

Wells Operatic Society Limited  
Virtual committee meeting minutes  
19th April 2021 at 7.30pm

**COMMITTEE**

Ken Edmonds (chair), Pauline Perrin, Mike Scammell, Niamh McGrogan, Adam Lanfranchi, Jo Scammell, Liz Carey, Sharon Edmonds, Emma Russell, Graham Brown

**Apologies –**

Minutes of the last meeting - (AGM) agreed.

Matters arising

Item	Raised by	Actions/outcomes	Person responsible
<p>Members volunteering to contribute further to the running of the theatre. Following the AGM, Glynn Webster, Bobby Bass, Natalie Hope and Tom Creswick invited to attend this meeting</p>	<p>AGM</p>	<p>Roles to be filled: Patron’s secretary, Box Office manager, Theatre manager, CP Officer. There is also some space for additional committee members. KE - outlined commitments of being committee member. 10 meetings per year, very occasional meetings in Dec/Aug if essential. Committee is ‘face’ of society and is responsible for queries, theatre building, overseeing shows &amp; show budgets, filling / suggestions for filling roles in production teams, volunteering or identifying potential volunteers to meet needs of society. Suggested that joining committee would be a first step and take on a role at a future date, but there is no requirement to do both; MS added that becoming a committee member means you are a director and trustee of a limited company but there is no more than a £1 liability as part of this; A lot of communications are via email and meetings can be on alternate days each month with virtual joining possible to accommodate members. All four volunteers voted into committee: Glynn: Proposed NM; Seconded SE Nat: Proposed KE; Seconded PP Bobby: Proposed AL; Seconded LC; Tom: Proposed ER; Seconded MS.</p>	

		LC volunteered to assume role of Patrons Secretary. Any details shared previously by Gerald to be sent to Liz.	<b>NM</b>
		NH, GW, TC & BB to send details to PP for Companies House registration	<b>NH, GW, TC &amp; BB PP</b>
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.	<b>AL</b> Ongoing
		Broadcast completed. AL really happy & pleased with it. Don't know how many people listened but have heard some good feedback. One listener said he wouldn't have known it was an amateur production. Gfm would like to run it again and intend on sending a thank you from the station. They would like to do something else. AL recommends this be smaller and expectations of Gfm clearer.	<b>AL</b> Done
Outside Autumn clear up needs to be organised. Agreed to wait until tree is bare and lockdown ends. Restrictions are ongoing and it's not too bad for now.	LC	Agree to review this when restrictions lift - ongoing. KE suggested setting end May date for clear up following lifting of restrictions. Agreed June 6th at 10am. AL to bring landrover & trailer and send out Mail Chimp to membership in advance.	<b>All</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. Agreed to wait until renovations complete and are looking to reopen.	<b>NM</b> Ongoing

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

<b>Item</b>	<b>Actions/outcomes</b>	<b>Person responsible</b>
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.	<b>(RW) KE</b>

### Treasurer's Report & Box Office

<b>Item</b>	<b>Actions/outcomes</b>	<b>Person responsible</b>
PP applied for further grant in region of £8K.	PP to apply and keep committee informed.	<b>PP</b>

### Membership

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

### Publicity

<b>Item</b>	<b>Actions/outcomes</b>	<b>Person responsible</b>
Good Gods	Publicity really good and posters looked fantastic. Couldn't be avoided if on Facebook!	
Handover	KE and AL to have Publicity Officer role handover	<b>KE AL</b>

Theatre renovations

<b>Item</b>	<b>Actions/outcomes</b>	<b>Person responsible</b>
Rehearsal room lighting complete.	Some ceiling areas & tiles need TLC	<b>MS</b> 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 sources	<b>MS</b>
Floors, skirting and curtains still to be done.	Floor to be fitted asap. Agreed not to do entrance hall floor. KE has been in touch - committee agreed to go ahead and arrange for this to happen.	<b>SE</b> Done
	Skirting will be done when floor down.	<b>MS</b> Done
	Curtains to be bought in January sales.	<b>NM</b>
Auditorium repainting has begun	Ceiling completed and currently filling walls in preparation for painting. Have agreed end March for completion. Seems completed but equipment still in auditorium and invoice not yet sent.	Ongoing
Leak in ceiling through the chimneys	Mark quoted and has been asked to remove all chimneys and repair vent	<b>RW</b> Ongoing
Window frame in wardrobe rotting and will need to be looked at.	Investigate further and arrange repair. ER looked into repair and determined a carpenter can do this. ER to speak with Steve Wilcox who did Chamberlain St doors.	<b>ER</b> Ongoing
Toilet floors flooding. Possibly water from urinals rather than a leak. There are not any high water bills or any other indicators of water leak.	Investigate further and liaise with Angelo Water turned off locally to determine if is an in-house leak. Will have to wait and see. Repairs will depend on what the issue turns out to be. 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.	<b>MS</b> Ongoing

