

Wells Operatic Society Limited
Virtual committee meeting minutes
25th May 2021 at 7.30pm

COMMITTEE

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

Apologies – Adam Lanfranchi, Glynn Webster

Minutes of the last meeting -

Matters arising

Item	Raised by	Actions/outcomes	Person responsible
Roles to be filled: Box Office manager, Theatre manager, CP Officer.	--	RW happy to manage box office on show nights and support Sally with FoH. So remainder of role needing filled i.e. selling offline tickets and liaising with producer to ensure tickets on sale online after publicity etc	RW
		Send out email to membership with job descriptions for remaining roles	KE
COVID-19 - update on implications for theatre and issues relating to pandemic	--	Quartet tickets sales to stay on hold until clarity on restrictions. Will not be before 01st August 2021.	
Radio plays at Glastonbury FM. Good Gods recorded and being edited for air play. Expected release in 2021.	--	AL to send JS publicity documents for archiving. Please send to MS email rather than JS.	AL Done
Outside clear up needs to be organised.	LC	Agreed June 6th at 10am. AL to bring landrover & trailer and send out Mail Chimp to membership in advance.	Done
		Reminder email to be sent	AL (EL)

First half of production list on wall beside door to corridor isn't there. If doesn't reappear will need replaced.	KE	NM to replace if original doesn't reappear. Agreed to wait until renovations complete and are looking to reopen.	NM Ongoing
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Matters arising from 2020 - on hold due to CV-19 and to be reviewed once normal business resumes - are at the end of this agenda

Correspondence

Item	Actions/outcomes	Person responsible
Email from Alex Mnatzaganian on behalf of The Powells of Michaelstone Y Fedw Historic Trust	Heating, pit, workshop, renovations to corridor, box office and bar and audio visual equipment suggested. Agreed to request funds for mixing desk and audio visual equipment for backstage & bar.	(RW) KE Email sent and waiting for response Ongoing

Treasurer's Report & Box Office

Item	Actions/outcomes	Person responsible
Further grant in region of £8K.	PP has applied and waiting to hear	PP Ongoing

Membership

Item	Actions/outcomes	Person responsible
Patron's leaflet	Ongoing	LC
Theatre newsletter	Ongoing	SE

Publicity

Item	Actions/outcomes	Person responsible
Handover	KE and AL to have Publicity Officer role handover	KE

		AL Ongoing
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Theatre renovations

Item	Actions/outcomes	Person responsible
Rehearsal room lighting complete.	Some ceiling areas & tiles need TLC	MS Arranging with Angelo
	Before renovation there was a double panel with lights. However the LEDs only needed one panel which is why there are now gaps. We can currently source the panels but not the metal strips. May be able to source.	MS
Floors, skirting and curtains still to be done.	Curtains bought and en route.	NM
Auditorium repainting has begun	Completed and invoice paid	Done
Leak in ceiling through the chimneys	Mark quoted and has been asked to remove all chimneys and repair vent	Done
Window frame in wardrobe rotting and will need to be looked at.	ER to speak with Steve Wilcox who did Chamberlain St doors.	ER Ongoing
Toilet flooding.	Seems to be a water pressure issue with urinals rather than a leak. Water turned off for now. Without a pressure control valve is not easy to fix so may need a plumber. Ongoing.	MS Ongoing
Update on dimmers	Lighting box not updated and entrance door installation incomplete. To be followed up.	GB Ongoing
PAT testing	Need to source training	GB Ongoing
New sign for billboard by front wall.	Share details to date with committee for further investigation. KE to liaise with RW. We have permission for the request put in and the socket is in place. Now need	KE Ongoing

	designed and built. In permission granted, no specification as to metal to be used.	
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.	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. AL quote now out-of-date so will look into a new quote. Previous plan not viable due to limited supply and AL availability. Agreed to buy 4x4 timber posts and concrete them into the ground. Hire post hole borer. SE to ask builder in Connect Centre	SE
Parking in car park	SE to speak to builder about bringing gate posts forward so can add closable gate and sign	SE
Heating system. No issues during <i>Willows</i> but will need to monitor	Ongoing monitoring	All Ongoing
Camera\Wi-Fi system	Went down a couple of weeks ago and fried a hard drive because cupboard too hot. Two cameras and a hard drive replaced. Cupboard needs ventilation or A/C. Agreed to drill holes in door and possibly in roof for ventilation and monitor.	AL

