

Wells Operatic Society Limited  
Committee meeting minutes  
06th September 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 - mostly agreed except for clear up should have said we will tidy dressing room but not costume store

Matters arising as of 06/09

Item	Raised by	Actions/outcomes	Person responsible
Foyer		<p>Agreed to paint the bar and box office area as well. Will happen during half-term (last week in October). EL, PP, KE, LC will meet 28/07/21 to look at what colours we will choose for these rooms. Done. Also, need to talk to Aiden about painting the front of the stage once the extension has been removed - done.</p>	<b>Ongoing PP</b>
Quartet		<p>AL and Nick Barlow will set up the online tickets. Done PP and Catriona are happy to open the box office. RR will organise. Please encourage tickets sales - they are slow. Jackie Watts to sort out props + stage manager for show week. Disinfecting issue raised - agreed to provide hand sanitiser and spray using aerosol spray when possible. KE to approach Sally about doing this. Agreed to encourage audience to wear masks when entering/exiting or moving around. Need to arrange signage, purchase of sanitiser AL: QR codes have been placed around building for COVID check in. Agreed to add another in bar.</p>	<b>KE NM (design signage) SE (print signage)</b>

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. Has been found, but frame is broken so need to get new one.	<b>MS</b>
Memoriam for Sharon Upham		Peter Upham would like to host an event in memory of Sharon, date TBC	<b>KE</b> Ongoing
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 audiovisual equipment suggested. Agreed to request funds for mixing desk and audio visual equipment for backstage & bar. Email sent and waiting for response.	<b>KE</b> Done.
The tree of doom		PP and KE to contact the person that trimmed it last time. Done. Waiting for approval from tree officer.	<b>KE</b> <b>PP</b>
First aid training		NH looked into this. Update: still unclear what applies to us. Based on what other theatres have, we need qualified first aiders on site for chaperoning. On the events side, and members of the public, we either need to pay for or find someone with access to the purple guide to find out what's required. Need someone in charge to run this. Found a deal for a group rate of £600 for 12 people + £10 for certificates from a local firm. Need to check the handbook first to see what our insurance says and what we need to cover this, before deciding the kind of training we will get. Update: free courses are unlikely to be sufficient. 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.	<b>NH</b> <b>KE</b> <b>EL</b> Ongoing

Correspondence as of 06/09

<b>Item</b>	<b>Actions/outcomes</b>	<b>Person responsible</b>
Email from Gerald Evers re From the Heart concert	Confirming that concert not going ahead in 2021	

Treasurer's Report & Box Office as of 06/09

<b>Item</b>	<b>Actions/outcomes</b>	<b>Person responsible</b>
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
Bar prices	Can't do public and member prices any more - propose one price and slight increase in response to other cost increases? PP has sent a proposed new price list to KE.	PP KE

Membership as of 06/09

<b>Item</b>	<b>Actions/outcomes</b>	<b>Person responsible</b>
Reinstate membership	Will reinstate from 1st September. Roll on as usual from member's current roll on date. Each member can see this date on the website if they log in. Done.  PP will be there on a Friday night social to accept money and hand out car park pass. Will do once parking passes arrive.	PP

Publicity as of 06/09

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

		Done
Instagram	Theatre now has Instagram account which is linked with the Facebook page.	<b>AL</b>
Website	Content has been updated.	<b>AL</b>
Facebook	Agreed to add committee details to fb page	

Theatre renovations as of 06/09

<b>Item</b>	<b>Actions/outcomes</b>	<b>Person responsible</b>
Rehearsal room lighting complete.	Some ceiling areas & tiles need TLC	<b>MS</b> Done
	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.	<b>MS</b> Done
Window frame in wardrobe rotting and will need to be looked at.	ER to speak with Steve Wilcox who did Chamberlain St doors.	<b>EL</b> Done
	£700 quote. Agreed. Extractor fan will also be removed and replaced with standard window. Frames will be hardwood.	<b>EL/AL</b> Done
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.	<b>MS</b> Done
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.	<b>GB</b> Ongoing
PAT testing	Need to source training	<b>GB</b> Ongoing

New sign for billboard by front wall	Three designs discussed. Design 3 proposed by GW and seconded by MS and unanimously agreed. Agreed to ask SE to see if builder will quote to install sign.	<b>KE</b> 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.	<b>SE</b> Ongoing
Parking in car park		
Heating system. No issues during <i>Willows</i> but will need to monitor	Ongoing monitoring	<b>All</b> Done
Camera/Wi-Fi system	Computers fixed. Now just need to drill holes in door and possibly in roof for ventilation and monitor.	<b>AL</b> Ongoing

