

Wells Operatic Society Limited
Committee meeting minutes
07th January 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 – Lyn Jones

1. Minutes of the last meeting - agreed

2. Matters Arising

a. **PP, MS, KE, LJ, JS, ER** to send head shots to Adam for website. **AL** to take new headshots after AGM

b. Theatre Handbook – **RW**

Ongoing. **RW** requested to take the handbook for an extended period of time to develop it. Agreed.

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 form: **PP** to give **RW** new version;
- membership procedure: **RW** to share with **PP** to update;
- photographic props list is on data CD: agreed to remove;
- audition guidelines: will change to recommend impartial member of audition panel for all shows;
- stage manager guidelines included and agreed to keep;
- smoking literature: agreed to be removed;
- costume leaflet: completely out of date.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- diagram of passageway electric box: completely out of date.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;
- NODA rules & bylaws: agreed to remove and replace with note that members of society are also members of NODA and are expected to adhere to their rules & bylaws;
- example of hiring contract: **SE** to send updated version to **RW** to put into handbook;
- closing the building schedule: agreed to keep;
- 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;
- fire routine guide: agreed to remove and add in new fire policy;
- Somerset drama policy: agreed to remove;
- list of bar supervisors: out of date. **RW** to update from list behind bar;
- old insurance policy and food hygiene certificate: out of date. Agreed that is sufficient that insurance is displayed;
- updated list of committee members to go on the noticeboard in bar;
- child protection policy: agreed to be added.

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 clear out 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 re-silvering but not urgent yet;
- Corridor is looking worn and tired;
- 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**;
- 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.

Ongoing.

- e. **PP** play readings: Lois waiting for suitable time to set up then will email round and set first date. Ongoing.

- f. **MS & JHS** to look into getting cream chair covers dyed. Not possible.

One chair needs repair and can't find anyone to recolour. Agreed are too cumbersome to store and are not needed in theatre. Agreed to dispose - **MS/JS** to ask Angelo if he wants them and, if not, take to skip.

- g. Agreed that Nick Barlow should be invoicing theatre for IT services. **AL** to liaise with Nick.

3. Correspondence

BOVTS 03rd June *Far from the Maddening Crowd*. Done. **RW** to send publicity materials to **KE** for upcoming programmes.

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. Waste management for hiring's 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.

4. Treasurer's Report and Box Office

Agreed to pay Angelos' travel expenses; **PP** to give cheque.

Wind in the Willows - £6,000 surplus (on par with panto). Programme and sweet sales higher than typical for seasonal show.

Box office:

May need more staff to manage shows. Need to consider how to support him as and when needed. Box office staff need training.

Wheelchair seats: no system in place to identify when wheelchair seats are being used and who will remove the seats. Agree that stage managers are to check the day before if wheelchair seats have been sold and remove seats as needed. Producers to ensure SMs are aware of this. **RW** to add to handbook. **AL** to liaise with Nick to see if system can generate automatic email when wheelchair seats sold or if the plan can show a different colour or label to indicate that seats have been sold for wheelchair space.

5. Membership

- a. New members

Janet Chaplin (Quartet) agreed.

Sam Elsby attended Quartet read through and wants to be a member. **PP** to liaise with Jacki to see if part of backstage crew for Quartet and, if not, to recommend he join when part of a show.

- b. Patrons leaflet. **LJ**

Ongoing

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

- d. Angelo Awards **NM** Ongoing

Greg (Somerset Man photographer) happy to photograph ceremony in return for ticket.

GB & ER to look into costing of 3D printing of awards. Too expensive.

NM to cost buffet meal at Wells Golf Club. Done. Buffet 2 agreed.

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 light-hearted and fun. Finish ceremony with Roy Bevan. Tickets to be £12 per head.

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.

6. Publicity

All in hand.

7. Theatre Renovations

a. PAT testing **GB**

CD hasn't arrived; **GB** to chase. Ongoing.

b. New sign for billboards. Simon Hegarty of Encore Electrics in Somerton. Is continuing with design and asked for permission before spending money on materials

Quote received. Agreed that is prohibitively expensive. **RW** to ask Neil Bishop to quote for electricity supply from workshop to wall sign as point of comparison.

Agreed to start with wall sign and then review porch sign. Two quotes have been requested and are to follow. 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. Ongoing. **AL** will spray markers where new posts will go and check before digging.

Ongoing.

d. Heating System

No issues during Wind in the Willows. Ongoing until the weather gets very cold.

e. Painting the outside of the building.

Finished and agreed looks well. Workshop door will need touched up; **ER** to arrange.

f. Charlie Watkins has asked if it might be possible to have some form of insulation above the ceiling in the workshop as it gets very cold in winter. There is space and currently no insulation as discovered by **AL**, **ER** and Nick Barlow when laying cables for the CCTV. **KE** to ask Mark Wall if he would be willing to do this and for a quote.

Ongoing.

g. Backstage video replay & monitors etc all need updated. **GB** to speak with Charlie. Ongoing.

8. Productions/Hire

a. **Hires in Jan & Feb 2020.** See Bar Calendar for details. The person responsible is in bold

i. Small Steps x 2 – **SE**

ii. Cosmo group – **SE**

iii. Floral Arts - **GB**

iv. Sustainable Wells - **SB**

v. Cosmology group - **SE**

b. Gerald Evers requested a re-booking on behalf of Peter Taylor for charity event 1st-3rd October. He had previously booked this for last year at a reduced price but was unwell and unable to do it. Hiring, honouring prior agreement, agreed. Rehearsal room to be left free on Thursday that week for panto.

c. Wassail Theatre rehearsing 20th Jan - 31st Jan

- **March 11th-14th 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 Friday February 15th.**
- **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 – **?**, Costumes – **Louise Sansam & 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 on?**
- **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 – **?**, 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**, Producer – **?**, MD – **?**, 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**, Assistant director - **Tom Creswick**. Tentatively accepted.

9. Training

Ongoing

10. Show Reviews

JS/MS/SE/KE Messiah. Brilliant; really good and very powerful. Brilliant.

JS/MS Lion King at Bristol Hippodrome. Brilliant. Mike now wants a giraffe.

PP Present Laughter on the screen. Very well done.

SE/KE Peter Pan goes wrong. Brilliant, hilarious and genius. To fly someone so badly yet safely takes a high level of skill! Amazing.

All Wind in the Willows really good. Took a risk in panto season but it paid off (with thanks to Kate and her team). Indicates that we can successfully do non-panto shows at this time.

11. Any Other Business

Radio plays at Glastonbury FM. **KE & AL** update. Ongoing.

Thank you to Chris Spray for donating a TV backstage; it looks brilliant. **RW** to email. Done.

GB to talk to Angelo about new TV for upstairs dressing room. Ongoing.

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.

NM youth theatre group. Ongoing

GB offstage lighting may need replacing and needs investigated. **GB** to explore with Chris Spray replacing all lighting with LEDs.

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.

12. Date of next meeting

Monday February 17th

AGM Friday March 20th