

Wells Operatic Society Limited
Committee meeting minutes
24th June 2019 at 7.30pm

COMMITTEE

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

Apologies – none

1. Minutes of the last meeting -

Agreed

2. Matters Arising

- a. **CCTV AL update** All done; everything physical there e.g. cables & access points up. Unsure if fully configured - NB to confirm completion. At present, NB is the only holder of passwords; AL will find these out. Spaces on switch for additional wireless network and cameras, which can be added at a later date. Two wireless networks, public and private. Payment system and box office connected to private network to prioritise; members to use public network which should facilitate heavy traffic. NB to update once configured. Recommend a maintenance schedule be set up for the system. Recognition and thanks to go to Adam, Emma, Ken, Angelo, all else involved and in particular Nick Barlow for all the hard work that has gone into setting this up. Agreed to now look into security lights above front and workshop doors positioned with consideration for cameras. **RW** to contact Bishops and see if Nick can be available when Bishops visit to ensure lights do not interfere with cameras.
- b. **Box Office Norman Cowell PP in Norman's absence**
Box office meeting on Saturday 18/05. Proposed idea: Box Office (online and physical) to open at least 3/4 weeks after auditions to give time for publicity. Open physical box office on the Saturday when go live online and then the following Saturday, then unless there is a demand, the 2 Saturdays before show and on show nights. Display this information in poster boxes beside door. People who come to physical box office could leave name & address and be on mailing list. May be more helpful to have box office info at top of website home page. Need to make producers aware of box office arrangements before auditions. Norman to be included in committee meeting minutes for those meetings that explore box office arrangements.
All in place for 'Anne of Green Gables'.
- c. Theatre Handbook – **RW** Ongoing
- d. The High Street Banner – **KE** is looking into other options. Ongoing
- e. Amount of work required to cover hirings **SE** Need to consider a wider team of people to cover it. Hirings going fine at the moment
- f. Pit developments **RW** John Beveridge's (Structural Engineer we consulted about the Pit Project) office. Hasn't yet replied to email. Ongoing.
KE to contact Mark Wall for his views on extending backwards. **KE** has emailed but yet to hear back. Ongoing.

3. Correspondence

PP has written to Martin Cooke to inform of membership decision and returned cheque.

4. Treasurer's Report and Box Office

- a. General Data Protection Regulation (GDPR), that came into effect on May 25, 2018. Nick Barlow says there is little for us to change, but will make sure everything is correct on the website **PP** to remind.
- b. Cheque received from Wells carnival
- c. Propose cleaners have pay increase from £10 to £12. Agreed.
- d. Need to revisit sweets as made a loss and go out of date before they can be sold. Propose only do sweets for children's shows e.g. Anne of Green Gables, panto etc and reduce variety. Agreed.
- e. Propose stop giving free drinks to those working the bar for shows. Agreed.

- f. KE to apply for replacement bank card for bar stock
- g. Canterbury Tales made £1418 from tickets: £993 to BoV; £425 to us

5. Membership

- a. New members – **NM** to chase Anne
- b. Patrons leaflet. **LJ** Ongoing
- c. Theatre News / What's On sheet and Wells Community Facebook page. **SE** Ongoing
- d. Dinner Dance – Saturday 8th June at Wells Golf Club **NM**
Rebrand as Annual Oscars / Olivier awards evening with buffet meal. Keep in June and inform membership of rebranding in advance.
- e. Open Day – 20th July 2019 –
RW - This has definitely been moved from 15 June 2019 to Saturday, 20 July 2019. More volunteers needed. 10:30am - 2:30pm (extended finish time if busy). Call for donations of cakes and give away with tea & coffee (no nuts to be allowed in cakes).
AL and **KE** to publicise further; Glastonbury fm to advertise, is in Wells Voice.
ER to design poster to share on social media, put up around town and send out on MailChimp.
Play readings - Lois, Berni, Bobby, Nat, Catriona, PP, LC (Liz to email Lois) in upstairs dressing room.
Lois trying to find more.
Make up - Jonathan Miller & Helen Makin in green room. To liaise with each other in terms of what to do.
Singing group?
Touring - Nick, Vicky, Doreen, Nat, Jo, Ken. Include costume store as part of tour.
Set painting - on stage.
Dancing - Janice, Sarah, Bobby in rehearsal room.
Costume display / dress up area - Liz. Liz to email Lou to check availability.