Hire as of 06/09

<b>Item</b>	<b>Actions/outcomes</b>	<b>Person responsible</b>
Small Steps x 2	Ongoing	<b>SE</b>
Cosmo group	On hold (CV-19)	<b>SE</b>
Sustainable Wells	On hold (CV-19)	<b>Sarah Briton</b>
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.	<b>SE</b> Ongoing
Flower club	May want to come back to normal booking arrangements under reduced circumstances.	<b>SE</b> Ongoing
Comedia	Requested rehearsal space in February. Agreed and arranged.	<b>SE</b>

Productions as of 06/09

<b>Quartet</b> by Ronald Harwood		<b>September 15<sup>th</sup>-18<sup>th</sup> 2021</b>	
<i>Director</i>	Jackie Watts	<i>Producer</i>	Ken Edmonds
<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 Adam Lanfranchi
<i>Photos</i>	Ken Edmonds	<i>Programme</i>	Ken Edmonds
<i>Ticket prices</i>	£10	<i>Rehearsal schedule</i>	Agreed
<i>FoH</i>	Sally Trayhurn	<i>Tickets go live</i>	14th August 2021

<b>Cinderella</b> by Vicky Orman		<b>Dec 11th - 18th 2021</b>	
<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>	£	<i>Rehearsal schedule</i>	Agreed
<i>FoH</i>	Sally Trayhurn	<i>Tickets go live</i>	TBC

<b>Blood on the Canvas</b> by Richard James and <b>Rude Awakenings</b> by Nicholas Ridley		<b>Mar 09th-12th 2022</b>	
<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>	

<b>Big Fish</b> by John August & Andrew Lippa		<b>May 02nd - 07th 2022</b>	
<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 Scammel 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>	

<b>And Then There Were None</b> by Agatha Christie		<b>September 13th - 17th 2022</b>	
<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 £10	<i>Rehearsal schedule</i>	Agreed
<i>FoH</i>	Sally Trayhurn	<i>Tickets go live</i>	

<b>The Wizard of Oz</b> by L.Frank Baum		<b>December 2022</b>	
<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 06/09

<b>Production and Proposer</b>	<b>Proposed dates</b>
The Tempest by William Shakespeare Jonathan Sansam	September 2023



<p>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.</p>	<p>May 2023</p>
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Training as of 06/09

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

Show reviews as of 06/09

Show	Review	Reviewed by
TC: Play that goes wrong	Very clever, looked so amateur but was so professional	TC
Singing in the Rain	Starring Kevin Clifton. Very good, really good - can't go wrong!	
Mary Poppins	Incredible - would see it over again and highly recommend. Has the magic of the film e.g. cereal box falls over and cereal falls out, she clicks her finger and the cereal goes back in and the box stands up again. Also has a mop that moves around stage by itself. Very impressive.	
Anything Goes	Starring Sutton Foster. Repeated standing ovations. Robert Lindsay stole the show.	

Any other business as of 06/09

Item	Actions/outcomes	Person responsible

Notifications about panto (NM)	Need to ensure announcements for shows go out on MailChimp as well as on social media	<b>All</b>
Parking - Mermaid workmen (NM)	Workmen still parking in car park. Need to continue to put yellow no parking flyers on all cars without permits.	<b>All</b>
COVID passports	May need to ask audiences to show evidence of vaccination. Agreed to keep an eye on guidance & rules.	<b>All KE</b>
Recycling	PP has bought and labelled a range of bins for 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.	<b>PP</b>
Workshop	Need to ensure workshop always cleared after productions. Is currently very untidy - could be due to no productions and being used for smaller jobs and not being tidied. Keep an eye and ensure is always done after productions. Also need to ensure wood used for set is stacked away properly, not just leaned up against the wall.	<b>MS</b>
Clearup	PP did foyer, MS & Angleo did workshop; LC, JS & NH did dressing room. Still work to be done e.g. bar, fastening chairs in corridor. LC, NM & KE to do bar Sat 11th 10am.	<b>All</b>
Props & costume	Ditchheat Players have closed. GB has sourced second UV cannon sourced as well as lengths of white fabric and a gauze (gauze may be ours).	<b>GB</b>
Backstage lights	Request for lights to be replaced. 6x 10W LED floods = £160. Agreed.	<b>GB</b>
Dressing room monitors	To be fitted. Just need brackets & fittings.	<b>GB</b>

Date of next meeting

05th October 2022