Updating sound and video. AL has met with Nick and Adrian to explore options such as sound system in rehearsal room to send music to stage etc.	<p>Email from Nick. Is of the opinion that theatre should buy a new digital mixing desk:</p> <ul style="list-style-type: none"> <li>• Easier to configure;</li> <li>• Future proof hiring's;</li> <li>• Remote controlled via tablet and sit with director;</li> <li>• Makes job easier for sound engineer.</li> </ul> <p>Recommended: Midas M32 £2359 ex VAT X32 £1185 ex VAT Recommends the M32 as is the superior desk with better pre-amps and is digital. It is also designed for theatre use whereas the other isn't. AL to look into backstage costs and put together a quote for The Powells of Michaelstone Y Fedw Historic Trust. GB to quote on projector as possible inclusion in Trust request.</p>	<b>AL</b> <b>GB</b> Ongoing
Update on dimmers	Lighting box not updated and entrance door installation incomplete. To be followed up.	<b>GB</b> Ongoing
	Send lighting contact to Graham for follow up	<b>RW</b> Ongoing
PAT testing	Need to source training	<b>GB</b> Ongoing
New sign for billboard by front wall.	Share details to date with committee for further investigation. KE to liaise with RW.	<b>(RW) 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.	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.	<b>AL</b> Ongoing
Heating system. No issues during <i>Willows</i> but will need to monitor	Ongoing monitoring	<b>All</b> Ongoing

### Hire

Item	Actions/outcomes	Person responsible
------	------------------	--------------------

Small Steps x 2	Resumed this week	<b>SE</b>
Cosmo group	On hold (CV-19)	<b>SE</b>
Sustainable Wells	On hold (CV-19)	<b>Sarah Briton</b>

### Productions

<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>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>	

<b>Cinderella</b> by Vicky Orman		<b>Dec 12th - 19th 2021</b>	
<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>	
------------	--	------------------------	--

<b>Blood on the Canvas</b> by Richard James		<b>March 2022</b>	
<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>	

<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>	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>	

<b>And Then There Were None</b> by Agatha Christie		<b>September 2022</b>	
<i>Director</i>	Adam Lanfranchi	<i>Producer</i>	Graham Brown
<i>MD</i>	--	<i>Voice coach</i>	Lois Harbinson
<i>SM</i>	Emma Russell	<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

<b>Production and Proposer</b>	<b>Proposed dates</b>
The Tempest by William Shakespeare Jonathan Sansam	September 2021
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.	<del>September 2022</del> May 2023

#### Training

Item	Actions/outcomes	Person responsible

#### Show reviews

Show	Review	Reviewed by



Any other business

<b>Item</b>	<b>Actions/outcomes</b>	<b>Person responsible</b>
NODA Long Service awards	Current process of identifying members eligible for NODA Long Service awards through the website is inaccurate. NM proposed contacting members with a simple form to complete to gain an up-to-date database that can be used to identify those eligible for awards. Agreed to instead change process entirely and request that members contact the committee secretary each year if they want their NODA award. Reminder email sent to all members in advance of each AGM	<b>NM</b>

Date of next meeting

**25th May 2021**

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

<b>Item</b>	<b>Raised by</b>	<b>Actions/outcomes</b>	<b>Person responsible</b>
Committee headshots	--	To be taken after AGM	<b>AL</b>
Theatre handbook RW needs to be given some items to fully update	RW	Send out of date forms out for updating	<b>RW</b>
		Update application for membership proforma	<b>PP</b>
		Update membership procedure	<b>PP</b>
		Update costume leaflet	<b>LC</b>
		Update diagram of passageway electric box	<b>GB</b>
		Theatre plans	<b>RW with Nick Barlow</b>
		Updated list of committee members to go on the noticeboard in bar	<b>NM</b>

		Agreed to update handbook annually	<b>ER</b>
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.	<b>KE</b>
		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.	<b>KE</b>
		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.	<b>KE</b>
		Mark to send quote for insulation over workshop.	<b>KE</b>
		Should take pictures of wall between theatre and St Cuthbert's for NM to record as evidence of any future issues.	<b>AL</b>
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.	<b>ER</b>

Angelo Awards	NM	Greg (Somerset Man photographer) happy to photograph ceremony in return for ticket.	<b>NM</b>
		<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"> <li>• Best backstage homemade cake</li> <li>• Best wardrobe malfunction</li> <li>• Chris Briton ad lib award for the most consistent ad libber</li> <li>• Royal Destroyer of props and/or costumes</li> </ul> <p>All other suggestions to Niamh. Suggestions sent through and agreed that suggestions time frame would stay open until April committee meeting.</p>	<b>NM</b>
		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.	<b>NM</b>
		Finish ceremony with Roy Bevan. Tickets to be £12 per head.	<b>NM</b>
New TV needed in upstairs dressing room		To be discussed with Angleo	<b>GB</b>
RW retiring next year so stepping down as chairperson.	RW	New licensee (NM) to source and arrange training	<b>NM</b>
Offstage lighting may need replacing and needs investigated.	GB	Investigate replacing all bulbs with LEDs	<b>GB</b>
Need a theatre manager/administrator for a range of duties some of which RW does		Committee to try and think of someone who could be approached to volunteer.	<b>All</b>

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.		Compile description of duties/tasks that can be shared out to membership after AGM to support finding volunteer Theatre Manager.	<b>PP &amp; RW</b>
AGM organisation	RW	Final list of members to NM before AGM	<b>PP</b>
		Organise nibbles	<b>PP</b>
		Show report	<b>SE</b>
		Social report	<b>NM</b>
		Treasurer's report	<b>PP</b>
		NODA awards - GB (AL) & Emma James (NM)	<b>NM</b>
		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.	<b>RW</b>
		Agreed to ask Doreen for suggestions as to who would be a good replacement.	<b>RW</b>