6. Publicity

RW - Canterbury Tales went well in the end. MailChimp helped.
Publicity **NM** Facebook page and social page cover images are now of next show to help advertise.
There is a new local news website for Wells - Wells Nub News. Anyone can 'nub it' and write own article which will be copy reviewed by journalist and then posted on website. Worth pursuing.
AL & **NM** Facebook site could have all upcoming shows & dates and website could benefit from a calendar to inform public of upcoming shows. **AL** to liaise with Nick to explore further.

7. Theatre Renovations

- a. PAT testing **MS**. **GB** is investigating training so that we can do this ourselves.
Training DVD ordered for £80 and hasn't arrived. Having to revalidate the DVD; supposed to be released second week in April but yet to arrive. Once has arrived, can start. Anyone can take course at £10 per person as many times as needed. investigating equipment at approx. £400 which digitally stores details and prints labels. Ongoing.
- b. New signs and billboards at the front of the theatre and on Chamberlain Street.
RW Simon Hegarty of Encore Electrics in Somerton visit. Agreed old sign to be kept for the moment. New sign would go to the left of that; exactly the same size as the board we currently have but would sit lower so bottom level with top of the wall and come away from overhanging tree leaves. Run cable from workshop to wall of a slightly higher rating in case ever want to run anything else off it in future. No issues with that.
Issue with construction of porch sign as is LED box as is heavy and unlikely to sit on wall. Option 1: to have girders to support LED box; option 2: panel to come off pillar and come round front and support box. Would look self standing but WLT sign covered either side; option 3: putting whole thing in front of current sign with The Little Theatre permanently on sign in lights. Lights can only be turned on 3 weeks before shows.
Option 1 with a wider sign to come up to edge of girder agreed. **RW** to get quote for option 1 and option 3 as a backup.
Porch sign will be programmable from box office cupboard.
- c. Tree – yellow line edge. Sign received and to go up. **GB** Sign will go up on 25/06 and lines will be done imminently.
- d. Chamberlain St doors made; a great job. To be fitted 25/06. **GB**

- e. The Buck Basket
Sale cancelled at last minute. **NM** to arrange advertising it on fb marketplace.
- f. Heating System
RW head of Pulse Services report and the various options open to us. No word back from Pulse with their report.

8. Productions/Hire.

Hires in June & July 2019. See Bar Calendar for details. The person responsible is in bold.

Small Steps x 2 – **SE**

Cosmo group – **SE**

U3A walking group – **SE**

WSPA - **GB**

SE to contact WSPA to remind of props arrangements

Sustainable Wells - **SB**

Anne of GG rehearsals - **NM**

Theatre festival - **SE**

SE will give back door code which will subsequently be changed and email organisers with security details. Review for next year in terms of managing this.

Neighbourhood Watch - **SE**

SE will give back door code.

- **Sept 18-21st 2019 – Anne of Green Gables** by Lucy Montgomery, Director - **Bobby Bass**, Producer – **NM**, Stage manager – **Charlie Watkins**, Lighting - **GB**, Prompt – **FB**, Budget - agreed, Ticket Price – **£10 and £8**, Rehearsal schedule – **agreed**, FoH manager – **Sally Trayhurn**. Tickets go live on **06th July**
- **Dec 14th–21st 2019 - Wind in the Willows** by Fellowes, Drew and Styles, Director - **Kate Lynch**, Assistant Director – **N/A**, Producer – **Alisa Creaser**, MD – **Sheila Ross**, Choreography - **Tina Evers**, SM – **Chris Spray**, Set Designer – **Mark Wall**, Lighting – **arranged by Kate Lynch**, Sound – **arranged by Kate Lynch**, Costumes - **NM**, Prompt – **Frieda Brown**, Props – **Penny Bonetti and Catriona Eagle**, Make up – **?**, Budget – **tba** (agreed to set for a ‘Spring Show’), Publicity - **KE**, Photos and programme – **AL and Emma Russell**, Children’s chaperone – **Doreen Grant**, Ticket Price – **tba**, Rehearsal schedule – **agreed**, FoH manager – **Sally Trayhurn**. **Tickets go live on?**
- **March 11th-14th 2020 – Quartet** by Ronald Harwood Director - **Jackie Watts**, Assistant Director – **?**, Producer – **Ken Edmonds**, SM – **Charlie Watkins**, Set Designer – **?**, Lighting – **Graham Brown**, Sound – **?**, Costumes - **?**, Prompt – **?**, Props – **?**, Make up – **?**, Budget – **tba**, Publicity - **?**, Photos and programme – **?**, Ticket Price – **tba**, Rehearsal schedule – **?**, FoH manager – **?**. **Tickets go live on?**
- **May 4th-9th 2020 – Big Fish** John August/Andrew Lippa, Director – **Niamh McGrogan**, Assistant Director – **N/A**, Producer – **Doreen Grant**, MD – **Sheila Ross**, Choreography – **Julie Webster**, SM – **Mike Scammell & Sarah Galton**, Set Designer – **Niamh McGrogan**, Lighting – **Graham Brown**, Sound – **?**, Costumes – **Louise Sansam**, Prompt – **Freda Brown**, Props – **Doreen Grant with help sourcing from Jo Scammell and Vicky Orman**, Make up – **?**, Budget – **tba**, Publicity - **?**, Ticket Price – **tba**, Rehearsal schedule – **tba**, FoH manager – **Sally Trayhurn**. **Tickets go live on?**
- **September 2020 – And Then There Were None** Director - **AL**, Directorial support - **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 - **tba**, Publicity - **KE**, Photos - **Greg Trezise**, Programme - **AL**, Ticket price - **£12 & £10**, Rehearsal schedule - **agreed**, FoH manager - **Sally Trayhurn**, **Tickets go live on?**
- **Dec 2020 – KE** to direct Cinderella - **Vicky** to write it.
- **March 2021** - any ideas?
- **May 4th-9th 2021 – 9 to 5** Music and Lyrics by Dolly Parton. Director – **Niamh McGrogan**, Assistant Director – **?**, Producer – **Doreen Grant**, MD – **Sheila Ross**, Choreography – **Eden Simpson**, SM – **?**, Set Designer – **?**, Lighting – **?**, Sound – **?**, Costumes – **Louise Sansam**, Prompt – **Freda Brown**, Props – **?** with help sourcing from **Jo Scammell and Vicky Orman**, Make up – **?**, Budget – **tba**, Publicity - **?**, Ticket Price – **tba**, Rehearsal schedule – **tba**, FoH manager – **Sally Trayhurn**. **Tickets go live on?**
- **September 2021 - The Tempest?** Director - **Jon Sansam**

