10

Item	Actions/outcomes	Person responsible
Renewals	Most renewals will happen in January so will be ongoing. Will wait to give out new parking permits until memberships renew and run with old one in meantime.	PP
New members	Pauline going away until November so please share new member forms asap.	PP

Publicity as of 05/10

Item	Actions/outcomes	Person responsible
Facebook	Agreed to add committee details to fb page	AL Done
Website	Under previous shows, there were a number of shows that were for hiring's rather than shows we have done. Have been removed.	AL Done

Theatre renovations as of 05/10

Item	Actions/outcomes	Person responsible
Update on dimmers	Lighting box not updated and entrance door installation incomplete. To be followed up. Met with Neil Bishop - said he couldn't do anything but told need money back if improvements not made. Auxiliary power supply insufficient for the number of LED lanterns we have. Neil has quoted for better mains supply. Quote £465.60 inc.VAT. Agreed. Have been improved. There is a 3 or 4 sec delay but they do now work.	GB Done
PAT testing	Need to source training	GB Ongoing
New sign for billboard by front wall	Has arrived and is in theatre, wahey! SE to ask builder to put in and pin down to a timescale.	KE SE Ongoing
Tree – yellow line edge. Sign received and has gone up. Rocks/boulders to be used instead of lines. AL quote agreed - five concrete posts and necessary equipment to install	SE to speak to builder about bringing gate posts forward so can add closable gate and sign and add posts around tree to address tree and parking issue in one. Quote sent round and agreed.	SE Ongoing
Parking in car park		
Camera/Wi-Fi system	Computers fixed. Now just need to drill holes in door and possibly in roof for ventilation and monitor.	AL Done

Hire as of 05/10

Item	Actions/outcomes	Person responsible
Small Steps x 2	Ongoing	SE
Cosmo group	On hold (CV-19)	SE
Sustainable Wells	On hold (CV-19)	Sarah Briton
Theatre Festival	Neil Johnson who organises the Theatre festival in Wells and he's enquiring about the possibility of hiring the rehearsal room 9am - 5pm from Mon 5th - Friday 9th July for a youth theatre week of workshops. Rehearsal room not available Mon & Tue and auditorium set up for Quartet so offered Wed-Fri. Is taking Wed-Fri for £200.	SE Ongoing
Flower club	May want to come back to normal booking arrangements under reduced circumstances.	SE Ongoing
Comedia	Hiring rehearsal space in February.	SE

Productions as of 05/10

Cinderella by Vicky Orman		Dec 11th - 18th 2021	
<i>Director</i>	Ken Edmonds	<i>Producer</i>	Vicky Orman
<i>SM</i>	Charlie Watkins	<i>Lighting</i>	Graham Brown
<i>Sound</i>	Adrian Mitchell	<i>Projection</i>	--
<i>Costumes</i>	Liz Carey	<i>Props</i>	Pat Watkins & team
<i>Prompt</i>	Frieda Brown	<i>Makeup</i>	
<i>Budget</i>	Agreed	<i>Publicity</i>	Adam Lanfranchi / Ken Edmonds
<i>Photos</i>	Greg Tresize	<i>Programme</i>	Ken Edmonds
<i>Ticket prices</i>	£14 £11	<i>Rehearsal schedule</i>	Agreed
<i>FoH</i>	Sally Trayhurn	<i>Tickets go live</i>	Possibly 23rd October if have staff for box office - KE will liaise with RW.

Blood on the Canvas by Richard James and Rude Awakenings by Nicholas Ridley		Mar 09th-12th 2022	
<i>Director</i>	Sharon Edmonds Doreen Grant	<i>Producer</i>	Sharon Edmonds Doreen Grant
<i>MD</i>	--	<i>Choreography</i>	--
<i>SM</i>		<i>Lighting</i>	Nat Hope
<i>Sound</i>	--	<i>Projection</i>	--
<i>Costumes</i>	--	<i>Props</i>	--
<i>Prompt</i>	Sharon Edmonds Doreen Grant	<i>Makeup</i>	--
<i>Budget</i>		<i>Publicity</i>	Adam Lanfranchi
<i>Photos</i>		<i>Programme</i>	
<i>Ticket prices</i>	£8 £12	<i>Rehearsal schedule</i>	Agreed
<i>FoH</i>	Sally Trayhurn	<i>Tickets go live</i>	

