

Wells Operatic Society Limited
Virtual committee meeting minutes
28th June 2021 at 7.30pm

COMMITTEE

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

Apologies – Sharon Edmonds

Minutes of the last meeting -

Matters arising

| Item | Raised by | Actions/outcomes | Person responsible |
|--|-----------|---|----------------------|
| COVID-19 - update on implications for theatre and issues relating to pandemic | | No further updates. | |
| Roles to be filled: Box Office manager, Theatre manager, CP Officer. | | Send out email to membership with job descriptions for remaining roles | KE Done |
| 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 |
| 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. | Ongoing |
| Theatre clean up | | We need a proper deep clean of the interior. Arrange to be done closer to opening of Quartet. Combine with social event at end of August to reopen theatre. Check dates for redecoration of corridor and confirm. | Ongoing |
| 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. | Done |
| | | Aiden giving quotes for bar, behind the bar, box office and corridor. Will be sending quote asap. Could do it during August. | PP |
| Memoriam for Sharon Uppham | | Peter Uppham would like to host an event in memory of Sharon, date TBC | KE Ongoing |
| 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 |

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|--|---|-----------|
| | Confirmation from RW that pageant is going ahead | NM |
| | The group is meeting at the theatre for 4 Mondays from 5:45pm-6:45pm. Sandra Marshall to email details. | AL |

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. Email sent and waiting for response | KE Ongoing |
| | | |

Treasurer's Report & Box Office

| Item | Actions/outcomes | Person responsible |
|---|--|---------------------------|
| Further grant in region of £8K. | Awarded the full £8 | PP |
| Accountants want to change us to a new insurance company. We have NODA insurance which we are keeping but this refer 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 |

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 |

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 & poles bought and in rehearsal room/bar. Need fitting. | NM |
| Window frame in wardrobe rotting and will need to be looked at. | ER to speak with Steve Wilcox who did Chamberlain St doors. | EL Done |
| | £700 quote. Agreed. Extractor fan will also be removed and replaced with standard window. Frames will be hardwood. | EL/AL |
| 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. | 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. | 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. | KE 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 |
| Parking in car park | | |
| Heating system. No issues during <i>Willows</i> but will need to monitor | Ongoing monitoring | All Ongoing |
| Camera/Wi-Fi system | Computers fixed. Now just need to drill holes in door and possibly in roof for ventilation and monitor. | AL Ongoing |

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 Ongoing |
| Flower club | May want to come back to normal booking arrangements under reduced circumstances. | |

Productions

| Quartet by Ronald Harwood | | September 15 th -18 th 2021 | |
|---------------------------|------------------|---|--------------------------------|
| <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>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> | £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> | Nick Barlow | <i>Choreography</i> | |
| <i>SM</i> | Charlie Watkins | <i>Lighting</i> | Graham Brown |
| <i>Sound</i> | | <i>Projection</i> | |

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|----------------------|--------------|---------------------------|--|
| <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> | |

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|---|----------------|---------------------------|--|
| Blood on the Canvas by Richard James and | | March 2022 | |
| <i>Director</i> | Sharon Edmonds | <i>Producer</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> | |

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|---|------------------------------|---------------------------|-----------------------------|
| 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> | 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 Russell | <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 Lesley Ricketts |
| <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> | |

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|---|-------------|---------------------------|----------------------|
| 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> | Niamh McGrogan |
| <i>Ticket prices</i> | | <i>Rehearsal schedule</i> | |
| <i>FoH</i> | | <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 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

| Item | Actions/outcomes | Person responsible |
|--------------------|---|--------------------|
| First Aid Training | Likely to be out of date for many members. Need to find out how to best go about renewing / retraining. | NH |
| | | |

Show reviews

| Show | Review | Reviewed by |
|----------------|--|-------------|
| Constellations | Good play with interesting premise. Well performed with some excellent effects. Lack of intimacy between characters meant the emotional impact wasn't as striking as it could have been. Challenging to be on stage for duration with no set or props but a very enjoyable production. | NM |

Any other business

| Item | Actions/outcomes | Person responsible |
|-------------------|--|--------------------|
| Car park clear up | A big thank you to all members. The outside looks great. | |

Date of next meeting

27th July 2021 online via Skype (clean up and Quartet)

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 | EL |

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|---------------------|----|---|-----------|
| 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. | |
| | | 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. | EL |
| 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.</p> | NM |

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|--|----|---|--------------------|
| | | Suggestions sent through and agreed that suggestions time frame would stay open until April committee meeting. | |
| | | 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 Angleo | 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 |