Hire

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

Choreographer request	Can Elisha Webster use rehearsal room for a short time of an evening to record a short film. Agreed.	
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Productions

Quartet by Ronald Harwood		September 15th-18th 2021	
<i>Director</i>	Jackie Watts	<i>Producer</i>	Ken Edmonds
<i>MD</i>	--	<i>Choreography</i>	--
<i>SM</i>	Charlie Watkins	<i>Lighting</i>	Graham Brown
<i>Sound</i>	Rick Fitzsimmons	<i>Projection</i>	--
<i>Costumes</i>	--	<i>Props</i>	Pat Watkins
<i>Prompt</i>	Frieda Brown	<i>Makeup</i>	--
<i>Budget</i>	Agreed	<i>Publicity</i>	Ken Edmonds
<i>Photos</i>	Ken Edmonds	<i>Programme</i>	Ken Edmonds
<i>Ticket prices</i>	£12 £10	<i>Rehearsal schedule</i>	Agreed
<i>FoH</i>	Sally Trayhurn	<i>Tickets go live</i>	

All Quartet original cast have had both vaccines and confirmed are happy to continue. Hopefully rehearsals will restart July 19th. Committee encourage ventilation and that it is personal choice for cast/crew to wear masks (assuming all government restrictions lifted). Agreed will go ahead if even audience have to socially distance.

Cinderella by Vicky Orman		Dec 12th - 19th 2021	
<i>Director</i>	Ken Edmonds	<i>Producer</i>	Vicky Orman
<i>MD</i>		<i>Choreography</i>	
<i>SM</i>	Charlie Watkins	<i>Lighting</i>	Graham Brown
<i>Sound</i>		<i>Projection</i>	
<i>Costumes</i>		<i>Props</i>	
<i>Prompt</i>	Frieda Brown	<i>Makeup</i>	
<i>Budget</i>		<i>Publicity</i>	

<i>Photos</i>		<i>Programme</i>	
<i>Ticket prices</i>		<i>Rehearsal schedule</i>	
<i>FoH</i>		<i>Tickets go live</i>	

Blood on the Canvas by Richard James and		March 2022	
<i>Director</i>	Sharon Edmonds	<i>Producer</i>	
<i>MD</i>	--	<i>Choreography</i>	--
<i>SM</i>		<i>Lighting</i>	
<i>Sound</i>		<i>Projection</i>	
<i>Costumes</i>	--	<i>Props</i>	
<i>Prompt</i>		<i>Makeup</i>	
<i>Budget</i>		<i>Publicity</i>	
<i>Photos</i>		<i>Programme</i>	
<i>Ticket prices</i>		<i>Rehearsal schedule</i>	
<i>FoH</i>		<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>	Ben Lynch
<i>Costumes</i>	Bobby Bass	<i>Props</i>	Jo Scammel with Vicky Orman
<i>Prompt</i>	Frieda Brown	<i>Makeup</i>	Helen Makin
<i>Budget</i>	Agreed	<i>Publicity</i>	Ken Edmonds
<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 2022	
<i>Director</i>	Adam Lanfranchi	<i>Producer</i>	Graham Brown
<i>MD</i>	--	<i>Voice coach</i>	Lois Harbinson
<i>SM</i>	Emma Lanfranchi	<i>Lighting</i>	Graham Brown
<i>Sound</i>	Adrian Mitchell	<i>Projection</i>	--
<i>Costumes</i>	Louise Sansam	<i>Props</i>	Lesley & Jo Scammell
<i>Prompt</i>	Doreen Grant	<i>Makeup</i>	Helen Makin
<i>Budget</i>	Agreed	<i>Publicity</i>	Ken Edmonds
<i>Photos</i>	Greg Tresize	<i>Programme</i>	Adam Lanfranchi
<i>Ticket prices</i>	£12 £10	<i>Rehearsal schedule</i>	Agreed
<i>FoH</i>	Sally Trayhurn	<i>Tickets go live</i>	