Big Fish by John August & Andrew Lippa		May 02nd - 07th 2022	
<i>Director</i>	Niamh McGrogan	<i>Producer</i>	Doreen Grant
<i>MD</i>	Sheila Ross	<i>Choreography</i>	Julie & Elisha Webster

<i>SM</i>	Mike Scammell & Sarah Galton	<i>Lighting</i>	Graham Brown
<i>Sound</i>	Rick Fitzsimmons	<i>Projection</i>	
<i>Costumes</i>	Bobby Bass	<i>Props</i>	Jo Scammell with Vicky Orman
<i>Prompt</i>	Frieda Brown	<i>Makeup</i>	Helen Makin
<i>Budget</i>	Agreed	<i>Publicity</i>	Adam Lanfranchi
<i>Photos</i>		<i>Programme</i>	Niamh McGrogan
<i>Ticket prices</i>	£11 £13	<i>Rehearsal schedule</i>	Agreed
<i>FoH</i>	Sally Trayhurn	<i>Tickets go live</i>	

And Then There Were None by Agatha Christie		September 13th - 17th 2022	
<i>Director</i>	Adam Lanfranchi	<i>Producer</i>	Graham Brown
<i>SM</i>	Emma Lanfranchi	<i>Voice coach</i>	Lois Harbinson
<i>Sound</i>	Adrian Mitchell	<i>Lighting</i>	Graham Brown
<i>Costumes</i>	Louise Sansam	<i>Props</i>	Jo Scammell, Vicky Orman Sue King
<i>Prompt</i>	Doreen Grant	<i>Makeup</i>	Helen Makin
<i>Budget</i>	Agreed	<i>Publicity</i>	Adam Lanfranchi
<i>Photos</i>	Greg Tresize	<i>Programme</i>	Adam Lanfranchi
<i>Ticket prices</i>	£12	<i>Rehearsal schedule</i>	Agreed
<i>FoH</i>	Sally Trayhurn	<i>Tickets go live</i>	

The Wizard of Oz by L.Frank Baum		December 2022	
<i>Director</i>	Bobby Bass	<i>Producer</i>	Niamh McGrogan
<i>MD</i>	Sheila Ross	<i>Voice coach</i>	
<i>SM</i>		<i>Lighting</i>	
<i>Sound</i>		<i>Projection</i>	
<i>Costumes</i>	Nat Hope	<i>Props</i>	Lesley & Jo Scammell
<i>Prompt</i>		<i>Makeup</i>	
<i>Budget</i>		<i>Publicity</i>	
<i>Photos</i>		<i>Programme</i>	Ken Edmonds
<i>Ticket prices</i>		<i>Rehearsal schedule</i>	
<i>FoH</i>		<i>Tickets go live</i>	

Proposed productions as of 05/10

Production and Proposer	Proposed dates
The Tempest by William Shakespeare Jonathan Sansam	September 2023
Avenue Q by Jeff Whitty or Spamalot by Eric Idle Nick Barlow Nick has requested this come forward to May 2023 if possible. Agree to apply for licence and if is available then will be unlikely to have been requested by any other local group. If we can get the licence, agreed to move to May 2023.	May 2023

Training as of 05/10

Item	Actions/outcomes	Person responsible
Personal licence holder needed	NM has sourced a course. Will complete and do exam asap.	NM Ongoing

Show reviews as of 05/10

Show	Review	Reviewed by

Any other business as of 05/10

Item	Actions/outcomes	Person responsible
PP: Lois has asked if we can share the casting call for Shakespeare in Love.	Agreed.	PP
EL: Steve is fitting the window in the wardrobe on Friday this week.	EL & AL will go down and help. PP has invoice and will arrange payment.	EL AL
AL: communication re shows and workshops/auditions and members who aren't on social media.	AL resurrected tri-fold leaflets with upcoming shows, contact and joining details etc. Suggesting we print 100 and put in theatre, giving out 25 per show. Agreed. Agreed to also produce two small posters for either side of doors: One to give info of upcoming shows One to give info of workshops/auditions for next show	AL

Date of next meeting

Monday 08th November 2021 (apologies from NH & PP)

Tuesday 11th January 2022