9. Training

Bar and FoH training to continue as needed.
Possible PAT testing.

10. Show Reviews

PP *Canterbury Tales* was great. **RW** not as good as previous productions. **GB** poor diction didn't help.

JS & MS *Comedy Festival Gala* was poor; headline act was drunk. Opening acts okay and compere good. *Blackadder II* at Wookey was funniest show have seen in a long time. Laughed solid all the way through.

NM Big Fish great show. Small company with some very strong male actors; lots of ideas for next year's show. Needed a big chorus.

RW Fiddler was brilliant; general consensus was positive. **SE** it was fabulous. Didn't think would enjoy it but really loved it.

11. Any Other Business

- a. Wheelchair seats: Nick has been asked to change website; to be confirmed.
- b. Costumes: Lou has left a key in the theatre; **AL** has located.
- c. Lady fell on step during show week; add a painted line on edge of top step when doing lines around tree. Done.
- d. Roy Bevan award **NM**
- e. Swanage rep have asked to borrow costumes for The Railway Children **NM** Issues with return of costumes and non-payment last year. **NM** to contact Lou to have final say on managing hire. If she agrees, then allow hire with deposit, refundable depending on tidy return of all costumes.
- f. Support for pit has become loose and needs repair **GB** Ongoing.
- g. Ladies toilets not flushing fully - taking long time to fill. Angelo to investigate. Ongoing.
- h. Should we have an usher in the theatre for every performance? If so, usher stool not comfortable. House seat for an usher suggested. Decision to be made next committee meeting. Decision made to block out U5 as usher seat and not sell; an usher to attend performances. **PP** to inform Nick, Norman and any other relevant people
- i. Glastonbury fm offering a free slot for each show in return for something e.g. radio play reading (TBC). **AL** **AL** met Alan who does Friday night drive time show. Option 1: he uses theatre as filming location for *Randall & Hopkirk: Deceased* over three Saturdays. Decided is too significant a usage to be a swap. Option 2: Alan or us choose a one act play and members of society do as radio play, involving approx. 4 rehearsals and then record to go on Gfm. Two a year, for example, in return for free publicity for every show we do. Option 2 agreed. **AL** to publicise find volunteers to run. Committee approval delegated to Adam for choice of plays.
- j. Wells Literature Festival have requested they be able to put up a poster on the Fountain Inn billboard **SE** As this is not a WLT event, then permission declined.
- k. Nick would like to direct Avenue Q September 2021, with Tom Creswick as assistant director. Jonathan has *Tempest*, **AL** has discussed this with him but he hasn't confirmed. **AL** with liaison with both.
- l. Comedy Festival gave us 15% of bar; this could cover storage either side of hiring.

12. Date of next meeting

Monday 22nd July - apologies: **NM**
Monday 02nd September
(none in August)