Proposed productions

Production and Proposer	Proposed dates
The Tempest by William Shakespeare Jonathan Sansam	September 2023
Avenue Q by Jeff Whitty 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
Bobby Bass would like to do either a September play (possibly Secret Garden) or an alternative in the panto slot (possibly Wizard of Oz)	If panto, September 2022

Training

Show reviews

Show	Review	Reviewed by

Any other business

Item	Actions/outcomes	Person responsible
Monmouth Theatre	RW organising and overseeing borrow and return of items. Ensure they are told that all items borrowed are cleaned / disinfected before returned.	RW/KE
Committee headshots	AL wants to update. Photos to be taken at next meeting.	All
NODA courses	We should keep an eye out for NODA courses and encourage members to attend. These could be subsidised by the theatre. Something to consider as we reopen.	All
Theatre clean up	We need a proper deep clean of the interior. Arrange to be done closer to opening of Quartet.	All
Foyer	Suggest we redecorate the corridor. Email Aiden and ask for quote to paint ceiling and, strip wallpaper and paint walls. Ask for quote to repaint bar.	PP
Memoriam for Sharon Uppham	Peter Uppham would like to host an event in memory of Sharon, date TBC	KE

Date of next meeting

Monday 28th June 2021

Matters arising from 2020 - on hold due to CV-19 and to be reviewed once normal business resumes

Item	Raised by	Actions/outcomes	Person responsible
Theatre handbook RW needs to be given some items to fully update	RW	Send out of date forms out for updating	RW
		Update application for membership proforma	PP

		Update membership procedure	PP
		Update costume leaflet	LC
		Update diagram of passageway electric box	GB
		Theatre plans	RW with Nick Barlow
		Updated list of committee members to go on the noticeboard in bar	NM
		Agreed to update handbook annually	ER
High Street Banner	KE	Ongoing until City Council makes a decision.	
Theatre maintenance	--	Arrange maintenance walk through with Mark Wall including check of workshop insulation and support for pit beam.	KE
		There are covers where the old roof lights were down through the building. The covers are no longer fit for purpose and need replaced. Request quote from Mark Wall.	KE
		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. Request quote from Mark Wall.	KE

		Mark to send quote for insulation over workshop.	KE
		Should take pictures of wall between theatre and St Cuthbert's for NM to record as evidence of any future issues.	AL
Waste management	PP	Agreed 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.	ER
Angelo Awards	NM	Greg (Somerset Man photographer) happy to photograph ceremony in return for ticket.	NM
		<p>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:</p> <ul style="list-style-type: none"> • 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 <p>All other suggestions to Niamh. Suggestions sent through and agreed that suggestions time frame would stay open until April committee meeting.</p>	NM
		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.	NM

		Finish ceremony with Roy Bevan. Tickets to be £12 per head.	NM
New TV needed in upstairs dressing room		To be discussed with Angelo	GB
RW retiring next year so stepping down as chairperson.	RW	New licensee (NM) to source and arrange training	NM
Offstage lighting may need replacing and needs investigated.	GB	Investigate replacing all bulbs with LEDs	GB
Need a theatre manager/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.		Committee to try and think of someone who could be approached to volunteer.	All
		Compile description of duties/tasks that can be shared out to membership after AGM to support finding volunteer Theatre Manager.	PP & RW
AGM organisation	RW	Final list of members to NM before AGM	PP
		Organise nibbles	PP
		Show report	SE
		Social report	NM
		Treasurer's report	PP
		NODA awards - GB (AL) & Emma James (NM)	NM
		Patron's report	
Doreen Grant would like to resign as child protection officer effective 20/03/20 (AGM). We need a replacement to organise chaperones etc.		Need to put call out for CP officer.	RW
		Agreed to ask Doreen for suggestions as to who would be a good replacement.	RW